

GRADUATE DIVISION OF HISTORY
THE CHINESE UNIVERSITY OF HONG KONG
Postgraduate Student Grants for Overseas Academic Activities 2009-10
(For Ph.D. Students Only)

NOTES FOR APPLICANTS

1. *Background*

Sponsored by the Lee Hysan Foundation, Phase II of the scheme of the Postgraduate Student Grants for Overseas Academic Activities starts from 2009-2010. This is a 3-year scheme aiming to provide support for History PhD students to conduct academic research abroad.

2. *Application Period*

Applications should be made at least **ONE MONTH** before the commencement of the proposed academic activities. Late application will not be considered.

3. *Application Procedure*

- (a) Applicants should fill out the application form and obtain Supervisor's endorsement.
- (b) Applicants should send the completed application form to the Division Office **together with the following documents:**
 - I. Copy of receipt or two quotations of economy class return airfare or equivalent cost of transport.
 - II. Copy of notification of receiving other financial support for the proposed activities (if any).
 - III. For those attending overseas conference, please also submit the following documents: (i) the conference pamphlet; (ii) an abstract of the paper(s) accepted for presentation at the conference; and (iii) the formal notification (email can be accepted) of such acceptance by the conference organizers
 - IV. For all other academic activities, please also submit the following documents: (i) a detailed plan for the proposed activities, including information on budget, thesis title and research plan; (ii) documents on sponsorship (if any); and (iii) invitation from the host institution(s) or the scholar(s) to be visited (if applicable).

Incomplete application will NOT be accepted.

4. *Eligibility and Regulations*

- (a) Full-time and part-time Ph.D. students who intend to conduct academic research abroad within their normative period of study.

- (b) Students' overall grade point average (GPA) will be considered.
- (c) Students can **submit one application** in the academic year.
- (d) Students are advised to submit the application and conduct the related research activities between the second semester and fifth semester (for full-time students), and between the second semester and the seventh semester (for part-time students).
- (e) Prior to the application for the grants provided by the History Department, applicants* are encouraged to apply for the CUHK Postgraduate Student Grants for Overseas Academic Activities via the Graduate School. (**Applicable to full-time research postgraduate students only; part-time students are not eligible for the CUHK Postgraduate Student Grants.*)

5. Activities Supported

Academic research activities (especially those related to the thesis project) outside Hong Kong will be considered for support.

6. Number and Amount of Grants

- (a) The number of applications to be approved depends on the funds available in the academic year. The maximum amount for each successful application will not exceed HK\$20,000.
- (b) The grants cover the balance after deducting the amount granted to successful applicants by the University through the Graduate School (if applicable).
- (c) The amount granted to each successful applicant is calculated on the basis of the cost of transport, research fee (admission fee and photocopying, capped at HK\$1,000) and a living allowance which varies with the destination where the proposed academic activities to be conducted, AND subject to a percentage cut if funds are insufficient.

7. Reimbursement for Successful Applicants

Reimbursement will **ONLY** be made upon receiving the original receipts of expenses and a brief report on the overseas academic activities (not less than 500 words). The report should be endorsed by Supervisor before submitting to the Division Office. All submissions for reimbursement should be made within 30 days of the completion of the activities. Otherwise, the applicant will forfeit the award.

8. Enquiries

Please contact Miss Hilson Ng of the Division Office at 2609-8541 or hilsonng@arts.cuhk.edu.hk for enquiries.

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THE CHINESE UNIVERSITY OF HONG KONG**

**Postgraduate Student Grants for Overseas Academic Activities 2009-10
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CHECKLIST FOR SUBMISSION OF APPLICATION

To: History Department Student Grants Committee

(via Graduate Administrator, Division of History, Room 117A, Fung King Hey Bldg)

Enclosed please find my application for the Postgraduate Student Grants for Overseas Academic Activities 2009-2010. The following documents are enclosed (please put a“✓” in the box against the document(s) you have provided):

- 1. Completed application form
- 2. Copy of receipt or two quotations of economy class return airfare or equivalent cost of transport
- 3. Copy of notification of receiving other financial support for the proposed activities (if any)
- 4. Photocopies of all academic reports/full transcripts
- 5. Documents on sponsorship from the University (if any)

For attending conference:

- 6. Copy of conference pamphlet showing period of the conference, registration fee, etc.
- 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 organizer(s)

For other academic activities:

- 9. Detailed plan for the proposed activities, including information on thesis title, itinerary, Budget, etc.
- 10. Documents on sponsorship/invitation from host institution/scholar to be visited

Signature: _____ (Name: _____) Date: _____

Notes:

- 1. Incomplete or undocumented applications will NOT be processed.*
- 2. Please inform the Graduate Division Office immediately if there is any change of the proposed trip or if you subsequently decided to cancel the application.*

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APPLICATION FORM

Note : Please read the “Notes for Applicants” carefully before completing this form.

Part I (to be completed by applicant)

A. Personal Information

Name (in English): _____ (in Chinese, if any): _____

Sex: M / F* Student ID no. : _____ Study mode: FT / PT*

Admission date: _____ Year of attendance: _____

Contact phone no.: _____ Pager/mobile phone no. : _____

Email address: _____

B. About the Proposed Activities (Please provide information accordingly.)

C. Location and Period of Activities

Location : (City) _____ (Country) _____

Period : From ____ (DD) ____ (MM) ____ (YY) To ____ (DD) ____ (MM) ____ (YY)

Total no. of days : _____

D. Academic Results

(Please list your GPA in the most recent term. New students should provide overall GPA of previous studies. Those who do not need to take courses should put down “N/A” next to Term GPA.)

Term GPA _____ (Term: _____ Academic year _____)

Overall GPA (For new students only) _____

** Please circle whichever is appropriate.*

E. Amount of Grant Requested

Estimated expenditure: (Please use the current exchange rate to calculate the expenditure in Hong Kong Dollars.)

Transportation	HK\$
Accommodation	HK\$
Registration fee (for presenting paper at conference)	HK\$
Data collection	HK\$
(The maximum amount of grant will not exceed HK\$20,000)	
TOTAL	HK\$

F. Other Source of Financial Support

Have you applied for or will you receive other financial support (e.g. the University's grant) for the proposed activities?

Yes → Source of award _____

Amount of grant received _____

(If application result is still unknown, please state "pending" and expected date of result.)

No

I. 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 and the History Department Student Grants Committee for consideration of my application and compiling relevant statistics. 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 indicate your level of support by putting a “√” in the appropriate box below:

- Support enthusiastically Support strongly Support
 Support with reservation Do not support

Other comments: _____

Signature _____ Name _____ Date _____

Part III (to be completed by the Secretary of the Graduate Panel)

(1) Please indicate your level of support by putting a “√” in the appropriate box below:

- Support enthusiastically Support strongly Support
 Support with reservation Do not support

(2) Other comments: _____

(3) Recommended Amount:

Transportation	HK\$
Accommodation	HK\$
Registration fee (for presenting paper at conference)	HK\$
Data collection	HK\$
(The maximum amount of grant will not exceed HK\$20,000)	HK\$
TOTAL	

Signature _____ Name _____ Date _____

Part IV (to be completed by Head of the Graduate Division)

(1) Please indicate your level of support by putting a “√” in the appropriate box below:

Support enthusiastically Support strongly Support

Support with reservation Do not support

(2) Other comments: _____

Signature _____ Name _____ Date _____

Part V (to be completed by the Department Chairman)

(1) Please indicate your level of support by putting a “√” in the appropriate box below:

Support enthusiastically Support strongly Support

Support with reservation Do not support

(2) Other comments: _____

Signature _____ Name _____ Date _____

(In block letters)