

Lingnan University
Guidelines and Procedures for Research Postgraduate Student
Field Trip Sponsorships

I. Purpose and Eligibility

1. The Research Postgraduate Student Field Trip Sponsorships are established to provide support for research postgraduate students to conduct field trips outside Hong Kong necessary for their MPhil/PhD research programmes. It intends to cover only the major cost, viz. the cost of travel and accommodation, of the field trips.
2. MPhil/PhD students, either full-time or part-time, who are not taking leave of absence, are eligible to apply for field trip sponsorships.

II. Value

The funding limit is HK\$3,000 for an MPhil student and HK\$5,000 for a PhD student during his/her entire period of study at Lingnan. The granting of sponsorships is subject to availability of fund. Students should note that such funding is not an entitlement.

III. Applications

1. The Postgraduate Studies Committee (PSC) will invite applications four times a year, as detailed below:

<u>Allocation</u>	<u>Closing date</u>	<u>Field Trip Period</u>
1 st Exercise	September 1	For field trip during October to February
2 nd Exercise	December 1	For field trip during January to May
3 rd Exercise	March 1	For field trip during April to August
4 th Exercise	June 1	For field trip during July to November

2. Advance applications are acceptable, i.e. students may submit applications for field trips that are held after the specified period of the allocation exercise, provided that the necessary supporting documents/materials are available.
3. In case a student needs to conduct field trips covering more than one period specified above, he/she may apply for sponsorships in one application prior to the commencement of the first field trip.

4. The applicant should fill in the application form (shown in Appendix 1) giving justification on the need to conduct the field trip, aims/objectives of the field trip, a detailed plan for the proposed activities, and a budget on travel and accommodation cost.

[Note: Airfares 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.]

5. Applications completed by the Supervisor and Head of Department concerned should be sent to the Registry as early as possible before the field trips. Late applications will not normally be considered.

IV. Approval

The applications will be considered and approved, where appropriate, by the PSC Chairman taking into account such factors as the necessity/importance of conducting the field trip and the recommendation of the Supervisor/Head of Department concerned.

V. Conditions

Award of the field trip sponsorship is subject to submission of a brief report on the field trip (not less than 200 words) (shown in Appendix 2) to the PSC with the endorsement of the Supervisor concerned. The content of the report may vary depending on the purpose of the field trip. It may cover such items as the actual activities, whether the aims/objectives of the field trip are achieved, how the outcome/product of the field trip will be used, difficulties/problems encountered, etc. The University reserves the right to suspend payment of funds if, in the eyes of the PSC, the report is unsatisfactory.

VI. Claims for Reimbursement

1. Reimbursement of expenses will be paid up to the amount awarded or the actual expenses (field trip-related only) incurred on the following two items, whichever is the lesser: (i) bus/train fares or airfares to the venue(s) of field trip, and (ii) accommodation expenses.
2. Applicants should submit within one month from the end date of the field trip the original copy of relevant receipts and a copy of the field trip report to the Registry.

[The prescribed forms for application and reporting (Appendices 1 & 2) are available at: <http://www.ln.edu.hk/reg/rpstrip.php>]

Note to Hong Kong PhD Fellowship Scheme Awardees:

The release of the conference/research related allowance to the Hong Kong PhD Fellowship Scheme awardees is subject to the prevailing practice and policy of the University. Therefore, students concerned are requested to observe the guidelines and procedures of this field trip sponsorships scheme and the conference scholarships scheme. Nevertheless, the maximum amount for conference/research related allowance is HK\$30,000 during the entire period of study at Lingnan.

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