

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 at the home institution for completion of Section E. The form should then be sent electronically to the Supervisor and the Head of Department/Unitⁱ and Faculty/School-level Committeeⁱⁱ concerned in Lingnan for completion for completion of Sections F to H. The duly completed application should be submitted to the Office of Global Education (OGE) 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/Unit ⁱ : _____
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. Lingnan University may collect, use and/or process the following types of personal data (a) basic identification and personal information such as your name, age, gender, ID and passport numbers; (b) contact details such as your address, mobile number, email address and emergency contact; and (c) other information about you provided to Lingnan University.
2. The purposes of collecting/ using/ processing personal data by means of this form are for matters related to your research visit, including but not limited to registration status, student record, research advising, any research activities, scholarships and sponsorships, student services, payment, using University facilities, student visa, 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 in this form may be transferred to other departments/units of Lingnan University and/or donors, located in the jurisdiction of Hong Kong, China. The personal data collected in this form may also be shared with the relevant unit(s) of the host institution concerned, on a need-to-know basis. The term “host institution” refers to the institution that you plan to visit. 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 express approval, or unless required/permitted by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point 3. 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 in this form is required for its purpose(s) specified in Point 2. If such data is incomplete or inaccurate, the application will not be processed, or the University will be unable to provide you with the requested visits, activities, services or facilities or maintain contact with you.
7. Without your consent, Lingnan University will not use the personal data 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 Office of Global Education at oge@LN.edu.hk.
9. This Personal Information Collection Statement may be supplemented by the [Addendum to Personal Information Collection Statement – Chinese Mainland](#) and/or [Addendum to Personal Information Collection Statement – EU](#) as applicable.

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/Unit: _____ 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/Unit: _____ Date: _____

**SECTION G ENDORSEMENT/COMMENTS BY HEAD OF DEPARTMENT/UNITⁱ
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/Unitⁱ: _____ Name in block letter: _____

Department/Unitⁱ: _____ Date: _____

**SECTION H ENDORSEMENT/COMMENTS BY FACULTY/SCHOOL-LEVEL COMMITTEEⁱⁱ
CONCERNED IN LINGNAN (TO BE COMPLETED BY CHAIRPERSON OF
COMMITTEEⁱⁱ CONCERNED)**

The Committeeⁱⁱ concerned ☐ endorses / ☐ does 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
Chairperson of Committeeⁱⁱ concerned: _____ Name in block letter: _____

Faculty/School-level Committeeⁱⁱ: _____ Date: _____

**SECTION I ENDORSEMENT/COMMENTS BY POSTGRADUATE STUDIES COMMITTEE
IN LINGNAN**

The applicant is / is not* admitted to study at Lingnan as Visiting Research Postgraduate Students.

The applicant is/ is not* granted with the Research Postgraduate Scholarship for Overseas Research Visit.

The approved amount of Research Postgraduate Scholarship for the applicant is HK\$_____.

(* *please delete as appropriate*)

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

Signature of
Chairman of Postgraduate Studies Committee or the Delegate: _____

Name in block letter: _____

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 December 2025

JT/JC/DC/FY/rpsors_appform.doc

ⁱ Department/Unit in Lingnan 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

ⁱⁱ 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) in Lingnan