

## Application for Research Activities Funds and Study Leave (SGS14)

1. The Research Activities Fund supports research students undertaking research related activities (other than attending conferences) outside Hong Kong, which are beneficial and related to their MPhil/PhD studies.
2. UGC-allocated/-related and Institutional-funded research students who are within their normal study period and will undertake research-related activities outside Hong Kong 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 of RAF.
3. 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: \_\_\_\_\_

Commencement 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 in the past?

No  Yes (Period of Last Activity Supported: from \_\_\_\_\_ to \_\_\_\_\_)

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

*[If yes, 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.]*

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)

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. According to my approved coursework plan, I would have to take the following course(s) during the proposed period of study leave. I understand that if the leave application is approved, I need to contact SGS for alternative coursework arrangements (e.g. drop the course(s), arrange to take the course(s) at a later time, etc.) if the coursework will be affected by my leave:

Semester/Academic Year	Course Code	Course Title

7. 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 arrangement for departmental duties during my period of study leave. Detailed arrangements are given below:

\_\_\_\_\_  
\_\_\_\_\_

**8. Amount of Research Activity Fund Applied for: \$ \_\_\_\_\_**

*(i.e. duration in months x HK\$5,000 per month. The maximum cumulative amount of funding provision during the entire candidature of study is HK\$30,000. If the leave period is not on a full month basis, funding will be calculated on a pro-rata basis.)*

9. 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\* other financial support for the proposed activity. Details are given below:  
Organisation: \_\_\_\_\_ Amount: \_\_\_\_\_
- I have received other financial support for the proposed activity. Details are given below:  
Organisation: \_\_\_\_\_ Amount: \_\_\_\_\_  
Other Details/Conditions: \_\_\_\_\_

10. 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:

- (a) Documentary proof (e.g. letter of invitation/acceptance) for undertaking the proposed research related activity indicating the duration of activity, if applicable.

**11. Undertaking** (*Applicable to Postgraduate Studentship recipients*)

I fully understand the following conditions governing the award of Postgraduate Studentship during my study leave period:

- a. 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/Department/School.
- b. 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.

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Student's Signature

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Date

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

*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.*

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

Please state reasons for supporting this application:

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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:

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- 3b. I understand that the Department/School 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

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

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.

1. I understand that the student has previously been approved for a total of \_\_\_\_\_ months of study leave (please refer to RIMS 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.
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: \_\_\_\_\_

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\*

@ For institutional-funded students, SGS and Col/Sch/Dept/Supervisor each will share 50% of the budget required.

Supervisor's UGC-related funds may be used only when the studentship is supported by UGC-related funds. **After**

**Asso. Dean(SGS)'s approval**, attach memo SGS14S and forward to Col/Sch/Dept/Supervisor for funding support.

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"/> HKPF#	<input type="checkbox"/> 610 (Travel Allowance)

# For reimbursement of the cost of one return passage

Checked by: \_\_\_\_\_

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## **Guidelines for the Research Activities Fund**

### **Purpose of the Fund**

1. The Research Activities Fund supports research students undertaking research related activities outside Hong Kong, which are beneficial and related to their MPhil/PhD studies. To encourage overseas academic exchange, funding priority will be given to students visiting overseas institutions for research related work or research collaboration with overseas institutions.
2. For attending academic conferences, research students should apply for a “Conference Grant”, instead of this Research Activities Fund.

### **Eligibility**

3. UGC-allocated and UGC-related research students who will undertake research related activities outside Hong Kong for no 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 department head, to the Chow Yei Ching School of Graduate Studies (SGS) 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 department head
  - (d) Availability of funding support from other source(s)
5. Final approval of application rests with the SGS.

### **Funding Provision**

6. If an application is approved, the amount of funding support will be calculated on the basis of the number of months for the leave period taken by the student for research related activities outside Hong Kong. A monthly allowance of HK\$5,000 will be given. Normally, the maximum cumulative amount of funding provision during the entire candidature of study is HK\$30,000. 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 1½ months, he will be given a total of HK\$7,500.)
7. Students should submit a report on the visit to SGS, via their supervisor and department head, within two months after the visit. Funding support is granted on a reimbursement basis after the visit, subject to the students’ submission of a report found to be satisfactory by both the supervisor and department head, and the approval of SGS.
8. The award is conditional upon the student continuing to be a registered student at the University following his or 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. 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 CityU 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 CityU.