

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 "✓" 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 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:

- 1. Use a separate form for EACH conference.
- 2. 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.

C. Amount of Grant Requested (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 → 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 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.

Signature _____

Date _____

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

A. My level of support is:

- Support strongly Support
 Support with reservation Do not support

B. Additional information (if any):

Signature _____ Name _____ Date _____
(In block letters)

Part III (to be completed by the Graduate Division Head) *(Please check in the appropriate box)*

- Approve *Reject

Comment: _____

Signature _____ Name _____ Date _____
(In block letters)

***Part IV (to be completed by the Department Chairperson/Director of School or Institute concerned)**
(Please check in the appropriate box)

- Approve *Not Approve

Comment: _____

Signature _____ Name _____ Date _____
(In block letters)

***Only applicable to a conference which is not on the list of pre-approved conferences determined by the Graduate Division.**

***Graduate Divisions are advised to inform unsuccessful applicants directly.**