

Travelling Allowance for Postgraduate Overseas Attachment Programme 2013/14

(1) Objectives

The Allowance, supported by the “Mr. Kwok Yat Wai and Madam Kwok Chung Bo Fun Graduate School Development Fund” (郭一葦郭鍾寶芬伉儷研究院發展基金), aims to encourage research postgraduate students to engage in overseas exchange activities so as to:

- (i) learn a skill or a new technology in relation to their research studies,
- (ii) get involved in a different research project to strengthen their research capability, and
- (iii) immerse into different (research) culture and enhance their exposure.

(2) About the Scheme

The Scheme provides an allowance of up to HK\$10,000 covering the airfare for the overseas attachment. It does NOT cover attendance of conferences, seminars or workshops (Note: Students may apply for the regular Student Research Expenses should they wish to seek support for attending conferences/seminars/workshops). Students or their Principal Supervisors shall proactively seek relevant OVERSEAS exchange/attachment opportunity for the students. The attachment shall cover the period **up to 31 August 2014**. It shall be in relation to the students' research project, **lasting not less than one month**, and be endorsed by the students' Principal Supervisor, Department Head and Dean.

(3) Eligibility

All **full-time PhD students** during their normal study period are eligible, **except that the attachment will be falling within the last six months of the normal study period**. Each student shall only be eligible for the allowance **ONCE** during their entire postgraduate student life. Since there is only a small quota, the scheme is highly competitive, selection will be conducted based on the relevance of the student's research experience, the reputation of the host institutions and the supervisors, the capability of the students and internal resource distribution.

Applicants who have been awarded other scholarship/financial support for the attachment activity will be put on the relatively lower priority.

(4) Application Procedures

(i) Eligible and interested students please fill in the attached application form, duly endorsed by the Principal Supervisor and Head of Department, and submit it together with the following supporting documents to the Dean's Office, Faculty of Science, for the Faculty's consideration and selection. The applications will be considered upon receipt until all quotas have been used up.

(a) invitation letter or other supporting documents that provide details about the overseas attachment

(b) quotations for airfare or tickets bought

(c) flight itinerary

(ii) Selected applications will be nominated to the Graduate School (GS) for further consideration and approval. The application should be **submitted well in advance of the attachment activity** since nominations from the Faculty have to **reach the Graduate School at least one month prior to the commencement of the attachment activity. Late/retrospective applications will NOT be processed.** Students are thus advised to submit applications well in advance in order to leave sufficient time for processing.

(iii) Students will be informed of the application result by GS.

(5) Reimbursement *

Successful applicants must submit the original receipts and boarding passes/train tickets etc. to the Finance Office via Graduate School for reimbursement within one month upon return from the overseas attachment.

(6) Completion Report *

After completion of the programme, students are required to submit a self-reflective journal of an A4 page (single line spacing with 12 point font size) within one month of return from the overseas attachment, stating what they have learnt and how the attachment benefits their research studies. The report, duly endorsed by the Principal Supervisor and Head of Department, should be submitted to the Dean's Office, for Dean's endorsement before submitting to the Graduate School for record.

(7) Acknowledgement *

Awarded students should acknowledge the “Mr. Kwok Yat Wai and Madam Kwok Chung Bo Fun Graduate School Development Fund” (郭一葦郭鍾寶芬伉儷研究院發展基金) in any publications or venues should the contents of which be related to the experiences of the trips. In such cases, please also report to the Dean of Graduate School.

* Points (5)-(7) are applicable to awarded students only.