

**THE CHINESE UNIVERSITY OF HONG KONG
GRADUATE SCHOOL**

CUHK Research Postgraduate Student Grants for Overseas Academic Activities

NOTES FOR APPLICANTS

The CUHK Research Postgraduate Student Grants for Overseas Academic Activities (“the Grants”) aims to provide support for full-time regular research postgraduate students to present papers at academic conferences and conduct academic activities.

I) Eligibility and Funding Limits

1. Within their normative period of study, full-time research postgraduate students who intend to present papers at academic conferences in Hong Kong/overseas, or conduct academic activities abroad within their normative period of study may apply for reimbursement of expenses up to the following funding limits:
 - a) Research Master’s Student - HK\$10,000 covering the normative study period;
 - b) Research Doctoral Student - HK\$30,000 covering the normative study period.
2. Continuing students are NOT eligible to apply for the Grants.
3. For academic conferences, only those the Graduate Divisions announced in their respective lists of pre-approved conferences or equivalent will be acceptable. In case a conference is not on the list, the application will be considered subject to the approval by the Department Chairperson/School Director.
4. HKPFS awardees may apply for the Grants after they have exhausted the HKPFS annual travel allowance.

II) Coverage

1. Category

Academic Conferences

- The student should present at least one accepted paper in the conference or equivalent;
- The student should be the presenting author of the accepted paper in that particular conference; and
- The student should comply with additional requirements the Graduate Division may prescribe.

Other Academic Activities

- Activities essential and directly related to the applicants’ research (e.g., field trip for collecting data for a thesis, attending workshop/laboratory for acquiring skills) take priority over activities for knowledge enhancement in the general sense such as summer workshops and courses.
- Academic visits are NOT supported by the Grants.

2. Expenses

The following expenses are possible items to be covered by the Grants, subject to approval:

- a) Registration fee (for overseas academic conferences or virtual attendance at overseas academic conferences);

Normally requests for reimbursing membership fee for academic/professional societies would not be entertained, however, if the membership and registration fee combined is lower than the stand-alone registration fee (that is, for non-members), the concerned restriction will be lifted.

It is normally not possible to include meals into the claims save for exceptions such as conference banquets organised by the conference organizer and meals at the hostels/hotels included into the conference/accommodation package charges.

- b) The cheapest economy class return air tickets or the equivalent transportation cost between Hong Kong and the city where the conference/activity is held. For avoidance of doubt, single-trip tickets to and from the designated place will not be accepted as the alternative of a return ticket. The costs of local transportation (that is, intra-transportation costs) are NOT supported by the Grants; and
- c) Training fee of (virtual) academic activities conducted for the purpose of knowledge enhancement, such as summer schools/courses, workshops.
- d) **(Applicable to HKPFS awardees on HKPFS annual travel allowance only)**
Accommodation and Such Out-of-Pocket Expenses incurred from the night before the commencement of the conference to the night immediately after the end of the conference, excluding those days for excursions or sightseeing.

3. Other Financial Support

In case an applicant receives other financial support, the applicant should relinquish the claim of expense of the item(s) in order to avoid double benefits and problems with sanctions.

Application Procedures²

1. Applications should be made before the commencement of the proposed academic activities. **Late application will not be considered.**
2. Application forms are downloadable on the Graduate School website:
GS Platform (Students) ⇔ Application Forms ⇔ E. Others
⇔ 1. CUHK Research Postgraduate Student Grants for Overseas Academic Activities
3. One application for one conference/activity only. Students who will attend conferences or conduct activities consecutively are required to submit separate applications for each conference/activity.
4. Applicants should submit the duly completed and signed application form together with the required supporting documents to their respective Graduate Divisions in the first place. Missing of any supporting document or incongruent information submitted with the form will take the Divisions to seek clarifications from the applicants and inevitably lead to delay. This is also true for any misalignment problems along the reimbursement route

including delays in handling in the original copies of documents to the units for verification at the end of the process.

Academic Conferences		Academic Activities	
1.	Two quotations of economy class return air tickets or the equivalent transportation cost between Hong Kong and the city where the conference is held	1.	Two quotations of economy class return air tickets or the equivalent transportation cost between Hong Kong and the city where the activity is held
2.	Transportation fee payment receipt if available	2.	Transportation fee payment receipt if available
3.	The registration fee payment receipt/confirmation	3.	Invitation from the host institution or the host scholar, if applicable
4.	The conference pamphlet (computer printouts are acceptable)	4.	A detailed plan of the proposed activities, including the Master's or Doctoral thesis title and research plan
5.	An abstract of the paper accepted for presentation at the conference; the formal notification (email is acceptable) of such acceptance by the conference organizer	5.	Notification of receiving other financial support for the proposed activities, if any
6.	Notification of receiving other financial support for the proposed activities, if any	6.	The training fee payment receipt/confirmation
7.	Letter certifying the satisfactory completion of at least one of the Improving Postgraduate Learning (IPL) presentation/communication skills workshops organised by the Centre for Learning Enhancement And Research (CLEAR), if any. (Applicants may contact CLEAR at 3943 6201 to obtain a certifying letter.)		
8.	Additional information required by the applicant's Graduate Division, if any		

5. Graduate Divisions are asked to send the applications for “Academic Activities” by the cutoff dates. Applications will be processed by quarterly batch. Applications received after the deadline will be considered in the next batch.

Academic Activities Held Between	Application Deadline
1 May – 31 July	31 July
1 August – 31 October	31 October
1 November – 31 January	31 January
1 February – 30 April	30 April

Announcement of Results

1. Academic Conferences

Applications will be considered and approved by the Graduate Divisions. Approved applications will be forwarded to the Graduate School Bursary Sub-Committee (GSBS) for noting. Unsuccessful applicants will be informed by their Graduate Divisions directly. Successful applicants will receive an approval letter from GSBS via their Graduate Divisions.

2. Academic Activities

Applications will be considered and approved by GSBS in batches. Successful applicants will receive an approval letter from GSBS via their Graduate Divisions

Reimbursement Procedures

Successful applicants should contact the Accounting Operations and Systems Unit of the Finance Office for reimbursement. Reimbursement will ONLY be made upon receiving the following:

1. A report (not less than 300 words) on the conference or academic activities conducted should be submitted to the Graduate School Office by email at gso-06@cuhk.edu.hk within one month after the activity; and

Important!

2. Complete Part V of the Approval Form sent to you alongside the Approval Letter. Sign and mail the Approval Form together with original receipts of expenses, official receipts, bank statement (only for the particular transaction shown), and boarding pass to the **Accounting Operations and Systems Unit (AOU), Finance Office, 1/F, Sui-Loong Pao Building.**

For HKPFS travel allowance, please submit the documents to Financial Planning Unit (FPU), Finance Office, 3/F, Sui-Loong Pao Building.

For enquiries on reimbursement, please contact the Finance Office at aou@cuhk.edu.hk.

Other Requirements for Successful Applicants

1. The paper for presentation at the conference should be submitted to the Graduate Division before attending the conference.
2. If the paper is published in the Proceedings, a copy of the relevant pages should also be submitted to the Graduate Division upon publication.
3. The Grants should be mentioned in the acknowledgements of the paper for presentation at the conference, if possible.

Insurance

Students attending approved academic conferences/activities abroad are covered by the University's Group Travel Insurance (GTI). Students are recommended to bring the GTI policy number and the hotline service number as they travel for conference/activity overseas in case of emergency. Students are strongly advised to arrange their own insurance if the coverage of the GTI is deemed inadequate. For details of the GTI coverage, claiming procedures, etc., please browse the website of the Business Unit at <https://www.bur.cuhk.edu.hk/insurance/group-travel-2/>.

Enquiries

1. Applicants may refer to the Frequently Asked Questions (FAQ) on the Graduate School website in the first place:
GS Platform (Students) ⇔ Application Forms ⇔ E. Others
⇔ 1. CUHK Research Postgraduate Student Grants for Overseas Academic Activities
2. If necessary, applicants may send an email to the Graduate School Office at gso-06@cuhk.edu.hk with "Overseas Grants" as the subject line of the message.

Notes

Adjustment to the maximum amount to be claimed as a result of transfer of candidature or change of programme:

<u>From Doctoral to Master's Degree</u>	<u>From Master's to Doctoral Degree</u>
1) The maximum reimbursable amount will be adjusted downward to HK\$10,000 when the transfer or change of programme takes effect.	1) The maximum amount to be claimed by the student concerned will be adjusted upward to HK\$30,000 at the same time when the transfer or change of programme takes effect.
2) The total amount of the previous award(s), if any, will be deducted from the new ceiling accordingly.	2) The total amount of the previous award(s), if any, will be deducted from the new ceiling accordingly.
3) In case the student has already been awarded with more than HK\$10,000 prior to the transfer or change of programme, he/ she will not be eligible for this grant anymore.	