

Application for Research Activities Funds and Study Leave (SGS14)

Important Notes:

- Please ensure that all regulations are strictly followed and that all supporting documents are provided in accordance with the approved content. **Reimbursement will be unavailable for any modifications made after submission or without essential documentation.**
- The Research Activities Fund supports research students undertaking research-related activities (other than attending conferences) outside Hong Kong.
- UGC-funded and Institutional-funded research students who are **after confirmation of candidature** and are **within their normal study period**, and will undertake research-related activities in overseas universities or the C9 League universities in Chinese Mainland for **no less than one month** are eligible to apply. Students in their extension study period are not eligible to apply for or receive the award.
- Please read the attached Guidelines for the Research Activities Fund and Notes on Study Leave before completing the form.

Section A Personal Particulars (*please delete as appropriate)

Name: _____ Student No.: _____ School/Department: _____

Start Date: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*

Stipulated Study End Date: _____ Source of Funding: UGC-funded/Institutional-funded*

Contact Phone No.: _____ Email: _____

Have you received any Research Activities Funds from the Chow Yei Ching School of Graduate Studies (SGS) in the past? ☐ No ☐ Yes (Period of Last Activity Supported: from _____ to _____)

Are you a Hong Kong PhD Fellowship (HKPF) recipient? ☐ No ☐ Yes¹

Is the study leave related to assigned departmental duty? ☐ No ☐ Yes

If yes, please complete the following:

(i) Is this duty related to your research work? ☐ No ☐ Yes

(ii) Please provide justification for applying study leave to perform departmental duty:

Section B Details of the Proposed Research Related Activity (To be completed by the Student)

1. Location and Name of Affiliated Institution (if any): _____

2. Contact information during my study leave period:

Tel No.: _____ Email: _____

3. Duration: from _____ to _____ (____ months & ____ days) Date of Return: _____
(dd/mm/yyyy) (dd/mm/yyyy) (dd/mm/yyyy)

¹ Please note that (i) if your application period exceeds 90 consecutive days or an aggregate of 183 days during the three-year fellowship period, you are also required to complete form HKPFS02; and (ii) you may apply for "Conference and Research Related Travel Allowance of Hong Kong PhD Fellowship Scheme" to support the cost of return passage for attending research related activities by completing form HKPFS08". These forms are obtainable from the SGS website: <http://www.cityu.edu.hk/sgs/rpg/student>. Please submit them together with this application.

4. Please describe your proposed research-related activity: _____

5. Please state the relevance of the proposed activities to your research and the research work to be undertaken during the period: _____

6. Arrangement for departmental duties, if applicable, during my proposed period of study leave (applies to studentship recipients only) (*Please tick as appropriate*)

☐ Not applicable

☐ I have made proper arrangements for departmental duties during my period of study leave. Detailed arrangements are given below:

7. Type of Research Activity Fund

☐ Basic Scheme²: \$ _____³

☐ Enhanced Scheme⁴ (*Only opt for once and the choice made is irreversible*)

\$ _____³ + Transportation Allowance

8. Other Financial Support Received/Currently Applied For

☐ I have not applied for or received any other financial support for the proposed activity.

☐ I have applied/am applying for/have received* other financial support for the proposed activity.

Organization: _____ Amount: _____

Other Details/Conditions: _____

² For students who will undertake research-related activities in overseas universities or the C9 League universities in Chinese Mainland for not less than one month, the maximum cumulative amount of funding provision during the entire candidature of study is HK\$30,000.

³ Duration in months x HK\$5,000 per month. If the leave period is not on a full-month basis, funding will be calculated on a pro-rata basis: [(days of study leave on the first month / total days in the first month) + total number of complete months + (days of study leave on the last month / total number of days in the last month)] x HK\$5,000

⁴ For students who will undertake research work in the collaborator's laboratories of non-local universities which are ranked top 50 in any of the four world university ranking systems recognized by CityUHK (namely the Quacquarelli Symonds (QS) World University Rankings; the Times Higher Education (THE) World University Rankings; the Academic Ranking of World Universities (ARWU); and the U.S. News & World Report Best Global Universities Rankings) or one of the top 3 universities in a country for 6 to 12 months during their normal PhD study period, HK\$5,000 per month, maximum 12 months. Additionally, transportation allowance for direct round-trip economy flight/ground transportation (e.g. train, coach) up to a maximum amount of HK\$15,000 may also be granted to these students on a reimbursement basis. The provision of such financial assistance is subject to the availability of funds. Final approval of application rests with SGS.

9. List of Supporting Document(s) Required

Please attach a copy of the following document(s) to this application. Applications with incomplete supporting document(s) will not be processed. Document(s) submitted are not returnable:

- ☐ Letter of invitation/acceptance for undertaking the proposed research-related activity, indicating the duration of the activity.
- ☐ Quotations for the proposed lowest passage and itinerary of a direct round-trip flight for comparison.
- ☐ A detailed proposal on the purpose of the study, and the research work to be undertaken during the leave period.

10. Undertaking

I acknowledge that:

- ☐ The Research Activities Fund Report (SGS14R) should be completed and submitted to the Chow Yei Ching School of Graduate Studies **within two months** after completing the research activities. Reimbursement will be unavailable for late or incomplete reports.
- ☐ Reimbursement will be unavailable for any modifications made after submission or without essential documentation.

I fully understand the following conditions governing the award of Postgraduate Studentship during my study leave period (*Applicable to Postgraduate Studentship recipients*):

- ☐ The studentship, which will continue to be released to me, may be suspended if there is any unsatisfactory progress in my studies as reported by my Supervisor/School/Department.
- ☐ I agree to repay the full amount of the studentship awarded to me during my study leave period if I fail to return to City University of Hong Kong to continue my research studies by the approved return date.
- ☐ I understand PhD students will be allowed to opt for taking either Research Activities Fund or the financial support for doing research work in the collaborators' laboratories of overseas VHRUs or top 3 universities in a country or the national laboratories. Each PhD student can only opt for once and the choice made is irreversible.
- ☐ I understand that if my leave application is approved, I will need to submit Change in Coursework Plan for Research Students (Form SGS16B) to SGS for alternative coursework arrangements if my coursework is affected.

Signature

Date

Please forward the form and the documents to the Supervisor for recommendation and submission to SGS via your School/Department.

Section C Recommendation of the Supervisor (**please delete as appropriate*)

1. I **recommend/do not recommend*** the student's application for Research Activities Fund and Study Leave.⁵

Please state reasons for supporting this application:

⁵ Research students are not normally allowed to take study leave outside Hong Kong for the purpose of leading student activities overseas unless proper justifications can be provided to demonstrate that the activities are related to the student's research work. As such, special approval from SGS and the appropriate line manager should be obtained.

2. I will maintain regular contact with the student during the leave period and shall report to SGS if any study progress problem with the student is identified.
- 3a. If the application for study leave is related to assigned departmental duties and the student is required to lead activities outside Hong Kong, please provide justification:

- b. I understand that the School/Department concerned is required to arrange insurance for the student for undertaking departmental duties outside Hong Kong.
4. For students who wish to take a study leave for more than two months, the supervisor should recommend a person in the receiving institution who will supervise the student's study progress during the leave period:

Name of the Mentor: _____

Contact Phone No.: _____ Email: _____

Name of Supervisor	Signature of Supervisor	Date
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Please submit this form and the documents to the School/Department.

Section D Endorsement by the School Dean/Department Head (**please delete as appropriate*)

1. I understand that the student has previously been approved for a total of _____ months of study leave (*please refer to AIMS for information*) and the cumulative period of study leave, including the proposed leave period in this application, **will/will not*** exceed 50% of the stipulated (normal) study period.⁶
2. I **approve/do not approve*** the supervisor's recommendation.
3. I confirm that the student has made proper arrangements for his/her departmental duties during the leave period.
4. For applications related to assigned departmental duties outside Hong Kong (if applicable), insurance has been/will be arranged by our department/school for the student during the leave period.

Comments: _____

Signature: _____
School Dean/Department Head

Date: _____

Please submit this form and the documents to SGS for processing via the School/Department.

⁶ Applications resulting in a cumulative period of study leave not exceeding half of the stipulated (normal) study period can be approved by the Department/School.

Section E Approval of Chow Yei Ching School of Graduate Studies (*please delete as appropriate)

I approve/do not approve* student's leave application.

Remarks:

Signature of Associate Dean (SGS)

Date

For SGS Use:

Follow-up on coursework arrangements: ☐ yes ☐ not applicable

Total number of months of study leave approved: _____ Exceed 50% of normal study period: ☐ yes ☐ no

Cum. amount approved previously (funded by SGS): HK\$ _____ Date of Last Activity: _____ - _____

Eligible for RAF: Yes / No* Type: UGC/Inst'l-funded/HKPF*

Provider	SFAID(s)
<input type="checkbox"/> SGS	<input type="checkbox"/> 669 (UGC) <input type="checkbox"/> 766 (non-UGC)
<input type="checkbox"/> Col/Sch/Dept	<input type="checkbox"/> 858 (non-UGC)
<input type="checkbox"/> Supervisor	<input type="checkbox"/> 856 (UGC-related) <input type="checkbox"/> 857 (External)
<input type="checkbox"/> HKPFS	<input type="checkbox"/> 610# (Travel Allowance)
<input type="checkbox"/> PPS	<input type="checkbox"/> 1436 (Research Activity Fund: HK\$8,000 per month, maximum 12 months)
<input type="checkbox"/> CPRA	<input type="checkbox"/> 766 (non-UGC)
<input type="checkbox"/> Financial Support to PhD Students Working in VHRUs or Top 3 Universities in a Country or National Laboratories	<input type="checkbox"/> 1543 (Research Activity Fund: HK\$5,000 per month, maximum 12 months) (UGC). <input type="checkbox"/> 1544 (Research Activity Fund: HK\$5,000 per month, maximum 12 months) (non-UGC) <input type="checkbox"/> 1545 (Transportation allowance of HK\$15,000 at maximum with direct round trip economy flight/ground transportation (e.g. train, coach) on a reimbursement basis) (UGC) <input type="checkbox"/> 1546 (Transportation allowance of HK\$15,000 at maximum with direct round trip economy flight/ground transportation (e.g. train, coach) on a reimbursement basis) (non-UGC)

For reimbursement of the cost of one return passage

Checked by: _____

Guidelines for the Research Activities Fund

Purpose of the Fund

1. The Research Activities Fund supports research students undertaking research-related activities in reputable institutions/universities outside Hong Kong, which are beneficial and related to their MPhil/PhD studies.
2. For attending academic conferences, research students should apply for a “Conference Grant”, instead of this Research Activities Fund.

Eligibility

3. After confirmation of candidature and within the normative period of study, University Grants Committee (UGC)-allocated and UGC-related research students who will undertake research related activities outside Hong Kong for not less than one month are eligible to apply for the Research Activities Fund. Those who have already been given such funding in the preceding 12 months will not normally be considered.

Consideration of Applications

4. Interested students should submit an application form (SGS14), with the endorsement of their supervisor and School Dean/Department Head, to the Chow Yei Ching School of Graduate Studies for its consideration. SGS will consider the application based on, but not limited to, the following:
 - (a) The research activity’s relevance to the student’s research degree studies;
 - (b) Achievement of academic exchange through the activity;
 - (c) Recommendation from the supervisor and School Dean/Department Head; and
 - (d) Availability of funding support from other source(s).
5. The final decision rests with SGS.

Funding Provision

6. If an application is approved, the amount of funding support will be calculated based on the number of months for the leave period taken by the student for the research-related activities outside Hong Kong. A monthly allowance of HK\$5,000 will be given. If the leave period is not on a full-month basis, funding will be provided on a pro rata arrangement. For example, if a student will be away for one and a half months, he will be given a total of HK\$7,500.
7. Depending on the university/institution to be visited and the visit duration, students may choose to apply for one of the following schemes:
 - o Basic Scheme: For students who will undertake research-related activities in overseas universities or the C9 League universities in Chinese Mainland for not less than one month, the maximum cumulative amount of funding provision during the entire candidature of study is HK\$30,000.
 - o Enhanced Scheme: For PhD students who will undertake research work in the collaborator’s laboratories of overseas universities which ranked top 50 in any of the four world university ranking systems recognized by CityUHK (namely the Quacquarelli Symonds (QS) World University Rankings; the Times Higher Education (THE) World University Rankings; the Academic Ranking of World Universities (ARWU); and the U.S. News & World Report Best Global Universities Rankings) or is one of the top 3 universities in a country for 6 to 12 months during their normal PhD study period, the maximum cumulative amount of funding provision during the entire candidature of study is HK\$60,000. Additionally, transportation allowance for direct round trip economy flight/ground transportation (e.g. train, coach) up to a maximum amount of HK\$15,000

may also be granted to these students on a reimbursement basis. The provision of such financial assistance is subject to the availability of funds. Final approval of application rests with SGS.

8. As long as the prescribed conditions are met, PhD students are allowed to choose between the Schemes mentioned in Section 7 above. Each PhD student can only opt for once and the choice made is irreversible.
9. Student who has been granted the Research Activities Fund should submit a report on the visit to SGS, via their supervisor and School Dean/Department Head, within two months after the visit. Funding support is granted on a reimbursement basis after the visit, subject to the student's submission of a report deemed satisfactory by both the supervisor and the School Dean/Department Head, and the approval of SGS.
10. The Research Activities Fund (either Basic Scheme or the Enhanced Scheme) granted to the students is conditional upon the student continuing to be a registered student at City University of Hong Kong following his/her visit outside Hong Kong.

Notes on Study Leave

- (1) Students who wish to take study leave for academic purposes (exclude attending conferences) related to their research and/or study outside Hong Kong should apply through their supervisor, at least **one month prior to the start of leave**. Students who have been assigned departmental duties are required to make the necessary arrangements with the Department before taking leave.
- (2) The leave taken should be counted towards the student's period of candidature.
- (3) The accumulated leave period should not normally exceed 50% of the stipulated (normal) study period.
- (4) For students applying for a study leave of more than two months, a detailed proposal on the purpose of the study and the research work to be undertaken during the leave period should be attached to this form for approval.
- (5) Students who will be associated with an overseas institution during the leave period are required to attach to this form a copy of the letter of acceptance from the receiving institution.
- (6) **During the study leave period, students are required to continue to pay the required tuition/continuation fee. Continuation of the award of the Postgraduate Studentship and the Research Tuition Scholarship, if applicable, will be considered on a case by case basis.**
- (7) **Students are not allowed to register simultaneously in another programme of study in the University or in any other institution without the prior permission of the School of Graduate Studies (SGS). This regulation also applies to students who are on study leave.**
- (8) Students on study leave should continue to abide by the University's regulations and guidelines.
- (9) Please return the completed form, together with any supporting documents (e.g. quotation for the proposed the lowest passage and itinerary of a direct round-trip flight for comparison, the proposal and the letter of acceptance mentioned in notes 4 and 5 above) in relation to the leave application, to SGS.

For Studentship recipients

- (10) Studentship recipients who are allowed to take study leave abroad for more than one month, and have been granted a continuation of the Studentship award for the study leave period, are required to maintain regular contact with their supervisors. The release of Studentship may be suspended if there is any unsatisfactory progress being reported by the Supervisor/Department/School.
- (11) Students will be required to repay the full amount of the Studentship awarded during the leave period if they fail to return to CityUHK to continue research studies by the stipulated date without valid reasons.
- (12) Hong Kong PhD Fellowship recipients may spend an aggregate period of up to 183 days outside Hong Kong for academic/research activity in the three-year fellowship period. If s/he stays outside Hong Kong for academic/research activity for an aggregate period exceeding 90 consecutive days, or an aggregate of 183 days, the stipend will be suspended immediately unless prior approval by the Research Grants Council has been given upon provision of strong justification by CityUHK.