

**10th PhD Student Workshop 2016 (Hefei)
City University of Hong Kong**

Guidelines for Application of Financial Support

Eligibility of the Sponsorship

1. CityU regular PhD students and students under the Mainland Collaboration Schemes, who will present in the Workshop.

Types of Sponsorship

1. Sponsorship will be provided to support students' accommodation and travel expenses for participating in the Workshop.
2. Maximum 3 nights' accommodation will be provided by Chow Yei Ching School of Graduate Studies (SGS) at hotel near University of Science and Technology of China in Hefei.
3. For CityU regular PhD students, sponsorship could be obtained by applying for the Conference Grant to cover only the cost of an economy-class return air ticket to travel between Hong Kong and Hefei. The grant so awarded will not be counted towards the quota of Conference Grant. Reimbursement will be made upon the presentation of original receipt(s) and boarding passes after the Workshop on actual expense incurred up to a maximum amount of **¥2,800 (for flying from Shenzhen airport) plus HK\$200 (for travelling between Hong Kong and Shenzhen airport)**. In applying for conference grant and reimbursement, students are advised to observe "Guidelines for the Award of Conference Grant" as detailed in the Guidebook for Research Degree Studies.
4. For PhD students under CityU's Mainland Collaboration Schemes, **funding support will be provided for (1) a round-trip economy class air ticket between Shenzhen/partner universities and Hefei, or (ii) a round-trip second class train ticket between Suzhou/partner universities and Hefei**. The following table illustrates the funding support for students stationed in various study locations:

Student's Location	Study	Means of Transportation	Approximate Travel Time	Financial Allowance
Suzhou		By Train	2.5 hours	¥ 340
Wuhan		By Train	2.5 hours	¥ 230
Xian		By Air	2 hours	¥ 2,500
Hong Kong / Shenzhen*		By Air	2 hours	¥ 2,800
Beijing		By Train	4.5 hours	¥ 880

* If student's approved study location is in CityU Hong Kong in 2015/16, an additional sponsorship of up to HK\$200 will be reimbursed for traveling between Hong Kong and Shenzhen airport, on actual basis.

Reimbursement Arrangement for Travel Expenses

1. Students from Hong Kong can obtain sponsorship via application of Conference Grant before the Workshop and the grant awarded will not be counted towards the quota of Conference Grant during the course of their candidature. Students are required to submit a completed **SGS13S Form** to SGS before **24 April 2016**. After the Workshop, students should submit a completed **SGS13SR Form**, together with the original receipt(s) and boarding passes, to SGS within one month from the end date of the Workshop. Students, who are not able to provide the above documents, will not be granted the sponsorship.
2. For students under the Mainland Collaboration, they should apply for the financial support before the Workshop by submitting a completed **Application for Financial Support** to SGS or via e-mail to sgworkshop@cityu.edu.hk before **24 April 2016**. After the Workshop, students

should submit a completed **Disbursement Claim Form**, together with the original receipt(s) and boarding passes, to SGS within one month from the end date of the Workshop. Expenses shall be reimbursed to the stipend accounts of students. Students, who are not able to provide the above documents, will not be granted the sponsorship.

3. Reimbursement will be made upon presentation of two written quotations (applicable to air transportation only), original receipt(s), boarding passes and a copy of presentation paper, after the Workshop on actual expense. The air/train ticket must have a travel date within the valid period **from 30 May to 5 June 2016**. Tickets with travel dates outside the valid period will not be reimbursed.
4. The sponsorship is conditional upon the fact that the speaker is a registered student at CityU at the time the Workshop is held. The sponsorship approved only applies to this specific Workshop and cannot be used for other purposes.
5. The sponsorship approved only applies to the **10th PhD Student Workshop** and cannot be used for other purposes.