

THE CHINESE UNIVERSITY OF HONG KONG

Department of Statistics

Research Postgraduate Student Grant for Conferences/Workshops

Research Postgraduate Student Grant for Conferences/Workshops aims to provide support for full-time regular research postgraduate students to attend and present at international statistical conferences/workshops.

Application

1. Students should download, complete and submit the relevant application forms to Department of Statistics (Room 119, Lady Shaw Building) together with all relevant supporting documents (such as conference details) **one month before attending the conferences/workshops.**
2. All applications shall be **made prior to the conference/workshop.** Applicants are advised to obtain the approval for attending the conference and for using this grant prior to the commencement of the conference/workshop. Applications submitted during or after the conference/workshop will NOT be considered.
3. **Students should submit a leave application form to Ms Esther Tam before the commencement of the conferences/workshops.**

Eligibility

1. All research postgraduate students within the normative study period are eligible to apply for this grant.
2. Students are eligible to apply for this grant if they attend conferences with presentation. The grant is also provided for students to attend workshops with or without presentation.

Conditions

1. Students should have used up the University-level conference grants before proceeding to apply for the conference grant from the Department.
2. Students have to discuss with their supervisors on the relevance of the conference/workshop to their studies before submitting applications.
3. Each RPg student is entitled to a maximum of \$10,000 of funding support per academic year, including 60% contribution to the University-level conference grants from the Department funding.
4. The annual amount CANNOT be carried forward to the next academic year.
5. Airfare, registration fee, transportation and accommodation will normally be supported. As for the airfare, only the "cheapest economy class return air ticket or equivalent cost of transport between Hong Kong and the city where the conference is held" will be considered "eligible expenses".
6. The grant support is made on reimbursement basis. All original invoices and receipts are required.

Supporting Documents for Reimbursement Purposes

Students have to submit their application, endorsed by their supervisors, together with the following documents to the Department of Statistics

For those attending conference/workshop:

- (i) the conference/workshop pamphlet,
- (ii) receipt/invoice of the registration fee,
- (iii) an abstract of the paper accepted for presentation at the conference/workshop,
- (iv) the formal notification (e-mail can be accepted) of such acceptance by the conference/workshop organiser(s),
- (v) receipt and/or quotations of round trip economy class airfare or equivalent cost of transport,
- (vi) receipt/invoice of the accommodation and transportation.

(Updated on 23 August 2019)

Student Activities/Conference Grant Application