

THE UNIVERSITY OF HONG KONG

APPLICATION FOR TRAVEL GRANTS FOR UNIVERSITY ACADEMIC STAFF TO VISIT UNIVERSITIES IN MAINLAND CHINA

Note: Applicant should read the application guidelines, complete Section I and forward the form through the Head of Department/Centre/Unit or Dean of Faculty concerned, for comments in Section II, to the China Affairs Office, Admissions and Academic Liaison Section, Registry on or before the deadline as specified in the schedule of application.

I. TO BE COMPLETED BY THE APPLICANT:

A. Personal Data

Name:\*(Professor/Dr/Mr/Mrs/Miss) \_\_\_\_\_

Department: \_\_\_\_\_

Post: \_\_\_\_\_

Date of first appointment: \_\_\_\_\_

Previous academic visits to Mainland China in the past two years, if any

<u>year</u>	<u>place of visit</u>	<u>amount of grant awarded, if any</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Details of the Proposed Visit

Name of the institution: \_\_\_\_\_

\_\_\_\_\_

Dates and duration: \_\_\_\_\_

Person of contact at the host institution: \_\_\_\_\_

Purpose of the visit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NB: \*Please delete as appropriate.

Official invitation received: \*Yes/No. If yes, please attach a copy of the invitation.

Provisions by the host institution (i.e. passage, board, lodging etc.), if any:

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Other financial assistance applied/received for the proposed visit, if any, and the source of assistance:

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**C. Amount of Travel Grant Applied for**

- a. Return passage(if necessary) by \*TRAIN/BUS/FERRY/AIR (Pls provide the quotation) :\$ \_\_\_\_\_
  - b. Allowance: \$400 X \_\_\_\_\_ days :\$ \_\_\_\_\_
  - c. Accommodation: \$1,000 X \_\_\_\_\_ days (if applicable) :\$ \_\_\_\_\_
  - d. Single Entry Visa Fee (if applicable) :\$ \_\_\_\_\_
- Total :\$ \_\_\_\_\_  
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Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Applicant)

NB: \*Please delete as appropriate.



# **TRAVEL GRANTS FOR UNIVERSITY ACADEMIC STAFF TO VISIT UNIVERSITIES IN MAINLAND CHINA OR TAIWAN**

## **GUIDELINES**

The travel grants are intended for full-time members of academic staff of the University making short trips to universities or comparable institutions in Mainland China or Taiwan for academic purposes such as giving lectures or undertaking research. This grant will not be made for the purpose of attending conference.

### **ELIGIBILITY:**

Applicant should meet the following criteria:

- a. Full-time academic staff including professors, associate professors, assistant professors, and post-doctoral fellows at the University of Hong Kong;
- b. The applications must be endorsed by the relevant heads of departments/centres/units or faculty deans if the applicant is the Head; and
- c. Repeated applications will not be normally entertained. A “repeated application” is one from an applicant who wishes to visit an institution which he/she has visited within the past 2 years with support from this grant, for: (1) the purpose of the same research or research in the same area; or (2) an activity similar to the one he/she participated during the previous visit.

### **DURATION:**

The period of the visit should normally not exceed 14 days.

### **VALUE OF AWARD:**

The grant will cover in full or partly of the following:

- a. Return travel expenses in economy class (train/bus/ferry/air) of the most direct route between Hong Kong and the place of visit, if not provided by the host institution;
- b. Accommodation. The rate should not be more than HK\$1,000 and will be reimbursed upon the submission of the official receipts. It should be proven that there will not be any accommodation provided by the host institution;
- c. Allowance of HK\$400 per day for incidental expenses; and
- d. Single entry visa fee, if applicable.

### **METHOD OF APPLICATION:**

Applicant should liaise with the host institution beforehand, following which he/she should submit:

- a. a completed application form; and

- b. an official invitation letter from the host institution. It is advisable for the applicant, for his/her own interest, to ascertain that there is adequate institutional support from the host (as distinguished from individual support) for the proposed visit. This ensures that the applicants will get the necessary logistic assistance while they are in China, and to some extent to be in a better position to promote further exchanges.

All applications should be endorsed by Heads of Departments/Centres/Units concerned or Deans of Faculties if the applicant is the Head, and submitted to the China Affairs Office for the consideration of the President.

#### **APPLICATION TIMELINE:**

The President will consider the applications at every three-month intervals, with the following cut-off dates for different batches of applications:

**March 1, June 1, September 1 and December 1 each year**

It is advised that all applications reach the China Affairs Office at least two months before the start of the proposed visit. Retrospective applications will not be considered.

#### **LEAVE OF ABSENCE:**

Applicants should note that they will have to apply separately for leave of absence, where necessary, for their visits and that the usual University regulations governing absence from duty (during or outside official vacations) and from Hong Kong will apply. Please address enquiries to the Assistant Registrar (Personnel).

#### **AWARD LETTER:**

If the application is successful, a letter of award will be sent to the applicant, with a copy to the Head of Department/Centre/Unit or Dean of Faculty.

#### **SUBMISSION OF REPORT:**

Applicant should submit a report to the President within one month of the completion of the visit.

February 2016