9th PhD Student Workshop 2015
cum
10th Anniversary of USTC-CityU Joint PhD Collaboration Scheme (Suzhou)
City University of Hong Kong
Guidelines for Application of Financial Support

Eligibility of the Sponsorship
1. UGC-funded CityU PhD students and students under the Mainland Collaboration Schemes, who will present in the Workshop.
2. Students under all CityU’s Mainland Collaboration Schemes
3. Alumni under USTC-CityU Joint PhD Collaboration Scheme
4. PhD students of CityU and USTC who are not under the Mainland Collaboration Schemes

Types of Sponsorship
1. Sponsorship will be provided to support students’ accommodation and travel expenses for participating in the Workshop.
2. Maximum 3 night accommodation will be provided by Chow Yei Ching School of Graduate Studies (SGS).
3. For CityU regular PhD students, sponsorship could be obtained by applying for the Conference Grant (applicable to UGC-funded students only) to cover only the cost of an economy-class return air ticket to travel between Hong Kong and Shanghai. 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 1) HK$4,000 (for flying from Hong Kong airport) or 2) ¥2,900 (for flying from Shenzhen airport) plus HK$200 (for traveling 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 (i) a round-trip economy class air ticket between Hong Kong/Shenzhen/partner university and Shanghai, or (ii) a round-trip economy class ticket by train between partner university and Suzhou. The following table illustrates the funding support for students stationed in various study locations:

<table>
<thead>
<tr>
<th>Student’s Location</th>
<th>Study Means of Transportation</th>
<th>Approximate Travel Time</th>
<th>Financial Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hefei</td>
<td>By Train/ Bus</td>
<td>2.5 hours</td>
<td>¥ 330</td>
</tr>
<tr>
<td>Wuhan</td>
<td>By Train</td>
<td>5.5 hours</td>
<td>¥ 530</td>
</tr>
<tr>
<td>Xian</td>
<td>By Air</td>
<td>3 hours</td>
<td>¥ 2900</td>
</tr>
<tr>
<td>Shenzhen</td>
<td>By Air</td>
<td>2.5 hours</td>
<td>¥ 2900</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>By Air</td>
<td>3 hours</td>
<td>HK$ 4,000</td>
</tr>
</tbody>
</table>

5. For alumni under USTC-CityU Collaboration Scheme, they will need to pay for their own travel and accommodation expenses, as well as the Alumni Dinner scheduled on 5 June 2015. Meanwhile, the Workshop lunch and dinner will be sponsored by SGS. All alumni are encouraged to give an oral presentation on their latest work in academic/research field or in the industry. As an incentive, SGS will provide free hotel accommodation (maximum 3 nights) for those alumni who give an oral presentation at the Workshop.
**Reimbursement Arrangement for Travel Expenses**

1. Students from Hong Kong (applicable to UGC-funded students only) 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 13 March 2015. 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 13 March 2015. 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/bus ticket must have a travel date within the valid period from 4 to 10 June 2015. Tickets with travel dates outside the valid period will not be reimbursed.

4. The sponsorship is conditional upon the student is a registered student in the University at the time the Workshop held.

5. The sponsorship approved only applies to the **9th PhD Student Workshop** and cannot be used for other purposes.