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

CUHK Research Postgraduate Student Grants for Overseas Academic Activities (for Attending Academic Conferences)

CHECKLIST

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

Are you an awardee of the Hong Kong PhD Fellowship Scheme: 🗌 Yes 🗌 No						
(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.)						
	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 activity (if any)				
	5.	copy of conference pamphlet showing details of the conference (i.e., dates, city/country, registration fee, etc.; computer printouts are acceptable)				
	6.	registration fee payment receipt/confirmation				
	7.	abstract of the paper accepted for presentation at the conference				
	8.	formal notification (e.g., email) of acceptance of the paper by the conference organiser				
	9.	letter certifying the satisfactory completion of the IPL presentation/communication skills workshops, if any				
	10.	for late application, please provide justification for consideration				
	11.	additional information required by my Division, if any				

Name of Student:

Programme:

Date: _____

Notes:

- Use a separate form for EACH conference.
 Incomplete or undocumented applications will NOT be processed.
- 3. Inform your Graduate Division 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.

THE CHINESE UNIVERSITY OF HONG KONG GRADUATE SCHOOL

CUHK Research Postgraduate Student Grants for Overseas Academic Activities

APPLICATION FORM (for Attending Academic Conferences)

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)

<u>A. Personal Information</u> (* <i>Please delete as appropriate.)</i> 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 the Conference (Please put a " "" in the appropria	ate box and provide informati	on accordingly.)	
I am the presenting author of an accepted paper at the	e following conference f	or:	
Oral presentation	Poster presen	tation	
Name of conference [#] :			
Paper Title#:			
Author(s) of paper: (in the order shown on the paper)			
Location: (City)	(Country)		
Conference Dates: From To	Tota (ddmmyyyy)	number of days:	
(ddininyyyy)	(3311119999)		

[#]Please provide a translation in English if the name of conference/paper title is in another language.

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

Estimated Expenditure:	Foreign Currency	HK\$
Registration Fee Transport between HK and the city where the conference is held		
Total:		

D. Other Source of Financial Support

Have you applied for or will you receive other financial support for attending the conference?

🗆 Yes	\rightarrow	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?

 \Box Yes \rightarrow Please provide a letter issued by the Centre for Learning Enhancement And Research (CLEAR) certifying that you have satisfactorily completed the workshop(s).

 \rightarrow Please specify the name of the workshop(s) and year attended:

Year attended	Name of workshops

□ No

F. Declaration by Applicant

Signature _____

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 Graduate 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.

Conference

Part II (to be completed by the Supervisor) (Please check the appropriate box and provide information.)

A.	My I	evel of support is: Support strongly	_	Sur	oport	
		Support with reservation			not support	
		Support with reservation		DU		
В.	Add	itional information (if any):				
Sign	ature		Name(In black letters)		(In block letters)	Date
Part	III (tc	be completed by the Gra	aduate	• Divi	sion Head) (Please check in	the appropriate box)
					*Reject	
Cor	nmei	nt:				
Signature			Na	me	(In block letters)	Date
<mark>*Part</mark> (Plea	: <mark>IV (t</mark> se ch	o be completed by the De eck in the appropriate box)	epartn	nent	Chairperson/Director of Sc	hool or Institute concerned)
	A	pprove			*Not Approve	
Cor	nmei	nt:				
Sign	ature		Na	me		Date
e.g.n					(In block letters)	
*Only	applic	cable to a conference which is	<u>not</u> on	the lis	t of pre-approved conferences d	etermined by the Graduate Division.
*Grad	uate D	Divisions are advised to inform	unsucc	essful	applicants directly.	