

## LINGNAN UNIVERSITY

## Research Postgraduate Scholarships for Overseas Research Visits

## Application Form for Lingnan PhD Students Visiting Other Universities

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 and Head of Department/Unit of Lingnan for completion of Sections E and F respectively. The form should then be sent electronically to the Supervisor of the host institution for completion of Section G. The duly completed application form should be submitted to the Office of Global Education (OGE) of Lingnan University by the specified deadline.
3. The scholarship will be awarded only when the successful applicant is later confirmed admission by the host institution and assigned a supervisor at the host institution who is able to supervise and comment on his/her research work during the visit. A scholarship awardee will be required to present a proof of admission by the host institution at a later stage.
4. 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

Name of Applicant: _____	Student No.: _____
Study Programme: PhD in _____	
Admission Date (DD/MM/YY): _____	Year of Attendance : _____
Normative End Date (DD/MM/YY): _____	
Area of Research: _____	

## SECTION B VISIT DETAILS AT HOST INSTITUTION

Proposed Visit Period <sup>#</sup> (DD/MM/YY): _____ to _____	No. of Months : _____
Name of Host Institution: _____	
Is the above institution a partner institution* of Lingnan University as listed in the website of the OGE? <input type="checkbox"/> Yes <input type="checkbox"/> No (please put a '✓' in the box as appropriate)	
*For the list of partner institutions, please visit OGE's website at <a href="http://www.ln.edu.hk/oge/partner/index.php">www.ln.edu.hk/oge/partner/index.php</a> .	
Host Department/Faculty/Unit: _____	
Host Supervisor (Name/Title): _____	
Contact Phone Number of Host Supervisor: _____	
Email of Host Supervisor: _____	
Mailing Address of Host Supervisor: _____	

# If you are a Year 1 PhD student, your application will be processed after confirmation of your PhD candidature in June normally. The proposed visit period can only fall into Term 2 of the next academic year.

**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. The proposal usually involves a) a detailed plan of study at the host institution, e.g. research project to be undertaken, other academic activities planned, b) an integration into the research environment of the host institution, c) an outlet for work during the study, e.g. a presentation seminar, and d) the expected interaction with the supervisor at the host institution. [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 IN LINGNAN**

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/Unit: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION F ENDORSEMENT/COMMENTS BY HEAD OF DEPARTMENT/UNIT 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/Unit: \_\_\_\_\_ Name in block letter: \_\_\_\_\_

Department/Unit: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION G      AGREEMENT BY SUPERVISOR OF HOST INSTITUTION**

I  agree/  disagree with 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/Faculty/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.)