THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

Community of Practice on Using Blackboard LMS to Enhance Learning & Teaching (Bb LMS CoP)

Guidelines for Bb LMS CoP Member Development Fund

The Bb LMS CoP will consider applications for the CoP Member Development Fund from CoP members according to the following guidelines and with reference to the University policy for academic and general staff development.

1. **Objectives of the Member Development Fund**
   - To support attendance at events that are relevant to new developments in learning technologies, learning management systems, and blended learning in general;
   - To provide support for learning how to grow and nurture Community of Practice and Learning Communities.

2. **Use of Funding**
   The funding can be used to attend conferences/seminars/workshops/training courses that are relevant, but not limited to use of Learning Management Systems, technologies for learning and/or sustaining and managing CoPs, applicable to face-to-face and/or virtual attendance.

3. **Grant Limit**
   The maximum grant for each application is HK$10,000 depending on the merits of the event. Normally maximum one grant can be approved for a member.

4. **Eligibility**
   Members of Bb LMS CoP are eligible to apply.

5. **Submission of Application**
   Members are required to complete the enclosed Application Form for Bb LMS CoP Member Development Fund, and submit the Application Form to CoP Facilitator and/or Co-facilitator for approval. If the application is submitted by CoP Facilitator and/or Co-facilitator, it shall be submitted to Chairman of the Steering Panel of the PolyU CoP Programme or his delegate for approval.

   To attend a conference/workshop, submission of a paper is not mandatory but is encouraged, and priority consideration will be given to applications submitted with a paper.

6. **Report System**
   Successful applicants are required to submit a two-page report and deliver a 15-minute summary presentation to the Bb LMS CoP after they have completed the supported activity.

Updated: Apr 2014

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Application Form for Bb LMS CoP Member Development Fund

Ref. No.	

(For office use only)

Part I. General Information

1. **Particulars of the applicant**

    Name _____ (Prof. /Dr./Mr./Miss/Ms./Mrs.)*   Staff No. _____

    Department _____   Post _____

    Tel. Ext. _____   E-mail _____

2. **Type of event**
    (please tick)

    ☐ Conference attendance   ☐ Training course

    ☐ Seminar   ☐ Workshop

3. **Total funding requested:** _____ (HK$)

Part II. Details of Event

1. **Description of the event (*please attach a copy of the event brochure if available*)**

    a) Title of event _____

    b) Organizer _____

    c) Location _____

    d) Date   From _____ to _____

    e) Are you presenting a paper at the conference?   Yes / No*

    Title of paper to be presented _____

    (*please attach the abstract of paper and letter of acceptance of presentation*)

    f) How would the proposed event benefit you and the CoP? _____

2. Financial Support

Item	Details	Amount (HK$)
(i) Registration/Course Fee*		
(ii) Passages	1) Air ticket including tax (from HK to _____)	
	2) Intercity travel (travel from one city to another city)	
	3) To and From HK airport	
(iii) Subsistence Allowance	_____ X _____ X _____ No. of nights Rate per night Exchange rate	
(iv) Source of Funding	Bb LMS CoP (3.45.xx.89HF)	
	Total:	

Please delete the inappropriate.

Signature of Applicant _____   **Date** _____

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Office Use Only

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This application is   ☐ Supported   ☐ Not Supported

Total funding support (HK$) approved: _____

Comments /Remarks (if any):

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Application approved/declined* by

Name: _____

(Facilitator/Co-facilitator/Chairman/Delegate*)

Dept: _____

Date: _____

Please sign here

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