

Important Notes

Eligibility

Full-time PhD or MPhil students receiving full studentship during the normal study period are eligible to apply for reimbursement of prescribed research student expenses. UIC and self-funded students are NOT applicable.

Funding Support

The prescribed research student expenses and their maximum amounts to be supported are as follows:

Supported items	Max. Supported Amount
A. International Conference/Seminar B. Overseas Attachment C. Others (Field Trip, Study Tour, etc.)	PhD students: Max. HK\$15,000 MPhil students: Max. HK\$10,000 <i>(Multiple claims are allowed if there is an available balance)</i>
D. Thesis Editing Fee	Max. HK\$6,000 (one-off)
E. Incentive for Oral Presentation at International Conferences	HK\$3,000 (one-off)

2-Stage Procedures for Reimbursements

The reimbursement of the above expenses has two stages:

Stage 1: Application for Budget Approval - to be submitted to the Graduate School at least 3 weeks before the event takes place

Stage 2: Application for Reimbursement - to be submitted to the Graduate School in 1 week after you have returned to HK

Late/retrospective applications may not be accepted. Students seeking retrospective approval should provide strong justifications.

Required Forms and Documents

It is important that the supporting documents provided are (a) relevant, (b) arranged and numbered in chronological sequence, and (c) printed in Chinese or English as far as practicable. Otherwise, your application will be withheld for processing.

Stage 1 - Application for Budget Approval

Item	Application for Budget Approval	Leave Application Form	Overseas Attachment Form	*Supporting Documents (not exhaustive)
A	✓	✓		<ul style="list-style-type: none"> ▪ Registration fee ▪ Quotations of airfare, accommodation, train tickets, etc ▪ Fee for conference-related learning activities, if any
B	✓		✓	
C	✓	✓		
D	✓			<ul style="list-style-type: none"> ▪ Quotation of thesis editing service
E	✓	✓		<ul style="list-style-type: none"> ▪ Presentation invitation and paper/abstract showing sole/co-authorship ▪ Endorsement by Department Head and PS on the presentation and conference

Stage 2 - Application for Reimbursement

Item	Application for Reimbursement	*Supporting Documents (not exhaustive)
A	✓	<ul style="list-style-type: none"> ▪ Attendance proof (e.g. attendance certificate) ▪ Original boarding passes ▪ Payment proof of registration fee, airfare, accommodation, train tickets, and conference-related learning activities, if any
B	✓	
C	✓	
D	✓	<ul style="list-style-type: none"> ▪ Payment proof of thesis editing fee
E	✓	<ul style="list-style-type: none"> ▪ Attendance and presentation proof, e.g. attendance certificate