

Lingnan University
Guidelines and Procedures for Inbound and Outbound
Research Postgraduate Scholarships relating to Overseas Research Visits

Purpose

1. In alignment with our goals on internationalisation, Lingnan has established Research Postgraduate Scholarships which aim to encourage Lingnan research postgraduate (RPg) students to undertake a short-term research visit at an overseas institution and to attract overseas RPg students to come to conduct research at Lingnan for a short period of time. Students approved for the research visit will be regarded as an exchange student.
2. The research visit shall normally last for a term and up to 6 months, unless otherwise approved by the Postgraduate Studies Committee (PSC).
3. The objectives of the scholarships are to:
 - enhance students' international learning experience, develop a global perspective and nurture respect for cultural diversity;
 - motivate students to conduct international and comparative research;
 - develop a co-supervisory mechanism with host institutions so as to enable students to work closely with their supervisors from both Lingnan and host/home institutions;
 - strengthen Lingnan's partnership with our global network of partners; and
 - raise Lingnan's profile as a leading University in international and comparative research in various academic disciplines e.g. arts and humanities, business, social sciences, data science, interdisciplinary studies, etc.

Eligibility

4. Full-time PhD students who are not on leave of absence are eligible to apply. The research visits shall take place during their study period.
5. For Lingnan applicants, the research visits shall take place after their confirmation of candidature and shall be carried out and completed 6 months before the end of their normal study period.

6. Scholarships will be granted on a competitive basis on students' academic performance and the award of which is subject to availability of funding. Priority will be given to applicants whose proposed visits have a close link with their research.

7. A full-time PhD student will only be awarded this scholarship once during their entire period of study.

Value and Conditions of Scholarships

8. Scholarship awardees supported by the Fung Foundation for outbound exchange will be regarded as Fung Scholars.

9. The value of the scholarship awarded will vary based on the destination and duration of the visit for the Lingnan applicant or the country from which the overseas applicant is from. The amount of each scholarship ranges from HK\$25,000- HK\$50,000 as shown in Appendix D. No additional funding will be granted to an awardee who is subsequently approved to extend his/her stay at the host institution/Lingnan.

10. The scholarship is awarded to cover mainly the travel cost and part of the living expenses of the awardee at the host institution/Lingnan. Scholarship awardees from Lingnan who are receiving a monthly postgraduate studentship will continue to receive the stipend during the period of the research visit. As for Hong Kong PhD Fellowship recipients, prior approval from the Research Grants Council (RGC) will need to be sought to stay outside Hong Kong, China, for academic/research activity for an aggregate period exceeding 90 consecutive days, or an aggregate of 183 days, with very strong justification by Lingnan [see Note at the end of document].

11. With the assistance of the Office of Global Education (OGE) at Lingnan and the corresponding office in the partner institution, the scholarship awardee will seek admission to the host institution/Lingnan, look for and make arrangement with his/her supervisor at the host institution/Lingnan and arrange the practicalities of his/her visit including but not limited to travelling plans, visa application, accommodation, and travel, health and medical insurance coverage as required.

12. The scholarship will be awarded only when the successful applicant is confirmed admission by the host institution/Lingnan as an exchange student and assigned a supervisor at the host

institution/Lingnan who is able to supervise and comment on his/her research work during the visit.

13. For incoming PhD students, scholarships will be disbursed to the selected inbound exchange students during their research visit. For outgoing students, scholarships will be provided as a lump-sum payment on a non-accountable basis a few weeks before the commencement of the research visit.

Co-supervisory Mechanism

14. It is very important for the supervisors from both Lingnan and the host/home institution to keep regular contact with scholarship awardees and make sure that the research progress during their visit is satisfactory.

15. The supervisors from Lingnan and the partner institution shall work together in advising the scholarship awardee and exchange information on his/her progress on a regular basis.

16. For overseas awardees coming to conduct research at Lingnan, Lingnan supervisors will be supervising the visiting PhD students on a voluntary basis without any teaching load reduction being offered.

Applications

17. OGE will normally invite applications once per year in March for research visits to be undertaken in the following academic year. Subject to the availability of funds, another round of applications may be invited. [Note: If a Year 1 PhD student submits an application in March, his/her application will only be normally processed after confirmation of his/her PhD candidature in June. The actual exchange visit can only take place in Term 2 of the following academic year.]

18. For Lingnan applicants, they should submit a completed application form to OGE with support of his/her supervisor(s), as endorsed by the Head of Department/Unit (HoD/HoU) and the Faculty/School-level Committeeⁱⁱ together with an agreement from the supervisor at the host institution. For overseas applicants coming to Lingnan, they should submit a completed application form to OGE with support of his/her supervisor at the home institution together with an agreement from the Lingnan host supervisor, as endorsed by the Lingnan HoD/HoU and the Lingnan Faculty/School-level Committeeⁱⁱ. The completed application form should be sent to OGE by the application deadline.

19. Each application requires a clear proposal for the planned visit which usually involves a) a detailed plan of study at the host institution/Lingnan, e.g. research project to be undertaken, other academic activities planned, b) details relating to student integration into the research environment of the host institution/Lingnan, c) an outlet for work during the study, e.g. a presentation seminar / conference paper etc, and d) the expected involvement of the co-supervisor at the host institution/Lingnan.

Selection and Approval

20. Applications will be considered and approved, where appropriate, by the Chairman of the PSC or his/her delegate.

21. Notwithstanding the residence requirements for Lingnan RPg students, Lingnan PhD students awarded the scholarship will be approved to study off campus. For scholarship awardees coming to Lingnan, they are required to comply with the residence requirements.

Post-visit Report

22. Scholarship awardees are required to submit a post-visit report to OGE within 30 days upon completion of the research visit. The report endorsed by the supervisors from Lingnan and the host/home institution and the HoD/HoU concerned will be presented to the PSC.

23. If a scholarship awardee fails to perform satisfactorily during the research visit, the University reserves the right to adjust or demand a refund of the award.

Notes to Hong Kong PhD Fellowship Scheme Awardees and their Supervisors:

An awardee of the Hong Kong PhD Fellowship Scheme is required to comply with the residence requirements of the affiliated institution. Subject to this, he/she may spend an aggregate period of up to 183 days outside Hong Kong, China, for academic/research activity in the three-year fellowship period. If an awardee stays outside Hong Kong, China, for academic/research activity for an aggregate period exceeding 90 consecutive days, or an aggregate of 183 days, the stipend will be suspended immediately unless prior approval by the RGC has been given upon provision of very strong justification by the affiliated institution on the following:

- i) why the stipend cannot be provided by the overseas institution or non-UGC/RGC funds;
- ii) how effective supervision by the supervisor can be ensured;

- iii) whether the objectives of the Scheme can be advanced through the arrangement;
- iv) why this cannot be achieved by a shorter stay; and
- v) other relevant information for the consideration of RGC.

Revised in March 2026 (for taking effect from AY2026-27)

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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