

LINGNAN UNIVERSITY

Research Postgraduate Student Conference/Field Trip Sponsorships

Application Form

Personal Information Collection Statement:

1. Lingnan University may collect, use and/or process the following types of personal data: (a) basic identification, biometric data, and personal information such as your name, age, gender, ID and passport numbers; (b) contact details such as your address, phone numbers, email address and emergency contact; and (c) other information about you provided to Lingnan University.
2. The purpose of collecting/using/processing personal data is for matters related to your studies including but not limited to registration status, academic advising, student services, payment, grants/loans, library and IT services, using University facilities, course enrolment, fellowships and studentships, scholarships and sponsorships, counselling, overseas research visits, local and non-local conferences/field trips/other academic activities, student training and development, student visa, assessment, transcripts, testimonials, degree certificates, disciplinary matters, contact and communication, compliance with University policies and regulations and/or registration in relation to health and safety.
3. In order to serve the specified purpose(s), the personal data collected by a unit may be transferred to other units of Lingnan University, which are located in the jurisdiction of Hong Kong, China. For programmes in collaboration with Chinese Mainland/overseas universities, the personal data collected may be shared with relevant unit(s) of the partner universities concerned, on a need-to-know basis. Upon graduation, essential data will be forwarded to the office responsible for alumni matters for communication and related alumni administration. The University may use your emails and phone numbers for communication with you.
4. Lingnan University will not retain your personal data longer than necessary to fulfil the purposes for which it was collected or a directly related purpose. Personal data which is no longer required will be destroyed, unless a longer retention period is required by law or university policies.
5. Without your expressed approval, or unless required/permitted by law, Lingnan University will not disclose the personal data collected herein to third parties. When the University needs to disclose, transfer or assign personal data to third parties, the University will take appropriate steps to protect the privacy of the personal data to be disclosed, transferred or assigned.
6. Unless indicated otherwise, all personal data requested is required for its purpose. Failure to provide the University with such data may result in the University being unable to provide you with the requested activities, services or facilities or maintain contact with you.
7. Without your consent, Lingnan University will not use your personal information provided to us to conduct direct marketing, and you may opt-out from direct marketing at any time.
8. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests to access your personal data, please contact the Chief Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the School of Graduate Studies at sgs@LN.edu.hk.
9. This Personal Information Collection Statement may be supplemented by [Addendum to Personal Information Collection Statement – Chinese Mainland](#) and/or [Addendum to Personal Information Collection Statement – EU](#) as applicable.

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(s) and the Head of Department/Unit¹ (HoD/HoU) for completion of Sections E and F. The HoD/HoU-endorsed application should then be forwarded to the Faculty/School-level Committee² concerned for comments/endorsement under Section G. Thereafter, the completed application should be transmitted to the Postgraduate Studies Committee Secretariat (i.e. the School of Graduate Studies (GS)) for further processing.
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 participation**

From

 to

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

Location: _____ (City/Country)

☐ **Field trip**

From

 to

day month year day month year

Location: _____ (City/Country)

☐ **Other academic activity**

From

 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)

- | | |
|--|--|
| ☐ Paper presentation | ☐ Discussantship |
| ☐ Poster presentation | ☐ Others, please state: _____ |
| ☐ 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

☐☐

Registration (or membership) fee/tuition fee (Estimated budget HK\$_____)

☐☐

Return passage to the country/city where the conference is held (not applicable to conference held in Hong Kong, China)* (Estimated budget HK\$_____)

☐☐

Accommodation (not applicable to conference held in Hong Kong, China)# (Estimated budget HK\$_____)

☐☐

Fee for joining activities/events organised by the organiser (Estimated budget HK\$_____)

☐☐

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

☐☐

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 Not Required

☐☐

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)

☐☐

Return passage to the destination of the academic activity (not applicable to academic activity held in Hong Kong, China)* (Estimated budget HK\$_____)

☐☐

Accommodation (not applicable to academic activity held in Hong Kong, China)# (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: _____

[Notes to Supervisors, Heads of Departments/Units¹ and Faculty/School-level Committees²:

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** with recommendation from the student's Supervisor(s) and endorsement from both the Head of Department/Unit¹ and the Faculty/School-level Committee² concerned 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(s) (to be completed by the Chief Supervisor in consultation with the Co-supervisor(s), if any)

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

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

a) For conference participation, is the aforesaid conference a leading/top international conference in the field/discipline?

☐ Yes ☐ No

b) If no, please provide **strong justifications** for supporting the student's participation.

[#] For the student whose paper/poster/abstract submitted is pending for a decision of the organiser or who is participating in the conference as an attendee only, 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 or to participate in the conference as an attendee only.

*Please provide **strong justifications** for supporting the student's participation if it turns out that the paper/poster/abstract is NOT accepted for presentation by the conference organiser or as an attendee only for the conference.

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

Signature of (Chief) Supervisor: _____ Name in block letter: _____

Signature of Co-supervisor(s), if any: _____ Name(s) in block letter: _____

Department/Unit¹: _____ Date: _____

**SECTION F ENDORSEMENT/COMMENTS BY HEAD OF DEPARTMENT/UNIT¹
CONCERNED**

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

I ☐ endorse/ ☐ do not endorse this application.

Please state reasons for supporting/not supporting the student's application and the recommendation/justification of the Supervisor(s), particularly for conference participation, if the conference is NOT a leading/top international conference in the field/discipline and/or the student is ONLY participating as an attendee (**please note the notes above**).

Signature of
Head of Department/Unit¹: _____ Name in block letter: _____

Department/Unit¹: _____ Date: _____

**SECTION G ENDORSEMENT/COMMENTS BY FACULTY/SCHOOL-LEVEL COMMITTEE²
CONCERNED (TO BE COMPLETED BY CHAIRPERSON OF COMMITTEE²
CONCERNED)**

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

The Committee³ concerned ☐ endorse / ☐ does not endorse this application.

Please state reasons for supporting/not supporting the student's application on the basis of the recommendation/justification given by the Supervisor(s) and the Head of Department/Unit¹, particularly for conference participation, if the conference is NOT a leading/top international conference in the field/discipline and/or the student is ONLY participating as an attendee (**please note the notes above**).

Signature of
Chairperson of Committee² concerned: _____ Name in block letter: _____

Faculty/School-level Committee²: _____ 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.)

¹Department/Unit refers to a unit that house RPg students which can be a school/an academic department/an academic unit/a division/a research institute, and the "Head" refers to the staff in-charge of the unit.

² Research and Postgraduate Studies Committee concerned for the three Faculties and the School of Data Science (SDS); Board of Graduate Studies for the School of Graduate Studies (GS); and Wu Jieh Yee School of Interdisciplinary Studies Management Board for the Wu Jieh Yee School of Interdisciplinary Studies (WJYSIS)

Updated in December 2025