

LINGNAN UNIVERSITY

Research Postgraduate Student Conference and Field Trip Sponsorships

Report

The awardee should complete Sections A to D and then submit the report to his/her Supervisor for completion of Section E. The completed report should be sent to the School of Graduate Studies within one month from the end date of the event or activity, together with the original copy of relevant receipts and a copy of the conference paper/ a proof of completing the academic activity, where applicable.

SECTION A PERSONAL PARTICULARS

Name of Student: _____ Student No.: _____

Study Programme: MPhil/PhD in _____

Area of Research: _____

SECTION B REIMBURSEMENT OF EXPENSES INCURRED

Please attach the original copy of receipts for the following items:

- (i) cost of one return bus/train fare or airfare to the venue(s)*;
- (ii) accommodation expenses*;
- (iii) registration fee/ tuition fee; and
- (iv) other expenditure items as approved for the other academic activity.

<u>Item</u>	<u>Amount</u> (in HK\$)
(a) Cost of one return passage*	
(b) Accommodation expenses* (___ night(s), for the period from _____ to _____)	
(c) Registration fee/ Tuition fee	
(d) Other expenses as approved for the other academic activity (please specify: _____ _____)	
Total amount:	

* applicable to activities held outside Hong Kong only

SECTION C CONFERENCE/ FIELD TRIP/ OTHER ACADEMIC ACTIVITY DETAILS

Please attach a copy of your paper presented at the conference, where applicable.

Title of Conference/ Other academic activity:

Duration: From _____ to _____

Venue: _____

Title of the Paper & Date of Presentation: (For conference participation)

SECTION D CONFERENCE/FIELD TRIP/ OTHER ACADEMIC ACTIVITY REPORT

Please report on the actual activities and give a brief assessment on the value and the usefulness of the activity to your research, whether the aims/objectives of the activity are achieved, how the outcome/product will be used (where applicable), difficulties/problems encountered, etc (give a brief summary below with a report of not less than 200 words attached):

Signature: _____ Date: _____

Personal Information Collection Statement:

1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).

SECTION E ENDORSEMENT/COMMENTS OF STUDENT'S SUPERVISOR

I endorse/do not endorse* the student's report.

Comments (if any):

Signature of Supervisor: _____ Date: _____

Name in block letter: _____

* Please delete as appropriate

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)

Revised in Apr 2013

Updated in September 2019

JT/VL/RPSCS_new report form.doc