

LINGNAN UNIVERSITY

**Research Postgraduate Scholarships for Overseas Research Visits
Post-visit Report for Research Postgraduate Students Visiting Lingnan**

The awardee should complete Sections A and B and then submit the report to his/her Supervisor and Head of Department/Unit¹ concerned at Lingnan for completion of Sections C and D respectively. The report should then be passed to the Supervisor at the home institution for completion of Section E. The completed report should be sent to the Office of Global Education (OGE) within 30 days upon completion of the research visit, together with a proof of completing the academic activity, where applicable.

SECTION A PERSONAL PARTICULARS

Name of Student: _____

Name of Institution: _____

Study Programme: PhD in _____

Area of Research: _____

SECTION B RESEARCH ACTIVITIES AND OUTPUTS

Please provide a report of not less than 1,000 words describing the research activities taken during the visit, e.g. conference/talk/seminar attended or presented, field activities, publications, etc. If there is any paper and/or publication arising from the visit, please list it out and attach an abstract for each output. For published journal articles, please attach the first page of the article for reference.

In addition, please give a brief description on the value and usefulness of the visit to your research, difficulties/problems encountered, etc. [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 C COMMENTS OF STUDENT'S SUPERVISOR IN LINGNAN

I have examined the report and rate the student's performance as ☐ very satisfactory / ☐ satisfactory / ☐ unsatisfactory/ ☐ very unsatisfactory. (please put a '✓' in the box as appropriate)

Comments:

Signature of Lingnan Supervisor: _____ Name in block letter: _____

Date: _____

**SECTION D ENDORSEMENT/COMMENTS OF HEAD OF DEPARTMENT/UNITⁱ
CONCERNED IN LINGNAN**

I ☐ endorse / ☐ do not endorse the student's report. (please put a '✓' in the box as appropriate)

Comments (if any):

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

Date: _____

SECTION E COMMENTS OF STUDENT'S SUPERVISOR AT HOME INSTITUTION

I have examined the report and rate the student's performance as ☐ very satisfactory / ☐ satisfactory / ☐ unsatisfactory/ ☐ very unsatisfactory. (please put a '✓' in the box as appropriate)

Comments:

Signature of Supervisor: _____ 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 February 2026

JT/FY/rpsors_report form.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