

**Application for Budget Approval for Research Student Expenses (Stage 1)**

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| **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:

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| Supported items | Max. Supported Amount |
| 1. International Conference/Seminar
2. Overseas Attachment
3. Others (Field Trip, Study Tour, etc.)
 | PhD students under the 3-year PhD Programme : Max. HK$15,000PhD students under the 4-year PhD Programme : Max. HK$20,000MPhil students: Max. HK$10,000(*Multiple claims are allowed if there is an available balance)* |
| 1. Thesis Editing Fee
 | Max. HK$6,000 (one-off) |
| E. Incentive for Oral Presentation at International Conferences  | HK$3,000 (one-off) |

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

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| --- | --- | --- | --- | --- |
| Item | Application for Budget Approval | Leave Application Form | Overseas Attachment Form |  \*Supporting Documents (not exhaustive)  |
| A | ✔ | ✔ |  | * Registration fee
* Quotations of airfare, accommodation, train tickets, etc
* Fee for conference-related learning activities, if any
 |
| B | ✔ |  | ✔ |
| C | ✔ | ✔ |  |
| D | ✔ |  |  | * Quotation of thesis editing service
 |
| E | ✔ | ✔ |  | * Presentation invitation and paper/abstract showing sole/co-authorship
* Endorsement by Department Head and PS on the presentation and conference
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| Item | Application for Reimbursement | \*Supporting Documents (not exhaustive) |
| A | ✔ | * 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 | ✔ | * Payment proof of thesis editing fee
 |
| E | ✔ | * Attendance and presentation proof, e.g. attendance certificate
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Stage 2 - Application for Reimbursement |

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| **Part I Student Particulars** *(\*Please delete as appropriate)*  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Student No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Programme Code: HKPFS/PhD/MPhil\* | Mode of Study: FT / PT\*  |

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| **Part II Application for Proposed Activity** *(Please tick the appropriate box (es). You can apply for more than one item)*  |
| * **A. Conference/Seminar Attendance**
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| Title of Conference/Seminar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event From \_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_* **B.** **Overseas Attachment**

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event From \_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_* **C. Others (Field Trip, Study Tour, etc.)**

Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event From \_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_ |
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| Supporting Documents | Document no. | Budget Requested | Remarks | For Office Use |
| * Registration fee
 |  | HK$ | For item A only |  |
| * Conference-related learning activities

(e.g. academic pre-workshop) |  | HK$ |  |
| * Courses taken during overseas attachment(the course should be relevant to the research areas, with justifications and approval of the PS)
 |  | HK$ | For item B only |  |
| * Air tickets and taxes
 |  | HK$ |  |  |
| * Accommodation (capped at HK$10,000)
 |  | HK$ |  |  |
| * Train tickets and taxes
 |  | HK$ |  |  |
| * Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  | HK$ |  |  |
| Total Amount: | HK$ |  |  |

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| * **D. Thesis Editing Fee (Max. HK$6,000)**
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| **To be filled in by the Faculty/Department/ PS** |
| * Support will be given on a one-to-one matching basis between the University and Faculty/Department/Principal Supervisor.
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| Unit | Supported amount | Account no. to be charged | Signature of Budget controller |
| University (50%) | HK$ | 11.11.2421.365210.100002.00.00 | To be signed in one-go in Part V |
| Faculty/ Department/ PS (50%) | HK$ |  |  |

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| * **E. Incentive for Oral Presentation at International Conferences (HK$3,000)**

Please declare on the following: |
| □ I am studying within the normal study period.□ The venue is a renowned international conference. Name of international conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ I am the (co-)author of the paper (to be) presented and the only person applying for the incentive.□ I have attached the presentation invitation and paper/abstract showing sole/co-authorship.□ I have attached the Principal Supervisor and Department Head’s endorsement on the presentation and conference. |
| **To be filled in by the Faculty/Department** |
| * Support will be given on a two-to-one matching basis between the University and Faculty/Department.
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| Unit | Supported amount | Account no. to be charged | Signature of Budget controller |
| University (two-third) | HK$ 2,000 | 11.11.2421.365210.100002.00.00 | To be signed in one-go in Part V |
| Faculty/Department (One-third) | HK$ 1,000 |  |  |

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| **Part III Student Declaration**  |
| I have read and understood the important notes overleaf before submitting this application form. |
| Student’s signature |  | Date |  |

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| **Part IV Recommendation and Endorsement**  |
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| --- | --- | --- | --- | --- | --- | --- |
| Principal Supervisor | Name |  | Signature |  | Date |  |
| Department Head | Name |  | Signature |  | Date |  |
| Dean | Name |  | Signature |  | Date |  |

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| **Part V Approval (For Office Use)**  |
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| Balance (As of \_\_\_\_\_\_\_\_\_\_\_) HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* HKPFS
* Regular PhD

(including dual/joint) * Regular MPhil

(including dual/joint)   | Total budget requested by the applicant**--------------------------------------------------*** Approved

 □ A. Conference/Seminar Attendance**-----------------------------------------------** □ B. Overseas Attachment**--------------------------------------------------------------** □ C. Others (Field Trip, Study Tour, etc.) **---------------------------------------------** □ D. Thesis Editing Fee**-------------------------------------------------------------------** □ E. Incentive for Oral Presentation at International Conferences**------------** **Total budget approved---------------------------------------------------------------------**  * Not approved

Reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | HK$\_\_\_\_\_\_\_\_\_\_HK$\_\_\_\_\_\_\_\_\_\_HK$\_\_\_\_\_\_\_\_\_\_HK$\_\_\_\_\_\_\_\_\_\_HK$\_\_\_\_\_\_\_\_\_\_HK$\_\_\_\_\_\_\_\_\_\_**HK$\_\_\_\_\_\_\_\_\_\_** |
| Comments (if any):  |
| Graduate School  | Signature |  | Date |  |

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**Elaboration on Supported Items**

1. **Conference/Seminar Attendance/overseas attachment/field trip/study tour:** The support is mainly for the **registration fee, air/train tickets and taxes**. Financial support will also be given for accommodation (capped at HK$10,000), conference-related learning activities such as academic pre-workshops and courses to be taken during overseas attachment (*The courses should be relevant to the student’s research areas, with justifications and approval of the Principal Supervisor*). Information such as details of events/activities/courses, air/train tickets itinerary & receipt, accommodation quotations, justifications and approval (for courses taken during overseas attachment) must also be provided with the application.
2. **Thesis editing fee**: Each eligible student can apply for thesis editing fee capped at HK$6,000, on a one-to-one matching basis between the University and Faculty/Department/Principal Supervisor. A quotation or invoice should be provided with the application.
3. **Incentive for Oral Presentation at International Conferences**: Each student is entitled to receive the incentive of HK$3,000 once during the normal study period, which will be on a two-to-one matching basis between the University and Faculty/Department. The student should be the (co-)author of the paper to be presented and the only person applying for the incentive; the venue should be a renowned international conference; and the presentation and the conference should be endorsed by the Principal Supervisor and approved by Head of Department.

**Privacy Policy Statement and Personal Information Collection Statement (PPS/PICS)**

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

 Graduate School

 AAB 904, Level 9, Academic and Administration Building,

 Baptist University Road Campus,

 Hong Kong Baptist University

 Kowloon Tong

 Kowloon