

LINGNAN UNIVERSITY

Research Postgraduate Student Conference/Field Trip Sponsorships

Application Form

1. Please read the Guidelines and Procedures for the Research Postgraduate Student Conference/Field Trip Sponsorships before filling in this application form.
2. An applicant should complete Sections A to D and then submit the application to his/her Supervisor and Head of Department/Unit for completion. The Supervisor and Head of Department/Unit will complete Sections E and F respectively and transmit the application to the Postgraduate Studies Committee (via the School of Graduate Studies).
3. Please submit this application together with necessary documents.

SECTION A PERSONAL PARTICULARS

Name of Student: _____ Student No.: _____

Study Programme: MPhil/PhD in _____

Term and Year of First Registration: _____

Area of Research: _____

Have you previously awarded any sponsorship for conferences or field trips or other academic activities during your study in Lingnan?

 Yes → Amount received HK\$ _____ Date(s) received _____ No**SECTION B PARTICULARS OF THE CONFERENCE/FIELD TRIP/ACADEMIC ACTIVITY**

Sponsorships applied for: (please put a '✓' in the box(es) as appropriate)

 Conference participationFrom to
day month year day month year

(for conference participation, please exclude pre-conference and post-conference activities)

Location: _____ (City/Country)

 Field tripFrom to
day month year day month year

Location: _____ (City/Country)

 Other academic activityFrom to
day month year day month year

Location: _____ (City/Country)

Description of the conference, field trip or academic activity:

For **conference participation**, please provide Conference Title and Organiser(s).

For **field trip**, please provide Aims, Objectives and Detailed Plan for the Proposed Field Trip.

For **other academic activity**, please provide Brief Content, Aims and Objectives, and Offering Organisation of the Academic Activity.

For **conference participation**, please also provide information as follows:

(a) In what ways will you participate in the conference? (please put a '✓' in box(es) as appropriate)

- | | |
|--|--|
| <input type="checkbox"/> Paper presentation | <input type="checkbox"/> Discussantship |
| <input type="checkbox"/> Poster presentation | <input type="checkbox"/> Others, please state: _____ |
| <input type="checkbox"/> Attendance only | |

(b) What is the status of conference material submitted? (please put a '✓' in box(es) as appropriate)

Nature of material

- paper
 poster
 abstract

Status of material submitted

- accepted, for presentation
 accepted, but not for presentation
 decision pending

Title of paper, if any

SECTION C JUSTIFICATIONS (please use separate sheets where necessary)

For **conference participation**, please write on the relevance of the conference to your research programme at Lingnan and the benefits expected.

(For a **year 1 student**, the application for conference sponsorship requires a strong statement demonstrating the link of the conference with your study and the benefits expected from such participation.)

For **field trip and other academic activity**, please provide justifications on the need to conduct the field trip/other academic activity and the expected benefits.

SECTION D BUDGET/ FUNDING REQUEST (please put a '✓' in box(es) as appropriate)

* *Return passage should be at economy class but there is no restriction on selection of service provider; students to purchase their own tickets.*

Unless specific accommodation arrangements are arranged by the organiser, for accommodation in a hotel, the budget shall be based on a 3-star hotel rate.

1. Proposed Budget

For **conference participation**:

Required	Not Required	
<input type="checkbox"/>	<input type="checkbox"/>	Registration (or membership) fee/tuition fee (Estimated budget HK\$_____)
<input type="checkbox"/>	<input type="checkbox"/>	Return passage to the country/city where the conference is held (<u>not</u> applicable to conference held in Hong Kong)* (Estimated budget HK\$_____)
<input type="checkbox"/>	<input type="checkbox"/>	Accommodation (<u>not</u> applicable to conference held in Hong Kong)# (Estimated budget HK\$_____)
<input type="checkbox"/>	<input type="checkbox"/>	Fee for joining activities/events organised by the organiser (Estimated budget HK\$_____)
<input type="checkbox"/>	<input type="checkbox"/>	General expenses directly related to the writing up of the abstract/paper (Estimated budget HK\$_____, please provide details on a separate sheet including the breakdown cost for each item, how it relates to the abstract/paper writing)

For **field trip**: *[Note: The sponsorships for field trip support return passage* to the field trip destination(s) including travelling within city/across countries, accommodation# and general expenses directly related to research/field work.]*

Required	Not Required	
<input type="checkbox"/>	<input type="checkbox"/>	Return passage to the destination(s)* and other travelling expenses (Estimated budget HK\$_____)

- Accommodation# (Estimated budget HK\$ _____)
 General expenses directly related to research/field work (Estimated budget HK\$ _____, please provide details on a separate sheet including the breakdown cost for each item, how it relates to the research/field work)

For other academic activity:

- | | | |
|---|---|--|
| Required
<input type="checkbox"/> <input type="checkbox"/> | Not Required
<input type="checkbox"/> <input type="checkbox"/> | Registration fee/tuition fee or other fee/expenses directly related to the academic activity (Estimated budget HK\$ _____, please provide details on a separate sheet including the breakdown cost for each item, how it relates to the academic activity) |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | Return passage to the destination of the academic activity (<u>not</u> applicable to academic activity held in Hong Kong)* (Estimated budget HK\$ _____) |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | Accommodation (<u>not</u> applicable to academic activity held in Hong Kong)# (Estimated budget HK\$ _____) |

2. Additional Funding Source

If you have applied for financial assistance from another source in respect of the above conference/activities, OR If you have applied to the organiser to waive a portion or all of the charges, please specify below the source of award, amount of grant received and breakdown.

Important

The following supporting document(s) are attached: (please put a ‘ ✓ ’ in box(es) as appropriate)

For conference participation:

- (i) a copy of the conference pamphlet or the call for papers (**must provide**);
- (ii) proof of registration fee, if any;
- (iii) a copy of invitation/letter of acceptance, if any; and
- (iv) an abstract/the paper submitted or to be submitted (**must provide**)*.

*not applicable for attendance only application

For other academic activity:

- (i) a copy of the programme/course/seminar/workshop pamphlet/outline (where applicable); and
- (ii) a copy of letter of acceptance, if any.

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 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).

[Notes to Supervisors and Heads of Departments/Units:

For an application from a year 1 student or a student who is not presenting a paper in a conference, or for an application for academic activities other than conference/field trip, **strong recommendations** from the student's Supervisor and Head of Department/Unit are required. The activity should be beneficial to the student's specific research programme with Lingnan as opposed to being beneficial only in a broader sense.]

SECTION E RECOMMENDATION/COMMENTS BY STUDENT'S SUPERVISOR

(please put a '✓' in box as appropriate)

1. I recommend[#]/ do not recommend the student to attend the aforesaid conference/proposed activity.

For the student whose paper/poster/abstract submitted is pending for a decision of the organiser, please answer the following:

I support/ do not support the student to attend the conference/other academic activity if it turns out that the paper/poster/abstract submitted is not accepted for presentation later.

2. Please state reasons for supporting/not supporting the student's application (**please note the notes above**).

Signature of Supervisor: _____ Name in block letter: _____

Department/Unit: _____ Date: _____

SECTION F ENDORSEMENT/COMMENTS BY HEAD OF DEPARTMENT/UNIT CONCERNED

I endorse/ do not endorse this application.

Please state reasons for supporting/not supporting the student's application (**please note the notes above**).

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

Department/Unit: _____ 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.)

Revised in July 2023 (for adoption AY2023-24)