

**Application for Reimbursement for Research Student Expenses (Stage 2)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. 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

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Application for Budget Approval | Leave Application 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
 |

|  |  |  |
| --- | --- | --- |
| 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
 |

Stage 2 - Application for Reimbursement |

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

|  |
| --- |
| **Part II Item(s) Seeking Reimbursement** *(Please tick the appropriate box(es). You could apply for more than one item.)*  |
| □ **A**. Conference/Seminar Attendance: Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| □ **B**. Overseas Attachment: Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| □ **C**. Others (Field Trip, Study Tour, etc.): Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| □ **D**. Thesis Editing Fee  |
| □ **E**. Incentive for Oral Presentation at International Conferences: Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Part III Supporting Document** *(Please provide Chinese or English supporting documents)* |
| I submit the following documents for seeking reimbursement of research student expenses: |
| **For Item A, B, C or E**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Documents | Document Number | Requested Amount(HK$) | Remarks | For Office Use |
| * Registration fee
 |  |  | For item A only |  |
| * Conference-related learning activities

(e.g. academic pre-workshop) |  |  |  |
| * Courses taken during overseas attachment(the course should be relevant to the research areas, with justifications and approval of the PS)
 |  |  | For item B only |  |
| * Attendance proof: Certificate of Attendance
 |  |  |  |  |
| * Receipt of Air tickets and taxes
 |  |  |  |  |
| * Receipt of Accommodation

(capped at HK$10,000) |  |  |  |  |
| * Receipt of Train tickets and taxes
 |  |  |  |  |
| * Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |  |  |
|  | Total: |  |  |  |

**For Item D**

|  |  |  |
| --- | --- | --- |
| Documents | Document Number | For Office Use |
| * Receipt of thesis editing fee
 |  |  |

# Please note that original receipt / alternative proof of receipt should be provided. Self-declaration is required if the above cannot be submitted or if there are any extenuating circumstances which require explanation. (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Part IV Student Declaration**  |
| I understand that the above documents will be submitted to the Finance Office, and may be requested to provide further information. The Finance Office normally requires 3 weeks to process an application for reimbursement upon receipt of **complete** application and all necessary supporting documents. |

|  |  |
| --- | --- |
| Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Part V Approval (For office use only)**  |
|

|  |
| --- |
| Budget Approved in Stage I : HK$\_\_\_\_\_\_\_\_\_\_\_\_ (on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Approved Reimbursed Amount: HK$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Full set of supporting documents received on \_\_\_\_\_\_\_\_\_ Documents sent to FO on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

 |

**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