

Lingnan University
Guidelines and Procedures for the
Lingnan Foundation Postgraduate Student Conference Travel Scholarships

I. Purpose

The Lingnan Foundation Postgraduate Student Conference Travel Scholarships are intended to support the cost of travel, accommodation and conference registration fee for research postgraduate students to participate in international conferences*. The University deems conference attendance an important part of their educational experience and professional development.

* those held locally in Hong Kong are not covered

II. Eligibility and Priority

1. MPhil/PhD students, either full-time or part-time, who have completed at least one full year of MPhil/PhD study at the date of the conference may apply. Nevertheless, a student who is taking leave of absence or has his/her study period expired at the date of the conference shall not be eligible for the conference sponsorships.
2. Conference scholarships will be granted on a competitive basis and the award of which is subject to availability of fund. Students should note that such funding is not an entitlement.
3. Each MPhil/PhD student will not be granted more than two conference scholarships during his/her entire period of study at Lingnan.
4. Priority will be given to applicants who will present a paper or poster at a conference. The paper/poster to be presented should be related to the MPhil/PhD research programme conducted at Lingnan by the applicant who is the author or one of the authors. Participation in ways other than presentation, e.g. discussantship, doctoral workshop, etc. will also be considered. As the scholarships aim to encourage active participation in a conference, an application for attendance only will be considered when it has got strong recommendation of the Supervisor/Head of Department concerned. In case of approval, an attendance only application can be granted 50% of the fund for that zone (please refer to Appendix 1).

III. Value

1. A lump-sum-award system (instead of working out exact budget for each application) will be adopted at the rates specified for the staff conference grant scheme, as shown in the Appendix 1.
2. Funding for joint authors of any presentation at a conference is provided on the basis of one-paper-one-scholarship. It is permissible that the same paper gets sponsorship from the staff conference grant scheme.

IV. Applications

1. The Research and Postgraduate Studies Committee (RPSC) will invite applications four times a year (following the practice of the staff conference grant scheme) as detailed below:

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

2. Advance applications are acceptable, i.e. students may submit applications for conferences that are held after the specified period of the allocation exercise, provided that the necessary supporting documents/materials are available.
3. The student should fill in the attached application form (shown in Appendix 2) and send the completed application form together with the following supporting documents to his/her Supervisor:
 - a) a copy of the conference pamphlet or the call for papers;
 - b) proof of registration fee, if any;
 - c) a copy of invitation/letter of acceptance, if any; and
 - d) an abstract/the paper submitted or to be submitted*.

*not applicable for attendance only application

Note: Applicants may not be able to provide an acceptance notification at the time of application submission. In that case, they may submit the required letter of acceptance at a later date. The RPSC may consider awarding a conference scholarship subject to actual presentation of the paper by the applicant.

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

V. Selection Criteria

Selection of proposals will be based on the following criteria:

- a) the stature of the conference;
- b) the recommendation of the Supervisor/Head of Department concerned;
- c) whether the applicant will present the paper orally or not;
- d) relevance of the activity to the applicant's research programme; and
- e) the previous conference scholarship gained, if any.

VI. Approval

The applications will be considered and approved, where appropriate, by the Research and Postgraduate Studies Committee (RPSC).

VII. Conditions

1. Award of the conference scholarship is subject to paper presentation and submission of a copy of the paper presented (where applicable) after the conference as well as submission of a brief conference report (shown in Appendix 3). The University reserves the right to suspend payment of funds if, in the eyes of the RPSC, the paper written is unsatisfactory.
2. The scholarship approved only applies to the specific conference and cannot be used for other purposes.

VIII. Claims for Reimbursement

1. Reimbursement of expenses will be paid up to the amount awarded or the actual expenses (conference-related only) incurred on the following three items, whichever is the lesser: (i) one return bus/train fare or airfare to conference venue (at economy class but no restriction on selection of airlines; students to purchase their own tickets), (ii) accommodation expenses; and (iii) conference registration fee.
2. Applicants should submit within one month from the end date of the conference the original copy of relevant receipts, a copy of the conference paper (where applicable) and the completed conference report to the Registry.