

**本處專用For Office Use Only**

申請表編號

Application No.: **CLP/EX/ /**

**內地及中大華發展處**

# China Engagement Office

來訪學術交流申請表 (大學學術交流基金)

## **UEF (China) Application Form for Incoming Visit**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **來訪學者概況Particulars of Incoming Scholar** | | | | | | | | | | |
| 學者姓名  Name of Scholar | 按一下這裡以輸入文字。 選擇職稱。 | | 學者所屬院校/機構  Institution/Organization: | | | |  | | | |
| 學者電話 Tel  學者電郵 Email |  | | 學者所屬學系  Department |  | | | | 職位  Position | |  |
| **申請人資料 Personal Particulars** | | | | | | | | | | |
| 申請人姓名  Name of Applicant | 按一下這裡以輸入文字。 選擇職稱。 | | 所屬學系 / 單位  Department / Unit | | |  | | | | |
| 申請人電話Tel  申請人電郵 Email |  | | 聯絡人電話 / 電郵  Contact Person | | |  | | | | |
| **建議之交流活動 Nature of Exchange** | | | | | | | | | | |
|  | | | | | | | | | | |
| **擬進行交流活動之日期 Proposed Period of Exchange** | | | | | | | | | | |
| **由 Starting from 選取來訪日子 Please select ，合共 total** 選項 Please select  (專款最多補助14天 Max Support of 14 days) | | | | | | | | | | |
| **請扼要說明交流活動之具體內容及如何促進學術交流 Brief description of proposed exchange activities and how the exchange activities will result in better academic linkages.** | | | | | | | | | | |
|  | | | | | | | | | | |
| 擬申請款項 Estimate Amount Applied for | | | | | | | | | | |
| 住宿 Accommodation | | | | | 晚Nights | | | | HKD | |
| 每晚上限 $730 per night (教授 /副教授 for Professor / Associate Professor) | | | | |  | | | |  | |
| 每晚上限 $680 per night (其他 for others) | | | | |  | | | |  | |
|  | | | | |  | | | |  | |
| \*來回經濟客位機票 (以港幣5,000元為上限) Round Trip Airfare (up to HK$5,000)  \*Airfare of incoming visitors will normally not be supported, unless special request with sufficient justification is made by the applicant. Justifications should include the academic status of the incoming scholar with identified research area for substantive results. Due consideration shall be given to collaborative partners with established agreements.  \*此計劃通常不提供來訪學者機票資助，如需申請機票資助，申請人必須另行提出，並提供足夠的理據以作支持，其中包括來訪者的學術地位，研究合作已取得的實質成果等相關資料，同時必須充分考慮學者是否來自已建立聯繫或簽署合作協議的伙伴院校。  申請機票資助之理由Justification for airfare support : | | | | | | | | | | |
| 合共Total | | | | |  | | | |  | |
| 申請人簽署Signature of Applicant: | | 日期Date: | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **審定程序 Endorsement** | | | |
| 學系或部門主任姓名  Name of School Director/  Chairman/ Unit Head | 學系或部門主任簽署  Signature from School Director/  Chairman/ Unit Head | | 🞏 同意Endorsed  🞏 不同意Not Endorsed  日期 Date: |
| 學院院長或主管人員  Name of Faculty Dean/  Director of Institute | 學院院長或主管人員簽署  Signature from Faculty Dean/  Director of Institute | | 住宿資助 Accommodation:  🞏 同意Endorsed 🞏 不同意Not Endorsed  **機票**資助**(如適用) Airfare Support (if applicable)**  🞏 同意Endorsed 🞏 不同意Not Endorsed  日期 Date: |
| **本處專用For Office Use Only** | | | |
| 🞏 批核 Approved  帳號 Project Code: 2616013 | | 🞏 不被接納 Rejected  原因 Reason(s): | |
| **資助情況 Approved Amount**  1) 住宿 Accommodation: $730 / $680 per day X \_\_\_ nights  2) 來回經濟客位機票 (上限為港幣5000) Round Trip Economy Class Air Ticket (Max. HKD5000) 🞏 Support 🞏 Not Support | | | |
| **申請人注意事項 Remarks**   1. 請自行發出邀請函 (Host department should arrange to issue the invitation letter.) 2. 住宿賬單由單位主管簽署後送交財務處 (Accommodation invoices should be signed by the Unit Head and sent directly to the Bursary) 3. 已批核之申請必須於本財政年度結束前完成，否則申請將被自動撤消 (All expenses should be claimed and reimbursed within the current financial year, otherwise the application will be automatically cancelled) | | | |
| **簽署 Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **內地及大中華發展處處長Director of China Engagement** | | | **日期 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |