

**HONG KONG BAPTIST UNIVERSITY**  
**University Advancement Office**

**Memorandum**

---

To: Deans and Heads of Department /Offices      Date: 7 May 2009  
Directors of Centres/Institutes/Units

From: Lily Chan      Ref: UAO/0507/09/0128(M)  
Director of University Advancement

---

***Re: Guidelines on the Acceptance of Donations towards Establishing Scholarships***

Colleagues may be aware that the SECO, at its meeting held on 23 April 2009, approved the recommendations made by the Task Force on Scholarships, which included laying down of the following guidelines on the acceptance of donations towards establishing scholarships:

- i) If the donation is an annual donation and is to carry a scholarship name specified by the donor, the annual minimum award amount should be no less than HK\$5,000 and the minimum period of the pledged donation should be no less than 3 years.
- ii) If the donation is to set up an endowment fund, the fund donated should be no less than HK\$125,000 so that sufficient income could be generated for an annual scholarship award of HK\$5,000 (this is based on the present practice that the annual income generated from an endowment fund is set at 4%).
- iii) If the donation is just a general donation which does not carry a specified scholarship name, there is no need to adhere to the above guidelines.

Colleagues are advised to observe the above guidelines when accepting donations designated for establishment of scholarships.

It would be much appreciated if you could bring this Circular to the attention of all staff of your Office.

Thank you for your attention.



Lily Chan

cc. : President & Vice-Chancellor and Vice-Presidents  
All Staff via e-announcement