

TUNG WAH COLLEGE

Research Excellence Award (REA)

1. The purpose of the Research Excellence Award (REA) is to acknowledge, reward, and promote excellent performance and achievement in research.

2. ***Details of the Award***

- (a) A maximum of three awards will be granted in each academic year.

- (b) Each award includes a cash award of HK\$12,000 and a certificate, and a one-off additional grant of HK\$8,000 for research related activities* to be claimed no later than 12 months following the date of award. The unclaimed additional grant is not allowed to be carried forward to future years. The name of awardee(s) will be posted on the website.

** Research related activities refer to publication fees for academic journals, fees for professional editing and consultation, purchase of licenses or software for research, as well as expenses to present or publish papers in academic conferences as sole or principal author/ investigator.*

3. ***Eligibility of the Award***

- (a) All current full-time academic staff of TWC are eligible for nomination. **Self-nomination is also welcomed.**

- (b) The awardee(s) should not be nominated for the consecutive year.

4. ***Assessment Criteria***

The nominees need to meet the following criteria:

- 4.1 ***Compulsory Criteria*** (required to demonstrate excellence for the following criteria)

- (a) having at least six papers published in international peer-reviewed journals (as first or corresponding author) with the journals ranked in the top 30%** among all journals of the relevant subject field (at least one paper published in the current academic year after joining TWC);

*** Based on the Scopus® citation database, Journal Citation Reports™ under the Clarivate Web of Science database (formerly ISI® Web of Knowledge) or Google Scholar database etc.*

- (b) successful receipt of one or more competitive grants in the capacity of principal investigator after joining TWC.

- 4.2 ***Additional Criteria*** (required to meet the following criteria while demonstrating excellence in at least two of the following criteria)

- (a) demonstration of research scholarship by bringing benefits to the group of researchers who participate in the work;

- (b) demonstration of research scholarship by making a major impact on and/ or bringing benefits at local or international community;
- (c) recognition of scholarly work in the current academic year as evidenced by invitation as plenary/ keynote speaker at conferences and seminars, peer review, external grant reviewers, awards granted by prestigious organisations, etc.

5. ***Nomination Procedures***

- (a) Nominations can be made by supervisor, academic staff or by self through submitting a nomination form. Each nomination must have the consent of the nominee.
- (b) Each nominee should submit a brief staff profile, a summary of their research with supporting evidence, and the **best six representative publications**[#] for panel's consideration. The nominees may be invited to provide additional information and/ or attend a meeting with the Selection Panel to further substantiate their achievements in relation to the criteria for award.

[#] Please refer to Paragraph 4.

6. ***Composition of The Selection Panel***

3 core members <i>Who would make final selection for RC and AB consideration</i>	1 President's delegate and At least 1 RC member plus 1 internal senior academic staff at band 7 or above
2 external members <i>Who would provide comments/ recommendation to nomination(s)</i>	External reviewers from other institutions by invitation
Secretary <i>Who would have no voting right</i>	Staff of Research Office

In the event that a member of the Selection Panel is also a nominee for an award, she/ he will be excused from the selection panel and a new member will be nominated. The Terms of Reference of the Selection Panel are as follows:

- (a) To consider and review the nominations for the REA; and
- (b) To select awardee of REA and recommend to the Research Committee (RC) for recommendation.

Upon receipt of selection results of the Selection Panel, RC should consider, endorse, and make recommendations to Academic Board (AB) for final approval.

- 7. Awardee(s) will be invited to ***share experience*** with other staff members to promote best practices in research.

8. Nomination form is downloadable from the Research Office (RO) webpage and/ or Staff Portal. ***All nominees are required to take note of the following:***
- (a) All current full-time academic staff of TWC are eligible for nomination.
 - (b) An award winner should not be nominated for two consecutive years.
 - (c) Nominees are required to submit the following documents to the RO, Secretariat of the RC, via email at ro@twc.edu.hk by the stipulated deadline:
 - i. The completed and duly signed Nomination Form;
 - ii. A brief staff profile;
 - iii. A brief summary of the Nominee's research together with evidence/ supporting documents demonstrating his/ her excellence in research work;
 - iv. Best six representative publications; and
 - v. Additional information if applicable.