

THE CHINESE UNIVERSITY OF HONG KONG  
GRADUATE SCHOOL

**CUHK Research Postgraduate Student Grants for Overseas Academic Activities**  
**(for Conducting Academic Activities)**

**CHECKLIST**

Enclosed please find my application materials listed below for:  
(Please put a "✓" in the appropriate box)

<p>Are you an awardee of the Hong Kong PhD Fellowship Scheme: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(If you are an awardee of the Hong Kong PhD Fellowship Scheme, please note that the regular grants will be consumed only after the annual travel grant has been exhausted.)</i></p>
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- 1. duly completed and signed application form
- 2. **two quotations** of economy class return air tickets or the equivalent transportation cost between Hong Kong and the city where the conference/activity is held
- 3. transportation fee payment receipt (if you have already purchased your air ticket)
- 4. copy of notification of other financial support for the proposed activities, if any
- 5. invitation from the host institution or the host scholar, if applicable
- 6. a detailed plan of the proposed activities, including
  - i. the Master's or Doctoral thesis title
  - ii. research plan
  - iii. why the activity related to your thesis research
- 7. for late applications, please provide justification for consideration
- 8. training fee payment receipt of virtual academic activities

Name of Student: \_\_\_\_\_

Programme: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes:**

- 1. Use a separate form for EACH activity.
- 2. Incomplete or undocumented applications will NOT be processed.
- 3. Inform the Graduate School Bursary Sub-Committee immediately if there is any change to the proposed trip subsequent to application.
- 4. Applicants may be contacted via the campus email for follow-up where necessary.

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APPLICATION FORM  
(for Conducting Academic Activities )

**Note:** Please read the *Notes for Applicants* carefully before completing this form and attach the relevant supporting documents.

**Part I (to be completed by applicant)**

A. Personal Information (\* Please delete as appropriate.)

Name (in English):	_____	Name (in Chinese):	_____
Gender:	_____ *Female / Male	Student Number:	_____
Study Program:	_____	Study Mode:	_____ Full-time
Degree:	_____	Admission Date:	_____
Normative End Date:	_____	Year of attendance:	_____ * 1 / 2 / 3 / 4
Contact Number:	_____	Email:	_____

B. Details of Academic Activity (Please put a "✓" in the appropriate box and provide information accordingly.)

Type of Academic Activity:

- Field Trip/Data Collection                       Academic visit or other activity
- Virtual academic activities (e.g.: summer schools/courses/workshops, training)

Thesis Title#: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of activity#: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: (City) \_\_\_\_\_ (Country) \_\_\_\_\_

Period: From \_\_\_\_\_ To \_\_\_\_\_ Total number of days: \_\_\_\_\_  
(ddmmyyyy) (ddmmyyyy)

*\*Please provide in English.*

**C. Amount of Grant Requested** *(Please use the current exchange rate to calculate the expenditure in Hong Kong Dollars.)*

	Foreign Currency	HK\$
Transport between HK and the city where the conference/ activity is held		
Training fee of virtual academic activities		
<b>Total:</b>		

**D. Other Source of Financial Support**

Have you applied for or will you receive other financial support for cost of transport?

Yes → Award Title \_\_\_\_\_  
 Amount received \_\_\_\_\_  
*(If application result is still unknown, please state "pending" and expected date of result.)*

No

**E. Presentation/ Communication Skills Workshops**

Have you attended any of the presentation/ communication skills workshops of the *Improving Postgraduate Learning (IPL)* series?

Yes → Please provide a letter issued by the Centre for Learning Enhancement and Research (CLEAR) certifying that you have satisfactorily completed the workshop(s).  
 → Please specify the name of the workshop(s) and year attended:

Year attended	Name of workshops

No

**F. Declaration by Applicant**

I, \_\_\_\_\_ (name), declare that the statements made in this application are, to the best of my knowledge, true, complete and correct. I have read and fully understand the *Notes for Applicants*. I understand that the personal data provided by means of this form will be used by the Division concerned and the Graduate School Bursary Sub-Committee for consideration of my application and compiling relevant statistics respectively. I have a right to access and correct personal data provided on this form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Part II (to be completed by the supervisor)** *(Please put a "✓" in the appropriate box and provide information accordingly.)*

- A. The degree of necessity and relevance between the proposed academic activities and the applicant's thesis is described as follows:  
 Highly relevant       Somewhat relevant       Not directly relevant

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. My level of support is indicated with a "✓" in the appropriate box below:  
 Support strongly       Support  
 Support with reservation       Do not support

C. Additional information (if any) :

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
(In block letters)

**Part III (to be completed by the Graduate Division Head)** *(Please put a "✓" in the appropriate box)*

- A.  Applying for the HKPFS annual travel grant; or  
 Applying for CUHK Research Postgraduate Student Grants for Overseas Academic Activities  
Total amount to be awarded: *(Please round down to the nearest dollar)*      HK\$ \_\_\_\_\_  
60% of the above amount to be under taken by Graduate Division:      HK\$ \_\_\_\_\_

*I understand that the amount may subject to further adjustment by the Graduate School Bursary Sub-Committee (GSBS) according to the supporting documents provided by the applicant.*

- B.  Endorse       Not Endorse

Comment: \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
(In block letters)