

LINGNAN UNIVERSITY
Research Postgraduate Student Conference/Field Trip Sponsorships
Report

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.

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The awardee should complete Sections A to D and then submit the report to his/her Supervisor(s) for completion of Section E. The completed report should be sent to the School of Graduate Studies within one month from the end date of the event or activity, together with the original copy of relevant receipts and a copy of the conference paper/a proof of completing the academic activity, where applicable.

SECTION A PERSONAL PARTICULARS

Name of Student: _____ Student No.: _____

Study Programme: MPhil/PhD in _____

Area of Research: _____

SECTION B REIMBURSEMENT OF EXPENSES INCURRED

Please attach the original copy of receipts for the following items:

- (i) cost of one return passage to the destination(s)*;
- (ii) accommodation expenses*;
- (iii) registration (or membership) fee/tuition fee; and
- (iv) other expenditure items as approved.

<u>Item</u>	<u>Amount</u> (in HK\$)
(a) Cost of one return passage*	
(b) Accommodation expenses* (____ night(s), for the period from _____ to _____)	
(c) Registration fee/ Tuition fee	
(d) Other expenses as approved (please specify: _____ _____)	
Total amount:	

* applicable only to activities held outside Hong Kong, China

SECTION C CONFERENCE/ FIELD TRIP/ OTHER ACADEMIC ACTIVITY DETAILS

Please attach a copy of your paper presented at the conference, where applicable.

Title of Conference/ Other academic activity:

Duration: From _____ to _____

Venue: _____

Title of the Paper & Date of Presentation: (For conference participation)

SECTION D CONFERENCE/FIELD TRIP/ OTHER ACADEMIC ACTIVITY REPORT

Please report on the actual activities and give a brief assessment on the value and the usefulness of the activity to your research, whether the aims/objectives of the activity are achieved, how the outcome/product will be used (where applicable), difficulties/problems encountered, etc. (give a brief summary below with a report of not less than 200 words attached):

Signature: _____ Date: _____

SECTION E ENDORSEMENT/COMMENTS OF STUDENT'S SUPERVISOR(S)

I endorse/do not endorse* the student's report.

Comments (if any):

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

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

Date: _____

* Please delete as appropriate

(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 October 2025

JT/JC/DC/FY/RPSCS_new report form.doc