

**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. BNBU 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 | | 1. Conference/Seminar 2. Non-local International Attachment 3. Others (Field Trip, Study Tour, etc.) | PhD students : Max. HK$20,000  MPhil 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 Reputable Non-local International Conferences | HK$3,000 (one-off) |  * *Students may apply for thesis editing fee before the submission of the final thesis (for graduation), if necessary.*   **2-Staged Procedures for Reimbursements**  There are two stages for the reimbursement procedures:  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  **Required Forms and Documents**  It is important that the supporting documents provided are relevant, arranged and numbered in chronological sequence, and printed in Chinese or English as far as practicable. Otherwise, your application will be withheld from processing. Incomplete application will delay the process and may result in the denial of your reimbursement application.  Stage 1 - Application for Budget Approval   |  |  |  |  | | --- | --- | --- | --- | | **Item** | **Application for Budget Approval** | **[Online Application](https://buniport03.hkbu.edu.hk/wps/myportal/hidden/Home/!ut/p/b1/dcpNDoIwEEDhs3CCGWhL67KppIUUtSZEnQ2piRAi0I3x_P7ErW_3kg8ILgUqgVxyVHAGWuNzGuNjSmucP09l760RkrVl1xy2Bmu5b5mqAsMihwZonNP1TU9AX2ysdlx6ROWtwFq77rgJjGHgP4B_0gg7l5YbLFTdB51lLzcX4mM!/dl4/d5/L2dBISEvZ0FBIS9nQSEh/)**  **[for Study Leave](https://buniport03.hkbu.edu.hk/wps/myportal/hidden/Home/!ut/p/b1/dcpNDoIwEEDhs3CCGWhL67KppIUUtSZEnQ2piRAi0I3x_P7ErW_3kg8ILgUqgVxyVHAGWuNzGuNjSmucP09l760RkrVl1xy2Bmu5b5mqAsMihwZonNP1TU9AX2ysdlx6ROWtwFq77rgJjGHgP4B_0gg7l5YbLFTdB51lLzcX4mM!/dl4/d5/L2dBISEvZ0FBIS9nQSEh/)** | **Supporting Documents (not exhaustive)** | | A | ✔ | ✔ | * Quotation of registration fee required; * Itinerary, quotations for airfare, accommodation, domestic public transportation within the event city (one return trip to and from airport only, excluding any means of airport pick-up service, taxi and Uber or transportation/tourist pass, etc.); * Invoice/quotation for conference-related learning activities, if any; and * Any other relevant supporting documents as deemed necessary and appropriate by the Graduate School. | | 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 |   Stage 2 - Application for Reimbursement   |  |  |  | | --- | --- | --- | | **Item** | **Application for Reimbursement** | **Supporting Documents (not exhaustive)** | | A | ✔ | * Attendance proof (e.g. attendance certificate) * **Original** boarding pass for each flight; * Payment proof (e.g. **original** receipts/copy of bank statement) for registration fee, airfare, accommodation, public transportation to and from airport at the event city, and conference-related learning activities, if any; and * Any other relevant supporting documents as deemed necessary and appropriate by the Graduate School. * **All the receipts must include your name.** | | B | ✔ | | C | ✔ | | D | ✔ | * Payment proof of thesis editing fee | | E | ✔ | * Attendance and presentation proof, e.g. attendance certificate | |

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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** | | | | | |
| Title of Conference/Seminar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event From \_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_   * **B.** **Non-local International Attachment**   Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event From \_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_   * **C. Others (Field Trip, Study Tour, etc.)**   Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event From \_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 non-local international 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$10,000) |  | HK$ |  |  | | * Public transportation to and from airport at the event city (please see p.1) |  | HK$ |  |  | | Total Amount: | | HK$ |  |  | | | | | | |
| * **D. Thesis Editing Fee (Max. HK$6,000)** | | | | | |
| **To be filled in by the Faculty/Department/ PS** | | | | | |
| * Support will be given on a one-to-one matching basis between the University and Faculty/Department/Principal Supervisor. | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Unit | Supported amount | Account no. to be charged | Signature of Budget controller | | University (50%) | HK$ | 11.11.2421.365210.100002.00.00 | To be signed in one-go in Part V | | Faculty/ Department/ PS (50%) | HK$ |  |  | | | | | | |
| * **E. Incentive for Oral Presentation at Reputable Non-local International Conferences (HK$3,000)**   Please declare on the following: | | | | | |
| □ I am studying within the normal study period.  □ The venue is a renowned non-local international conference.  Name of non-local international conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ I am the (co-)author of the paper (to be) presented and the only person applying for the incentive.  □ I have attached the presentation invitation and paper/abstract showing sole/co-authorship. | | | | | |
| **To be filled in by the Faculty/Department** | | | | | |
| * Support will be given on a two-to-one matching basis between the University and Faculty/Department. | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Unit | Supported amount | Account no. to be charged | Signature of Budget controller | | University (two-third) | HK$ 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 |  |  | | | | | | |
| **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** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Principal Supervisor | Name |  | Signature |  | Date |  | | Department Head | Name |  | Signature |  | Date |  | | Dean | Name |  | Signature |  | Date |  | |

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| **Part V Approval (For Office Use)** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 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. Non-local International Attachment**--------------------------------------------**  □ C. Others (Field Trip, Study Tour, etc.) **--------------------------------------------**  □ D. Thesis Editing Fee**-------------------------------------------------------------------**  □ E. Incentive for Oral Presentation at Reputable Non-local International Conferences**-------------------------------------------------------------------------**  **Total budget approved--------------------------------------------------------------------**     * Not approved   Reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | HK$\_\_\_\_\_\_\_\_\_\_  HK$\_\_\_\_\_\_\_\_\_\_  HK$\_\_\_\_\_\_\_\_\_\_  HK$\_\_\_\_\_\_\_\_\_\_  HK$\_\_\_\_\_\_\_\_\_\_  HK$\_\_\_\_\_\_\_\_\_\_  **HK$\_\_\_\_\_\_\_\_\_\_** | | Comments (if any): | | | | | | | | Graduate School | Signature | |  | Date |  | | |

**Elaboration on Supported Items**

* **Conference/Seminar Attendance/ non-local international attachment/field trip/study tour:** The support is mainly for the **registration fee, air/public transportation 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 **non-local international** 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/public transportation tickets itinerary & receipt, accommodation quotations, justifications and approval (for courses taken during non-local international attachment) must also be provided with the application.
* **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. Students may apply for thesis editing fee before the submission of the final thesis (for graduation), if necessary.
* **Incentive for Oral Presentation at Reputable Non-local 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 reputable non-local international conference; and the presentation and the conference should be endorsed by the Principal Supervisor and approved by Head of Department.

**Important Notes:**

* The Graduate School reserves the right to:

1. request additional relevant supporting documents as deemed necessary and appropriate in addition to the supporting items specified in this application form; and
2. deny any reimbursement applications deemed inappropriate.

**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