

## LINGNAN UNIVERSITY

## Research Postgraduate Scholarships for Overseas Research Visits

## Application Form for Visiting Research Postgraduate Students to Lingnan

1. Please read the Guidelines and Procedures for the Research Postgraduate Scholarships for Overseas Research Visits before filling in this application form.
2. An applicant should complete Sections A to D and then submit the application to his/her Supervisor for completion of Section E. The form should then be sent electronically to the Supervisor and the Head of Department concerned in Lingnan for completion of Sections F and G respectively. The duly completed application should be submitted to the Office of Global Education and Interdisciplinary Studies (OGEIS) of Lingnan University via the corresponding office of your institution by the specified deadline.
3. An applicant is required to submit a copy of transcript or proof of his/her academic performance together with the completed application.
4. The scholarship will be awarded only when the successful applicant is later confirmed admission by Lingnan and assigned a supervisor here in Lingnan who is able to supervise and comment on his/her research work during the visit.
5. A student will be awarded the scholarship once during his/her entire period of study. Previous awardees of this scholarships are not eligible to apply.

## SECTION A PERSONAL PARTICULARS

Title (Mr/Ms/Dr)
Name in English Surname : _____ Given Names: _____
Name in Chinese (if applicable): _____
Contact Phone Number: _____ Email: _____
Mailing Address: _____
Name of Institution: _____
Study Programme: PhD in _____
Department/Faculty/Unit: _____
Admission Date (DD/MM/YY): _____ Year of Attendance : _____
Normative End Date (DD/MM/YY): _____
Area of Research: _____
Supervisor (Name/Title): _____
Contact Phone Number of Supervisor: _____ Email of Supervisor: _____
Mailing Address of Supervisor: _____

## SECTION B VISIT DETAILS AT LINGNAN

Proposed Visit Period (DD/MM/YY): _____ to _____ No. of Months : _____
Host Department: _____
Host Supervisor (Name/Title): _____

**SECTION C BRIEF DESCRIPTION OF RESEARCH AND JUSTIFICATIONS FOR THE VISIT**  
(In 300 – 500 words, please briefly describe your research study and provide justifications on the need to undertake an overseas research visit. Please state the benefits expected for your research study.) [please use separate sheets where necessary]

**SECTION D PROPOSED RESEARCH PLAN**

(Applicants are required to provide a clear proposal in 1,000 - 2,000 words for the planned visit which usually involves a) a detailed plan of study at Lingnan, e.g. research project to be undertaken, other academic activities planned, b) an integration into the research environment of Lingnan, c) an outlet for work during the study, e.g. a presentation seminar, and d) the expected interaction with the supervisor at Lingnan.) [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 review/evaluation of this activity, where applicable. All personal information provided in this form/report will be destroyed 5 years after the year of application.
3. Personal Information collected will not be disclosed to other parties without your consent or unless required by law.
4. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
5. Applications for access to personal data should be made to the Data Protection Officer ([DPO@LN.edu.hk](mailto:DPO@LN.edu.hk)) of the University. For update/correction of personal data, please contact the School of Graduate Studies ([sgs@LN.edu.hk](mailto:sgs@LN.edu.hk)).

**SECTION E RECOMMENDATION/COMMENTS BY STUDENT'S SUPERVISOR AT HOME INSTITUTION**

I  recommend/  do not recommend the student to undertake the proposed overseas research visit.  
(please put a '✓' in the box as appropriate)

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

Please also state in what ways you will communicate with the student during the period of research visit to ensure effective supervision.

Signature of Supervisor: \_\_\_\_\_ Name in block letter: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION F    AGREEMENT BY SUPERVISOR IN LINGNAN**

I  agree/  disagree to the proposed overseas research visit. (please put a '✓' in the box as appropriate)

Please state reasons for agreeing/not agreeing with the student's application.

If you agree, please also state your role as the host supervisor of the student during his/her visit. What are your expected involvement?

Signature of Host Supervisor: \_\_\_\_\_ Name in block letter: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION G ENDORSEMENT/COMMENTS BY HEAD OF DEPARTMENT CONCERNED IN LINGNAN**

I  endorse/  do not endorse this application. (please put a '✓' in the box as appropriate)

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

Signature of  
Head of Department: \_\_\_\_\_ Name in block letter: \_\_\_\_\_

Department: \_\_\_\_\_ 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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