Research Student Application for Attending an Overseas / Local Conference

Note 1. A conference grant of $15,000 will be provided by the Department/School. Please refer to the details of the regulations stipulated in the Research Student Handbook.

2. The applicant must present a paper that is relevant to his/her research studies at an internationally-renowned conference.

3. The applicant is reminded to obtain approval from the Department/School for overseas conference before committing any trip expenditure. S/he may need to bear the expenditure in case the application is rejected.

4. Please note that the information given in this form will only be used for processing this application.

Section A (To be completed by the Research Student)

1. Name __________________________ Degree: □ MPhil □ PhD Mode: □ Full-time □ Part-time
   Department/School __________________________ Tel. ___________ Student No. __________________
   Project Title __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. Conference grant previously supported by the Departmental Conference Account

   ☐ Yes (Please give details below.) ☐ No

   1. Name of Conference: __________________________
      Location: __________________________
      Duration: From ___________ to ___________
      Amount of Conference Grant Provided: $___________
      Total Amount of Conference Grant Provided: $___________

   2. Name of Conference: __________________________
      Location: __________________________
      Duration: From ___________ to ___________
      Amount of Conference Grant Provided: $___________
      Total Amount of Conference Grant Provided: $___________

3. Name of Conference (please attach a copy of the conference announcement)

   __________________________________________________________
   Organiser __________________________
   Location __________________________
   Duration: From ___________ to ___________
   Title of paper to be presented (please attach the letter of acceptance)
Leave period to be applied for (this may exceed the duration of the conference):
From ___________________________ to ___________________________

Application for Financial Support

Return Fares (HK/________________________/HK), including airport tax $ ________________

Conference Registration Fee $ ________________

Allowance (max. $700/day subsidy for accommodation, insurance, visa application and daily travel expenses; you may claim for each day of the conference, plus one extra day.) $ ________________

Total $ ________________

Signature ___________________________ (Research Student) Date ___________________________

Section B (To be completed by the Chief Supervisor)

Funding arrangement
Account to be charged ___________________________ Amount to be charged $ ________________

* Nature of account: * Student budget account / Departmental conference account / Departmental earnings account/Project account / Departmental one-line budget account / Others, please specify ___________________________

Remarks: __________________________________________

________________________________________

(* Please delete as appropriate.)
(# If the Nature of account ≠ Student budget account, approval of the account owner is required and Section C must be completed.)

Breakdown as follows:
Return Fares $ ________________ Registration Fee $ ________________ Allowance $ ________________

Remarks (if any) __________________________________________

________________________________________

* Endorsed / Not endorsed / Approved / Not approved

Reasons: __________________________________________

________________________________________

Signature ___________________________ (Chief Supervisor) Date ___________________________
Section C (To be completed by the Budget Owner of *Departmental conference account / Departmental earnings account / Project account / Departmental one-line budget account / Others, please specify __________)  

☐ Approved  
Total $ ______________________  
Breakdown as follows:  
Return Fares $ _______________ Registration Fee $ ____________ Allowance $ _______________  
Remarks (if any) ___________________________________________________________  

☐ Not approved  
Reasons ________________________________________________________________  

_________________________________  
Name______________  
(Account Owner)  
Signature ________________  
Date ________________________  

Section D (To be completed by the Chief Supervisor/Head of Department/Dean of School)  

[If the student was admitted before the 2016/17 cohort (i.e. before 1 July 2016), Section D should be completed by the Head of Department /Dean of school. Otherwise, it should be completed by the Chief Supervisor.]  

Leave application *approved / not approved  

Signature  
(*Chief Supervisor/Head of Department/Dean of School)  
Date ________________________________  

(* Please delete as appropriate.)  

Remarks:  
(a) This form does not need to be sent to the RO. However, if you intend to submit an Application for Testimonial (Form RC/19) in support of your visa application to attend a conference outside Hong Kong, you must attach a copy of this Form to the Form RC/19 as proof that your Chief Supervisor has approved you to attend the conference and that your Chief Supervisor/Head of Department/Dean of School has approved your leave application.  

(b) Please send the relevant receipts/documents to the FO to be reimbursed for the actual costs of attending the conference within 6 months of attendance.