WORKSHOP ON PERSONNEL ADMINISTRATION

A Workshop on Personnel Administration for mid-level university administrators sponsored by the Commonwealth Conference of Registrars of Universities in the Southeast Asia and Pacific Area was held in Hong Kong from 15th to 21st May. The Workshop was organized and hosted by the University of Hong Kong and attended by delegates from universities in the area: Nanyang University, University of Singapore, Universiti Perdana Malaysia, Universiti Malaya, University of Papua and New Guinea, Institut Teknologi Kebangsaan, University of the South Pacific, Universiti Sains Malaysia, Universiti Kebangsaan Malaysia, and the Papua and New Guinea University of Technology. The two delegates from this University were Mrs. Christine Wong, Assistant University Secretary (Personnel), and Mr. Yica Law, Administrative Assistant (Personnel), and observers included Mr. Lyon Y. Lee, Registrar of Chung Chi College, Mr. C.L. Yuan, Comptroller of New Asia College, Mr. Stephen T.Y. Ting, Deputy Registrar of New Asia College, Mrs. Katherine Wong, Administrative Assistant of United College, Mr. Paul Yen, Assistant University Bursar, and Dr. L.H. Kwan, Assistant University Secretary (General).

The keynote address on “Personnel Administration—its Purposes and Practices” was delivered by Mr. A. Tattersall, Secretary of University College, London, who came to Hong Kong to serve as Workshop Leader at the invitation of the two host universities and under the auspices of the Inter-University Council for Higher Education Overseas in London. Other topics for discussion included:

- "Appointment procedures";
- "Promotion procedures and criteria, including staff assessment, performance, discipline and efficiency bar";
- "Estimating staff needs—establishment systems and post control, norms and ratios, teaching hours and research, teaching assistance, etc.";
- "Terms of appointment for academic and other staff—salaries, contracts, including probation, substantiation, tenure and dismissal, outside practice";
- "Fringe benefits: leave, housing, medical schemes, expatriate staff conditions";
- "Negotiations on salary and conditions, etc., with Government" and "Staff training".

The Workshop was financed with a substantial grant from the Commonwealth Technical Co-operation Fund.
RECENT DEVELOPMENTS OF THE INSTITUTE OF CHINESE STUDIES

The Institute of Chinese Studies was established in 1967 to give concrete expression to the University’s dedication to the promotion of Chinese studies. With the University’s unique cultural heritage, the Institute fosters inter-disciplinary research among staff members in various fields and ten publications have already been published. The University has decided to step up its activities further in the next decade to make it an international stronghold of Chinese studies and a distinctive feature of the University.

Prof. C.T. Hu, on leave from Columbia University, has been appointed full-time Director of the Institute, and he has lost no time in formulating plans for the development of its research activities and teaching function and the strengthening of international ties.

Research

The research programme of the Institute will be developed to make full use of the human and material resources of the University and the favourable cultural, academic, social and political conditions of Hong Kong. Apart from individual research projects there will be an integrated research programme for the study of developments in modern and contemporary Chinese culture, from academic pursuits to the arts and crafts, drawing upon the social and natural sciences as well as the humanities in methodology and embracing all four Faculties of the University in scope. Not only will inter-disciplinary cooperation within the University be promoted, but the Institute will also seek to set up exchange programmes and establish other ties with universities all over the world.

Teaching

The primary function of the Institute is research, but through its research it can contribute to teaching and help to bring about the necessary improvements. The Institute should assume a co-ordinating and innovative role in teaching, where its first task must be to define clearly the scope of “Chinese studies”, so that course content may be revised accordingly and efforts may be made to improve teaching methods.

International Cooperation

With its favourable setting the Institute plans to enter into close cooperation with scholars all over the world to make an intensive study of all aspects of Chinese culture, the living culture of an ever-changing country, thereby strengthening international ties and making it an international centre of Chinese studies.

Reference Collection

The Institute aims to build up within the next few years a comprehensive and systematic collection of reference materials adequate to serve both research and teaching staff and worthy of international recognition.

To see to the proper implementation of this Committee’s decisions and to deal with administrative matters an Executive Committee for the Institute of Chinese Studies has also been set up, with the following membership:

Chairman: Prof. C.T. Hu
Members: Dr. Chang Hsiong-mou
Mr. Chang Teh-chang
Prof. Chen Cheng-siang
Dr. Chen Ching-ho
Prof. Cheng Te-k’un
Prof. Chou Fa-kao
Mr. Chuan Han-sheng
Prof. Hsiang Mo-huan
Mr. Jao Tsung-i
Dr. Kan Lai-bing
Dr. Ambrose Y.C. King
Mr. Lee Yim
Dr. Liu Shu-shien
Mr. Stephen C. Soong
Mr. Wang Teh-chao
(concurrently Secretary)
Mr. James C.Y. Watt
Mr. Yen Keng-wang
Mr. Yu Kwang-chung
Prof. Timothy Yu
Dr. Yü Ying-shih

VICE-CHANCELLOR ATTENDS INTERNATIONAL CONFERENCES

Dr. Choh-Ming Li, the Vice-Chancellor, left for conferences overseas in the months of May, June and July. He attended in the United Kingdom the Council Meeting of the Association of Commonwealth Universities from 29th to 30th May and the CIBA Foundation’s 25th Anniversary Symposium on “The Future of Philanthropic Foundations” during the week of 16th June. At the Symposium, Dr. Li presented a paper on “International Foundation and Higher Education Development in the Developmental Countries” and headed a discussion session. Dr. Li later visited several foundations and institutions in Britain and the United States.
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Prof. C.T. Hu, Director of Institute of Chinese Studies

Prof. C.T. Hu obtained his B.A. from National Fu-tan University in 1942 and his M.A. and Ph.D. from the University of Washington, Seattle, in 1950 and 1954 respectively.

Prof. Hu was Research Associate at the University of Washington and Yale University from 1949 to 1957. In 1957 he was appointed Associate Professor at the State University of New York. Since 1959 he has been Professor of Comparative Education at Teachers College, Columbia University. Prof. Hu has served as Visiting Professor at a number of universities, including Princeton University, the University of Washington, Harvard University, the University of Delhi and this University. He has also served as Acting Editor of Comparative Education Review, member of the Editorial Board of Yearbook of Education and consultant to the Ford Foundation.

Prof. Hu has carried out extensive research in Chinese studies and his publications include China, Its People, Its Culture, Its Society; Chinese Education under Communism and Symposium on Chinese Education.

Prof. Hu's association with this University dates back to 1969, when he was Visiting Professor at the School of Education. He has since served for three years as External Examiner in Education and has visited this University regularly to advise on the development of the Institute of Chinese Studies and the Graduate School. He has now been appointed the first full-time Director of the Institute.

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NEW COMMITTEES

Senate Committee on General Education

To keep the General Education Programmes under constant review and to ensure coordination, the Senate has established a Committee on General Education with the following membership:

The Pro-Vice-Chancellor (Chairman)
The University Deans
One representative from each of the College Committees on General Education
The University Registrar (Member-Secretary)

At the request of the Senate Staff/Student Relations Committee, the Senate has invited student representatives to participate in the General Education Committee’s discussions as observers.

Working Group on the University Library System

A Working Group on the University Library System has been set up to assist the Director of the University Library System in developing an effective operation of the system. The Working Group is to report to the Vice-Chancellor, as Chairman of the Senate Committee on the University Library System, by the end of August 1974.

The Working Group consists of the following members:

Dr. C.T. Yung (Convener)
Prof. Baysung Hsu
Dr. L.B. Kan
Mr. Lee Yim
Mr. N.H. Young

New Asia Yale-in-China Chinese Language Centre Management Committee

A New Asia Yale-in-China Chinese Language Centre Management Committee has been set up with the following membership:

Three College Presidents (or their representatives)
Director of the Language Centre Representative of Yale-in-China Association in Hong Kong
Two members to be appointed by the Vice-Chancellor

Dr. John T.S. Chen, University Registrar, has been appointed by the Vice-Chancellor as one of the two appointed members as well as Chairman of the Committee.

PERSONALIA

I. Appointments

Prof. C.T. Hu, Director, Institute of Chinese Studies
Mr. James Goon-nam Lee, Lecturer in Electronics, United College
Mr. Fung Kwok-ping, Assistant Architect, Buildings Office

II. Academic Achievement

Mr. Ho Kam-fai, Lecturer in Social Work, United College, has been awarded a D.S.W. degree by Columbia University.

III. Community Service

Mr. T.C. Lai, Director of Extramural Studies, has been invited to serve on the Board of Selection for the appointment of the Chair of Comparative Literature at the University of Hong Kong.

STAFF PROFILES

Dr. Kwan Lai-hung, Assistant Secretary, University Secretariat
Dr. Kwan obtained his B.A., M.A. and Ph.D. from the University of London in 1962, 1968 and 1973 respectively.

Before joining the University Dr. Kwan had been in the civil service for sixteen years, during which period he served in a variety of capacities, including Head of the Hong Kong Tenancy Inquiry Bureau, Senior Executive Officer, City District Officer and Deputy Secretary of the Urban Services Department. Dr. Kwan also taught English for over ten years in the Government Evening Institute as a part-time lecturer and was for a number of years an organizer of week-end seminars on Chinese history and culture.

Dr. Kwan joined this University as Assistant University Secretary in September 1973.

Mr. Chan Miu-cheung, Charles, Assistant Engineer, Buildings Office
Mr. Chan Miu-cheung, Charles, graduated from McGill University in 1971 with a Bachelor of Engineering (Electrical) degree. He worked for the Taikoo Dockyard Engineering Co., Ltd. and the Hong Kong Electrical Co. before joining this University in July 1973 as Assistant Engineer in the Buildings Office.

Miss Mok Wing-yin, Rebecca, Assistant Lecturer in Translation, New Asia College
Miss Mok Wing-yin, Rebecca, read English and Translation at the University of Hong Kong, obtaining a B.A. in 1969, and then made a critical study of the poetry of Ts’ao Chih, obtaining an M. Phil. in 1972. She has served as Tutor in Translation at the University of Hong Kong (1969–71) and Lecturer in English at Lingnan College (1972–73).

Miss Mok is now Assistant Lecturer in Translation at New Asia College.

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(pictures in Chinese section)

CULTURAL EVENTS

I. Exhibition

· An exhibition of “Excavation at Sham-wan, Lamma Island, Phase III” was held at the Art Gallery, Institute of Chinese Studies, from 3rd May to 27th June. The excavation was carried out last year by the Hong Kong Archaeological Society in co-operation with students of this University. The finds, including prehistoric ceramic sherds and stone implements, were put on display with rubbings, sketches, charts and explanatory notes.

II. Seminars/Lectures

· At a seminar on 4th May, sponsored by the University Student Union, Dr. Y.S. Yu, President of New Asia College, gave a talk on “May 4th Student Movement and Modern China”.

· At the invitation of the Philosophy Departmental Club of New Asia College, Prof. Tang Chun-i, Mr. Mou Tsung-san and Mr. Lao Yung-wei spoke on the development of their philosophical studies and thinking on 1st and 2nd June. They further elaborated on their personal prospects of philosophy on 9th June.

· Dr. N.G. McCrum of the Department of Engineering Science at the University of Oxford gave a lecture on “The Mechanical Properties of the Structural Polymers of the Human Body” on 10th June at a seminar organized by the Department of Physics.

· The Theology Division of Chung Chi College presented a Summer School of Theology, “A Theological Summer Holiday”, at the College’s Theology Building from 17th to 21st June, for pastors, theological students and seminary teachers. Dr. Chow Lien Hwa of Taipei, the main speaker, spoke on “Ministry in Secular Modern Asia”. Other speakers included: Prof. Hans Schwarz, Lutheran Theological Seminary, Columbus, Ohio; Dr. Theodore Marr, Department of Journalism, New Asia College; and Dr. Hsiao Ching Fen, President, Tainan Theological Seminary.

COMINGS AND GOINGS

· Visitors to the University included Prof. Melvin Calvin of the University of California, Berkeley, Chemistry Nobel Laureate; Mr. C. Coleman Fisher, Vice-President of Mobil Chemical International Ltd., U.S.A.; and a Lingnan Trustee; Dr. B.S. Friedman, President-elect of the American Chemical Society; Prof. Lo-shu Fu of Duquesne University, U.S.A.; Dr. David Gray, Vice-President, Beaver College and Director of their International Studies Programmes; Prof. Frank Hull IV and Dr. Walter Lemke, Jr., from International Committee for the Study of Educational Exchange; Dr. J.A. Kershaw of Williams College, Mass., U.S.A., and Mrs. Kershaw; Dr. Alexander Mood of University of California, Irvine, and Mrs. Mood; Mr. William S. Olney, Director of Special Projects in the Office of Alumni Affairs & Development, Harvard University; Mrs. Marjorie Ravenhoit, Consultant for the Rockefeller Brothers Fund in the Philippines, and Mr. L.Z. Yuan, Representative, The Asia Foundation; Dr. John Sandover, Vice-Chancellor of University of Technology, Papua, New Guinea, and Mrs. Sandover; Dr. Douglas G. Spelman of Tang Hui University and Yale-in-China Representative-designate; Mr. Eugene Wu, Director
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of the Harvard-Yenching Library, Harvard University; British Professional and Learned Journals and Book Publishers Mission of the Far East, representing institutions and societies which play a major role in the development of technology and life sciences; and students from the United World College “Sea Star of the Hebrides”.

Mr. L.S.E. Krajenbrink, adviser to the Federation of Hong Kong Industries, visited the Department of Electronics of United College on 17th June to discuss possible technical cooperation between the Federation and the Department on standards and calibration.

Other visitors to United College included Dr. Elizabeth Barber, Assistant Professor of Linguistics at Occidental College, California; Prof. John M. Bennett, Head of the Basser Department of Computer Science, University of Sydney; Prof. Ray C. Hillam, Head of the School of Electrical Engineering, University of New South Wales; and Dr. James J. Wrenn, Professor of Chinese & Linguistics at Brown University.

Mr. C.T. Lai, Director of Extramural Studies, attended a workshop organized by the Asian-South Pacific Bureau of Adult Education in New Delhi from 4th to 12th May.

Prof. Shih Hsi-yen of Fine Arts left for Osaka, Japan on 15th May to arrange for the Japanese Painting Exhibition at the Art Gallery of the University.

Mr. John T.S. Chen, University Registrar, was on leave from 16th to 30th May to visit universities in France.

Dr. Kuan Hsin-chi of the Department of Government & Public Administration, United College, visited the United States from 4th June to 5th July to attend the Conference of the Learned Societies in Education and Psychology in Toronto and the Second World Congress of Comparative Education Societies in Geneva.

Dr. Rance P.L. Lee, Director of the Social Research Centre, was on leave from 9th to 20th June to present a paper on “Social Change and Changes in Fertility Motivation” at an “Expert Group Meeting on Social & Psychological Aspects of Fertility Behaviour” held in Bangkok.

Prof. N.E. Fehl, Professor of World History, visited Vanderbilt University from 10th June to 18th July to teach a course entitled “Comparative Historiography with Emphasis on East Asia” during the University’s 5-week Summer Institute in East Asian Studies.

COLLEGE NEWS

- The 20th Graduation Ceremony of Chung Chi College was held in the College Chapel on 5th June. Mr. Chung King Fai, Manager (Production) of Hong Kong Television Broadcasts Limited, addressed the graduates.

- Mr. Lee Mang-pew, member of the United College Board of Trustees, has been awarded an honorary degree of Doctor of Literature by Wayland Baptist College, U.S.A.

- At the invitation of the Biology Department of Lingnan College, Dr. Chan Kwong-yu, Lecturer in Biology at New Asia College, gave a lecture on “Marine Bacteria in Relation to Marine Pollution” on 7th May.

- Dr. C.Y. Choi, Head of the Department of Sociology of United College, gave a talk on 7th May on “Recent Trends in Marriage in Hong Kong” in a series of Seminars on Population sponsored by the Hong Kong Family Planning Association.

- Dr. Mun Kin-chok, Head of the Department of Business Administration, and Mr. Wu Chien-shiu, Head of the Department of Economics, New Asia College, attended a seminar on “The price of rice in Hong Kong” on 14th May at the invitation of Hong Kong Baptist College.

- At the invitation of the Baptist College Economics Research Centre, Dr. Hsueh Tien-yung, Head of the Department of Economics at United College, gave a talk on “Hong Kong Economic Development 1959-70” on 17th May.

- The Fine Arts Department of New Asia College has set up an Art Gallery for students' works in the college library. The first group of works was exhibited from 15th June.

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- Dr. Ching-Ho A. Chen, Director of the Centre for East Asian Studies, was granted a fellowship from the Japan Foundation for a two-month research trip to Japan from the beginning of June.

- Dr. Kuan Hsin-shi of the Department of Government & Public Administration, United College, visited the United States from 3rd June to 1st July as a guest of the U.S. Department of State. On his return journey, he also visited institutions concerned with overseas exchange programmes in Bonn, West Germany.

- Prof. S.L. Kong, Director of School of Education, was on leave from 4th June to 5th July to attend the Conference of the Learned Societies in Education and Psychology in Toronto and the Second World Congress of Comparative Education Societies in Geneva.

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葉錦霞小姐
新亞書院
工商管理學系助教

葉錦霞小姐生於澳門，在澳門聖心書院受敎育，一九七三年畢業於本校，獲工商管理學士學位。

葉小姐現任新亞書院工商管理學系助敎。

人事動態

一、聘任

胡昌度敎授
中國文化研究所所長
李冠南先生
聯合書院電子系講師
馮國平先生
大學校舍建設處助理建築師

二、學術成就

聯合書院社會工作系講師何錦輝先生獲美國哥倫比亞大學頒授社會工作學博士學位。

三、社會服務

校外進修部主任賴恬昌先生應邀出任香港大學比較文學敎授遴選委員會委員。

文化活動

學人行蹤

訪問大學之嘉賓計有：美國加州大學卡爾文敎授（Prof. Melvin Calvin）、被委任為下屆新亞雅禮協會代表之東海大學史伯明博士（Dr. Douglas G. Spelman）、美國哈佛燕京圖書館主任吳文津先生、美國麻省威廉士學院柯紹博士（Dr. J.A. Kershaw）伉儷、美國碧佛大學副院長格雷博士（Dr. David Gray）、新畿內亞科技大學校長桑東華博士（Dr. John Sandover）伉儷、美國敎育交換研究國際委員會之侯爾四世敎授（Prof. Frank Hull IV）及林基博士（Dr. Walter Lemke, Jr.）、美國化學協會主席費理明博士（Dr. B.S. Friedman）、美國杜顯大學傅樂淑敎授、美國洛克菲勒兄弟基金會駐菲律賓之顧問雷文霍女士（Mrs. Marjorie Revenholt）及亞洲協會香港代表袁倫仁先生、美國哈佛大學校友事務組之特別計劃主任奧爾尼先生（Mr. William S. Olney）、美國加州大學穆德博士（Dr. Alexander Mood）伉儷、英國雜誌圖書出版界遠東考察團、以及聯合世界大學學生。

香港工業總會顧問康建平先生（Mr. L.S.E. Krajenbrink）於六月十七日訪問聯合書院電子系，商討與該系合作之計劃。

其他訪問聯合書院之嘉賓包括澳洲南威爾斯大學電機工程學院院長卡普懷敎授（Prof. A. Karbowiak）、澳洲雪梨大學電子計算學系系主任貝內特敎授（Prof. J.M. Bennett）、美國猶他州伯衡揚大學政治學系系主任希朗敎授（Prof. R.C. Hillam）、美國布朗大學中文及語言敎授雷恩博士（Dr. J.J. Wrenn）以及美國加州西方學院語言學副敎授鮑麗莎博士（Dr. Elizabeth Barber）。

校外進修部主任賴恬昌先生於五月四日至十二日赴印度新德里開會，籌備在亞洲設立成人教育工作者訓練中心。

藝術系時學顔敎授五月十五日赴日本大阪，安排日本文人畫在本校展出。

大學敎務主任陳佐舜博士於五月十六日至三十日赴法國參觀各大學。

東亞研究中心主任陳荆和博士獲日本國際交流基金會資助，於六月一日赴日本作爲期兩月之調查研究。

聯合書院政治與行政系關信基博士應美國國務院之邀請於六月三日至七月一日訪問美國，並前往德國波恩考察當地主辦海外交換計劃之機構。
敎務會應師生諮詢委員會之請求，通過邀請同學代表以觀察員身份列席通識教育委員會會議，以便發表意見，參加討論。

大學圖書館系統工作小組

大學圖書館系統工作小組，大學圖書館系統主任研究如何增進該系統之工作效能。工作小組將於八月底前向大學敎務會呈交報告。

大學圖書館系統委員會主席(由大學校長擔任)

該工作小組之成員為：

容啓東博士(主席)
李棪教授
徐培深教授
楊乃舜先生
簡麗冰博士

新亞書院中國語文研究所管理委員會

該工作小組之成員為：

關禮雄博士
關博士先後於一九六二年、一九六八年及一九七三年獲倫敦大學榮譽文學士、文科碩士及哲學博士學位。

關博士前曾在香港政府服務達十六年，歷任香港租務調查處主任、高級行政主任、民政主任及市政事務署副秘書長等職，並曾任政府成人敎育部英文科兼任講師逾十年，且於近數年來主持多項在週末舉行之中國歷史及文化研討會。關博士於一九七三年九月加入本大學為大學校務處助理校務主任。

丁妙祥先生
丁先生一九七一年畢業於加拿大麥基大學，獲電機工程學士學位。返港後，先後任職太古船塢及香港電燈公司。丁先生現為大學校舍建設處助理工程師。

莫詠賢小姐
莫小姐生長於香港，受敎育於聖心書院，一九六六年入香港大學攻讀，專修英文及翻譯，一九六九年獲文學士學位，一九七二年獲哲學碩士學位，其論文題目為「譯論」(英文)。莫小姐曾任香港大學中文系助敎(一九六九至七一)，負責敎授翻譯，及任嶺南書院講師，敎授英國語文及文學、翻譯等科目(一九七二至七三)。莫詠賢小姐現任新亞書院翻譯系副講師。
胡昌度教授

Prof. C.T. Hu

中國文化研究所所長

一九四一年畢業於國立復旦大學,
獲文學士學位,復於一九五〇年及一九五四年獲西雅圖華盛頓大學文科碩士及哲學博士學位。

胡教授服務於美國之大學有年,一九四九至七年間,先後任華盛頓大學及耶魯大學研究員;其後轉任紐約州立大學副教授;自一九五九年起以迄於今,任哥倫比亞大學教育學院比較敎育學教授。其間胡教授曾應邀出任普林斯頓大學、華盛頓大學、哈佛大學、印度德里大學及本校客座敎授。

胡教授在學術上之成就,除敎育方面外,對中國文化之研究亦極有心得,此可見諸其著作:﹁中國之人民、社會及文化﹂、﹁共產主義下之中國敎育﹂及﹁中國敎育論叢﹂等。

胡教授與中文大學之關係向甚密切,一九六九至七〇年任本校教育學院客座敎授,一九七二至七四年又為教育學院校外考試委員。此外,胡教授更經常為中國文化研究所及研究院之發展籌措具體之計劃;故大學在積極擴展中國文化之研究之際,力邀胡教授出任該研究所所長。

大學校長出席國際會議

大學校長李卓敏博士於五月底離港赴美,參加國際會議。李校長五月廿九至三十日出席英聯邦大學協會會議,六月十六日參加為期一週之司巴基金會廿五週年紀念研討會。司巴基金會乃為促進國際醫學及化學研究合作而設立者,此次研討會之主題為﹁慈善基金會之前途﹂,李校長在會上宣讀論文﹁國際基金會與發展中國家高等敎育之發展﹂,並主持一項小組討論。

李校長其後又往訪問英美兩地之基金會及敎育機構。

新設立之委員會

敎務會最近成立通識敎育委員會,以經常檢討通識敎育課程,並使各書院之課程獲得協調。委員如下:

- 副校長(主席)
- 大學各學院院長
- 各書院通識敎育委員會代表一人
- 大學敎務主任(委員兼秘書)
中國文化研究所新發展

中文大學自成立以來即刻意發展中國文化之研究，旋於一九六七年設立中國文化研究所，藉大學獨特之傳統與背景，集中校內研究中國文化各方面之專家學者，進行合作研究，數年間成績斐然，已出版學術著作十種。大學現已決定在未來十年內，加強中國文化之研究，以期成爲國際學術界中國文化研究之重鎮。

大學業向哥倫比亞大學商借胡昌度教授來任中國文化研究所專任所長。胡教授經已擬就一項新發展計劃，進一步加強其學術研究，增進其對教學之貢獻，並促進其與國際學術機構之合作。兹將新計劃撮要分述如下。

(一) 學術研究
研究所之研究工作將逐漸擴展，以期充分利用大學具備之人力物力，更進而利用香港特有之文化、學術、社會、政治等有利條件。在個別研究方案之外，將擬定一統籌全局之研究計劃，研究近代與現代中國文化變遷之問題，其內容包羅學術思想以至工商技藝，在方法上運用人文、社會科學，甚至自然科學領域內之各種理論與法則，在組織方面則溝通並加強大學內之文、理、社會、工商管理各學院之間之學術合作，並與歐、美、日本及其他地區與國家之高等學府建立國際間之交換與合作關係。

(二) 教學
研究所之主要任務固然爲研究，但其研究工作亦可增強大學有關中國文化之教學，並有助於促成人教學上之革新。研究所在教學方面，應發揮統籌兼顧與領導之效能，而其首要工作則為對“中國文化”教學內涵作清晰之說明。教學範圍與目標確定後，方能編訂新教材，然後更進一步從實踐中研究討論教學方法之改進。此為中國文化研究所責無旁貸之基本工作。

(三) 國際合作
中國文化研究所具有天時、地利、人和之實際優勢，亟應充分利用，以與國際學者攜手合作，進而對在劇變中之中國文化獲得深刻之理解。爲此，研究所工作之推動，不但可以繼續加強世界學術合作，並可藉此而提高大學之國際聲譽。

(四) 圖書設備
研究所未來數年，將竭力進行研究資料之搜集與整理，務期臻於完善，以供研究及教學人員之用，並爲研究所建立其研究資料庋藏之國際地位而加強國際間之學術合作。

為更順利推行上述新計劃，決定研究工作進行之先後及研究資助金之分配，大學特別成立“中國文化研究所所務委員會”。新成立之所務委員會成員為：

主席：胡昌度教授
委員：王德昭教授(兼秘書)、全漢昇教授、宋淇先生、邢慕寰教授、李棪教授、余也魯教授、余光中教授、余英時博士、屈志仁先生、周法高教授、金耀基博士、張雄謀教授、張德昌先生、陳正祥教授、陳荊和博士、劉述先博士、鄭德坤教授、簡麗冰博士、嚴耕望教授、饒宗頤教授。

又為貫徹執行所務委員會通過之任務，以及處理研究所之行政事宜起見，另設“中國文化研究所執行委員會”，委員為：

主席：胡昌度教授
委員：王德昭教授(兼秘書)、全漢昇教授、宋淇先生、邢慕寰教授、李棪教授、屈志仁先生、金耀基博士、張雄謀教授、張德昌先生、陳正祥教授、陳荊和博士、劉述先博士、鄭德坤教授、簡麗冰博士、嚴耕望教授、饒宗頤教授。
WORKSHOP ON PERSONNEL ADMINISTRATION

A Workshop on Personnel Administration for mid-level university administrators sponsored by the Commonwealth Conference of Registrars of Universities in the Southeast Asia and Pacific Area was held in Hong Kong from 15th to 21st May. The Workshop was organized and hosted by the University of Hong Kong and attended by delegates from universities in the area: Nanyang University, University of Singapore, Universiti Pertanian Malaysia, Universiti Malaya, University of Papua and New Guinea, Institut Teknologi Kebangsaan, University of the South Pacific, Universiti Sains Malaysia, Universiti Kebangsaan Malaysia, and the Papua and New Guinea University of Technology. The two delegates from this University were Mrs. Christine Wong, Assistant University Secretary (Personnel), and Mr. Y. L. Law, Administrative Assistant (Personnel), and observers included Mr. Lyon Y. Lee, Registrar of Chung Chi College, Mr. C. L. Yuan, Comptroller of New Asia College, Mr. Stephen T. Y. Ting, Deputy Registrar of New Asia College, Mrs. Katherine Wong, Administrative Assistant of United College, Mr. Paul Yen, Assistant University Bursar, and Dr. L. H. Kwan, Assistant University Secretary (General).

The key note address on "Personnel Administration—its Purposes and Practices" was delivered by Mr. A. Tattersall, Secretary of University College, London, who came to Hong Kong to serve as Workshop Leader at the invitation of the two host universities to present the principles of the Inter-University Council for Higher Education Overseas in London. Other topics for discussion included:

- "Appointment procedures";
- "Promotion procedures and criteria, including salary assessment, performance, discipline and efficiency bar";
- "Estimating staff needs—establishment systems and post control, norms and ratios, teaching hours and research, teaching assistance, etc.";
- "Terms of appointment for academic and other staff—salaries, contracts, including probation, substantiation, tenures and dismissal, outside practice";
- "Fringe benefits: leave, housing, medical schemes, expatriate staff conditions";
- "Staff and establishment records";
- "Negotiations on salary and conditions, etc., with Government" and "Staff training".

The Workshop was financed with a substantial grant from the Commonwealth Technical Cooperation Fund.