

Application Form for Research Support to Research Students

Name of Student: _____ **Student No.:** _____ **Department:** _____
Study Commencement Date: _____ **Contact Tel. No.:** _____
Principal Supervisor: _____ **Course:** PhD / MPhil **Study Mode:** FT / PT

I would like to apply for the "Research Support" (**Amount: HK\$** _____) for:
(Please provide some brief information about the purpose of or benefits from the proposed research activities in the application.)

I. Conference/Seminar Attendance
 Title of Conference/Seminar: _____
 Country: _____ Start Date: _____ End Date: _____

II. Overseas Attachment
 Details: _____
 Country: _____ Start Date: _____ End Date: _____

III. Purchase of Publication and I declare that the publication is not available from the University Library.
 Title of Publication: _____

IV. Purchase of Computing Software/Equipment and I declare that the computing software/equipment is not available from the Department and the Faculty.
 Description of Software/Equipment: _____

V. Copy-editing for Publishing Monographs/Journal Papers
 Title of Monographs/Journal Papers: _____

VI. Others (Expenses for research projects, field trip/study tour, etc.)
 Details: _____
 Country: _____ Start Date: _____ End Date: _____

For Items III and IV above, please see Note 4 from the application guidelines.

I have secured support from other sources for the above activities See Notes 8, 9 & 10 from the application guidelines:

	Amount Granted (HK\$)	Month/Year
<input type="radio"/> From the Graduate School		
<input type="radio"/> From Major Department		
<input type="radio"/> From others (please specify) _____		

Remarks, if any: _____

Student's Signature: _____ Date: _____

To: Faculty Office

We support the above application, and confirm that the publication/software/equipment requested above (if applicable) is not available from the University Library or the Department or the Faculty.

Signature: _____ (Principal Supervisor) _____ (Date)

_____ (Department Head) _____ (Date)

Approval from the Faculty Office

Approved (Amount: HK\$ _____) (Unspent ceiling of HK\$ _____ by the end of normal study period)

Not Approved

Comments, if any: _____

Signature: _____ (Dean, SOSC) _____ (Date)

Application Guidelines for Research Support to Research Students in AY2012/13

Each full-time (FT) and part-time (PT) research postgraduate student (MPhil and PhD) is welcome to apply for financial support from the Faculty for research related activities in their normal study period (excluding the study extension or suspension period) such as travel support for overseas conference/seminar presentation, overseas attachment, purchase of publication (if not available from the University Library) and computing software/equipment (if not available from the Department and the Faculty/School), copy-editing for publishing monographs/journal papers, research project expenses, etc.

Notes

1. Each research student would have a ceiling of research support for his/her entire normal study period. Students may choose to get an one-off support instead of splitting it into 2-4 years (for FT/PT MPhil students) or 3-6 years (for FT/PT PhD students).
2. Students could be granted with a research support of the respective amount as follows during their normal study period.

	Year of Normal Study Period		Ceiling (HK\$)	
	FT	PT	FT Student	PT Student
MPhil	2	4	\$1,500 per academic year / \$3,000 for the whole period	\$1,500 for the whole period
PhD	3	6	\$1,500 per academic year / \$4,500 for the whole period	\$2,250 for the whole period

3. For those students who joined HKBU before 1 September 2012 with their normal study period more than 3 months at the time of submitting an application, the financial support will be allocated on a pro-rata basis. Below is an example.

Example - If a FT MPhil student who still has 10 more months to complete his/her study, the maximum financial support will be HK\$1,250 (i.e. 10/24 months x HK\$3,000 = HK\$1,250).

4. For the purchase of publication and computing software/equipment, items bought should be returned to the Department attached after use before graduation.

Application Procedures

For students who have not secured support from other sources:*

5. Students should submit an application form with the initial support of the Principal Supervisor and Department Head to the Faculty Office for approval **at least three weeks** before departure for conference/seminar/overseas attachment, purchase of publication and computing software/equipment, and copy-editing for publishing monographs/journal papers. Information such as the details of conference/seminar/overseas attachment/software/equipment/agent of copy-editing with relevant supporting documents, like quotation (if applicable) should be provided.
6. For conference/seminar attendance, overseas attachment and field trip/study tour, the support is mainly for **travel expenses**. Full-time students should submit their **study leave application** together with their application for research support.
7. Successful applicants **must** submit the **original receipts and boarding pass/train ticket** etc. to the Faculty Office for reimbursement.

For those students who have also secured support from other sources:*

8. Students should submit an application form with the initial support of the Principal Supervisor and Department Head to the Faculty Office for approval once the applications for expenses of conference/seminar/overseas attachment and purchase of publication and computing software/equipment, from other sources are approved. Information such as the details of conference/seminar/overseas attachment/software/equipment with relevant supporting documents, like quotation (if applicable) should be provided.
9. For conference/seminar attendance, overseas attachment and field trip/study tour, the support is mainly for **travel expenses**.
10. For successful applications, the exact reimbursement by the Faculty is subject to the balance after the expenses are claimed by other sources and the ceiling capped per each eligible student set by the Faculty. The Faculty Office will then follow up with the Graduate School/Department/Others and Finance Office for reimbursement.

Applicants will be informed of the result through e-mail.

* Sources including the Graduate School / Major Department / Others

General Enquiry: Miss Carmen Wong, SOSC (Tel: 3411 7119; Email: wongkm@hkbu.edu.hk)

Personal Information Collection Statement

Persons who supply personal data in their applications to the Office of Faculty of Social Sciences for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by the Faculty staff.
3. After the applications have been processed, relevant data will be transferred to the student record system of the Faculty.

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

Office of Faculty of Social Sciences
AAB1325, 13/F
Academic and Administration Building, Hong Kong Baptist University