**LINGNAN UNIVERSITY**

Appendix 2

**Research Postgraduate Student Conference and Field Trip Sponsorships**

**Report**

The awardee should complete Sections A to D and then submit the report to his/her Supervisor for completion of Section E. The completed report should be sent to the School of Graduate Studies within one month from the end date of the event or activity, together with the original copy of relevant receipts and a copy of the conference paper/ a proof of completing the academic activity, where applicable.

**SECTION A PERSONAL PARTICULARS**

Name of Student: Student No.:

Study Programme: MPhil/PhD in

Area of Research:

**SECTION B REIMBURSEMENT OF EXPENSES INCURRED**

*Please attach the original copy of receipts for the following items:*

1. *cost of one return bus/train fare or airfare to the venue(s)\*;*
2. *accommodation expenses\*;*
3. *registration fee/ tuition fee; and*
4. *other expenditure items as approved for the other academic activity.*

|  |  |
| --- | --- |
| Item  | Amount (in HK$)  |
| (a) Cost of one return passage\*  |  |
| (b) Accommodation expenses\* ( night(s), for the period from to )  |  |
| (c) Registration fee/ Tuition fee |  |
| (d) Other expenses as approved for the other academic activity(please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |
| Total amount:  |  |

\* applicable to activities held outside Hong Kong only

**SECTION C CONFERENCE/ FIELD TRIP/ OTHER ACADEMIC ACTIVITY DETAILS**

*Please attach a copy of your paper presented at the conference, where applicable.*

Title of Conference/ Other academic activity:

Duration: From to

Venue:

Title of the Paper & Date of Presentation: (For conference participation)

**SECTION D CONFERENCE/FIELD TRIP/ OTHER ACADEMIC ACTIVITY REPORT**

Please report on the actual activities and give a brief assessment on the value and the usefulness of the activity to your research, whether the aims/objectives of the activity are achieved, how the outcome/product will be used (where applicable), difficulties/problems encountered, etc (give a brief summary below with a report of not less than 200 words attached):

Signature: Date:

Personal Information Collection Statement:

1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).

**SECTION E ENDORSEMENT/COMMENTS OF STUDENT’S SUPERVISOR**

I endorse/do not endorse\* the student’s report.

Comments (if any):

Signature of Supervisor: Date:

Name in block letter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Please delete as appropriate

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)

Revised in Apr 2013

Updated in September 2019 JT/VL/RPSCS\_new report form.doc