

LINGNAN UNIVERSITY
Research Postgraduate Student
Field Trip Sponsorships

Application Form

1. MPhil/PhD students are eligible to apply for the Research Postgraduate Student Field Trip Sponsorships. An applicant should complete Sections A to D and then submit the application to his/her Supervisor and Head of Department for completion. The Supervisor and Head of Department will complete Sections E and F respectively and transmit the application to the Postgraduate Studies Committee (via the Registry).
2. Please refer to the Guidelines and Procedures for Research Postgraduate Student Field Trip Sponsorships for details.

SECTION A PERSONAL PARTICULARS

Name of Student: _____ Student No.: _____

Study Programme: MPhil/PhD in _____

Term and Year of First Registration: _____

Area of Study: _____

Have you ever been awarded this scholarship previously?

Yes → Amount received HK\$ _____ Date received _____

No

SECTION B PARTICULARS OF THE FIELD TRIP

Duration: From

--	--

--	--

--	--

 to

--	--

--	--

--	--

day
month
year
day
month
year

Location: _____ (City/Country)

Proposed Activities:

SECTION C BUDGET

Please provide a budget estimate on travel and accommodation cost. *[Note: Air fares should be at economy class but there is no restriction on selection of airlines; students to purchase their own tickets. For accommodation in a hotel, the budget shall be based on a 3-star hotel rate.]*

SECTION D JUSTIFICATIONS

Please provide justifications on the need to conduct the field trip and state the aims/objectives of the field trip.

Signature : _____ Date: _____

SECTION E RECOMMENDATION/COMMENTS BY STUDENT'S SUPERVISOR

I recommend/do not recommend* the student to conduct the proposed field trip.

Please state reasons for supporting/not supporting the student's application:

Signature of Supervisor: _____ Name in block letter: _____

Department: _____ Date: _____

SECTION F ENDORSEMENT/COMMENTS BY HEAD OF DEPARTMENT CONCERNED

I endorse/do not endorse* this application.

Comments:

Signature of
Head of Department: _____ Date: _____

SECTION G APPROVAL/COMMENTS BY CHAIRMAN OF POSTGRADUATE STUDIES COMMITTEE (PSC)

I approve/do not approve* this application. Amount approved: _____

Comments:

Signature of
PSC Chairman: _____ Date: _____

* Please delete as appropriate.