

# Quality Enhancement Grant Scheme

**Progress Report**
**Project No. :04/QEGS/09-10**

 Reporting Period : From January 2011 (month/year) to June 2011 (month/year)

**Part A**

 Project Title : Business Technology Centre: An Initiative to Enhance Education in Business and Information Technology

 Name of Grantee : Caritas Institute of Higher Education  
(formerly known as Caritas Francis Hsu College)

 Project Period : From January 2011 (month/year) to December 2013 (month/year)

**Part B**

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation\*, if any, during the reporting period, together with details and justifications



Signature:

Organization Chop:

 Name of Authorized Person: Reggie KWAN

 Name of Grantee Caritas Institute of  
 Organization: Higher Education

Position of Authorized

 Person: Professor and President

Date:

29 JUL 2011

\* A separate written application should be submitted to the Grantor for prior written approval.

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## 1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
<p>1 January 2011 – 30 June 2011</p> <p>Caritas Institute of Higher Education, Hong Kong</p>	<ul style="list-style-type: none"> <li>◆ The Research Assistant reported duty on 1 January 2011</li> </ul>	<p>N/A</p>
<p>18 May 2011 – 21 May 2011</p> <p>University of Macau, Macau</p>	<ul style="list-style-type: none"> <li>◆ Attended the Third Annual Conference World Accounting Frontier Series (WAFS) [<a href="http://www.umac.mo/fba/wafs2011/">http://www.umac.mo/fba/wafs2011/</a>] and presented three papers (please refer to <i>Attachment 1</i> for details)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Prof Reggie Kwan, President</li> <li>◆ Dr Philips Wang, Head, Department of Business Administration</li> <li>◆ Dr Benjamin Fung, Senior Lecturer, Department of Business Administration</li> <li>◆ Mr Kenneth Wong, Lecturer, Department of Computer Science</li> </ul>
<p>30 June 2011</p> <p>Caritas Institute of Higher Education, Hong Kong</p>	<ul style="list-style-type: none"> <li>◆ Around 50 Business Technology Centres (BTCs) in different countries are surveyed</li> <li>◆ Purchased four computers for administration / research use</li> </ul>	<p>N/A</p>
<p>* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).</p>		

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## 2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
● Recruit a Research Assistant (RA)	100%	N/A
● Collect information about business technology centres in different countries	100%	
<b>Overall Project</b>	<b>18%</b>	

**\*\* Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.**

## 3. Project variation (a separate written application should be submitted to the QEGS Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from QEGS Secretariat
Nil	

## 4. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	972,000	81,900	890,100
b. Equipment / facilities	472,000	31,980	440,020
c. Services	0	-	0
d. General expenses	100,000	18,918	81,082
e. Others	0	-	-
<b>Total</b>	<b>1,544,000</b>	<b>132,798</b>	<b>1,411,202</b>
<b>Project Income (if any)</b>			<b>0</b>
<b>Total Balance</b>			<b>1,411,202</b>