

LINGNAN UNIVERSITY

Research Postgraduate Scholarships for Overseas Research Visits

Post-visit Report for Lingnan Research Postgraduate Students Visiting Other Universities

The awardee should complete Sections A and B and then submit the report to his/her Host Supervisor for completion of Section C. The report should then be passed to the Supervisor and Head of Department concerned at Lingnan for completion of Sections D and E respectively. The completed report should be sent to the School of Graduate Studies within 30 days upon completion of the research visit, together with a proof of completing the research visit, where applicable.

SECTION A PERSONAL PARTICULARS

Name of Student: _____ Student No.: _____

Study Programme: PhD in _____

Area of Research: _____

SECTION B RESEARCH ACTIVITIES AND OUTPUTS

Please provide a report of not less than 1,000 words describing the research activities taken during the visit, e.g. conference/talk/seminar attended or presented, field activities, publications, etc. If there is any paper and/or publication arising from the visit, please list it out and attach an abstract for each output. For published journal articles, please attach the first page of the article for reference.

In addition, please give a brief description on the value and usefulness of the visit to your research, difficulties/problems encountered, etc. [please use separate sheets where necessary]

Signature of Student: _____

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 and outside the University for necessary actions to facilitate the handling of this application and any subsequent analysis of this activity, where applicable. Personal information collected 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 C COMMENTS OF STUDENT'S SUPERVISOR AT HOST INSTITUTION

I have examined the report and rate the student's performance as very satisfactory / satisfactory / unsatisfactory/ very unsatisfactory. (please put a '✓' in the box as appropriate)

Comments:

Signature of Host Supervisor: _____ Name in block letter: _____

Date: _____

SECTION D COMMENTS OF STUDENT'S SUPERVISOR IN LINGNAN

I have examined the report and rate the student's performance as very satisfactory / satisfactory / unsatisfactory/ very unsatisfactory. (please put a '✓' in the box as appropriate)

Comments:

Signature of Lingnan Supervisor: _____ Name in block letter: _____

Date: _____

**SECTION E ENDORSEMENT/COMMENTS OF HEAD OF DEPARTMENT CONCERNED
IN LINGNAN**

I endorse / do not endorse the student's report. (please put a '✓' in the box as appropriate)

Comments (if any):

Signature of
Head of Department: _____ Name in block letter: _____

Date: _____

(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.)

Updated in September 2019

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