

**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**

1. Full-time regular research postgraduate students who intend to present papers at local/international academic conferences in Hong Kong/overseas, or conduct academic activities abroad within their normative period of study.
2. Continuing students are NOT eligible to apply for the Grants.
3. The Grants only cover academic conferences which are on the list of pre-approved conferences or some very specific and well-defined categories of conferences determined by his/her Graduate Division. In case a conference is not on the list, application will be considered subject to the final approval of the Department Chairperson/School Director.

Under this funding scheme, eligible full-time research students<sup>1</sup> may apply for reimbursement of expenses arising from approved overseas academic activities subject to the following funding limits:

- a) Research Master’s Student - up to HK\$10,000 for a student’s whole normative study period; and
- b) Research Doctoral Student - up to HK\$30,000 for a student’s whole normative study period.

*HKPFS awardees will only be eligible to apply for the Grants after their annual travel allowance has been exhausted.*

**II) Coverage of the Grants**

1. Activities
  - a) Academic Conferences
    - The student should have at least one accepted paper in a pre-approved conference determined by his/her Graduate Division;
    - The student should be the presenting author of an accepted paper in that conference; and
    - The student may be required to comply with additional requirements determined by his/her Graduate Division.

b) Other Academic Activities

- A higher priority is given to activities which are directly related to the applicants' research, e.g., field trip for collecting data for a thesis, attending workshop/laboratory for acquiring skills which are essential for the applicants' research work; and
- Activities conducted for the purpose of knowledge enhancement, such as summer schools/courses, workshops can be supported;
- 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);
- b) Cheapest economy class return air tickets or the equivalent transportation cost between Hong Kong and the city where the conference/activity is held. Costs of local transportation are NOT covered; and
- c) Training fee of virtual academic activities conducted for the purpose of knowledge enhancement, such as summer schools/courses, workshops.

3. Other Financial Support

In case an applicant receives other financial support to cover any of the abovementioned expense items for the conferences/activities participated, the same amount should be deducted from the approved amount to avoid double benefits.

**Application Procedures<sup>2</sup>**

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. Application Deadline for Academic Activities

| <b>Academic Activities held between</b> | <b>Application Deadline #</b> |
|---|-------------------------------|
| 1 May – 31 July                         | 31 July                       |
| 1 August – 31 October                   | 31 October                    |
| 1 November – 31 January                 | 31 January                    |
| 1 February – 30 April                   | 30 April                      |

<sup>#</sup> *Duly completed and signed applications together with a full set of supporting documents should reach the Graduate*

*School Office on or before the application deadline. Applications received after the deadline will be considered in the next batch.*

- Applicants should submit the duly completed and signed application form together with the following supporting documents to Graduate Divisions in the first place. Missing of any supporting document will lead to delay of the processing of the application.

| <b>Academic Conferences</b> |  | <b>Academic Activities</b> |   |
|-----------------------------|--|----------------------------|---|
| 1.                          | <b>Two quotations</b> of economy class return air tickets or the equivalent transportation cost between Hong Kong and the city where the conference/activity is held.  | 1.                         | <b>Two quotations</b> of economy class return air tickets or the equivalent transportation cost between Hong Kong and the city where the conference/activity is held. |
| 2.                          | Transportation fee payment receipt (if air ticket already purchased).  | 2.                         | Transportation fee payment receipt (if air ticket already purchased).   |
| 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 of virtual academic activities.  |
| 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.  |                            |   |

### **Announcement of Results**

- 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 information and follow-up while unsuccessful applicants will be informed by their Graduate Divisions directly. It normally takes 8 weeks for processing an application upon reaching the Graduate School Office. 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. Result will be conveyed through their respective Graduate Divisions in around 2 months from the application deadline.

### **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](mailto:gso-06@cuhk.edu.hk) within one month after the activity; and
2. The original receipts of expenses should be submitted to the Finance Office together with a Reimbursement Form, which will be attached to the approval letter.

For enquiries on reimbursement, please contact the Finance Office at [aou@cuhk.edu.hk](mailto:aou@cuhk.edu.hk).

### **Other Requirements for Successful Applicants**

1. The paper for presentation at the conference should be submitted to GSBS before attending the conference.
2. If the paper is published in the Proceedings, a copy of the relevant pages should also be submitted to GSBS 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 activity abroad are covered by the University's Group Travel Insurance (GTI). Students who will go for conferences/academic activities are recommended to bring along the GTI policy number and the hotline service number 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 check out 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](mailto:gso-06@cuhk.edu.hk) with “Overseas Grants” as the subject line of the message.

### Notes

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

| <u><i>From Doctoral to Master's Degree</i></u>  | <u><i>From Master's to Doctoral Degree</i></u>  |
|---|---|
| <i>1) The maximum reimbursable amount will be adjusted downward to HK\$10,000 when the transfer or change of programme takes effect.</i>  | <i>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.</i> |
| <i>2) The total amount of the previous award(s), if any, will be deducted from the new ceiling accordingly.</i>   | <i>2) The total amount of the previous award(s), if any, will be deducted from the new ceiling accordingly.</i>   |
| <i>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.</i> |   |

2. Also applicable to those conference applications submitted by awardees of the Hong Kong PhD Fellowship Scheme (HKPFS) for using the annual travel allowance to attend academic conferences and conduct academic activities during their normative study period.