

GRADUATE SCHOOL

Application for Research Student Allowances (For Full-time PhD and MPhil Students Only)

Section A. Application (To be completed by the applicant)

Student Name: _____ Student No.: _____ Department: _____

Study Commencement Date: _____ Programme*: MPhil / PhD

Contact Email: _____ Contact No.: _____

I would like to apply for the "Research Allowances" (Amount: RMB _____) to support:

☐ **Conference/Seminar Attendance**

Title of Conference/Seminar: _____

Country: _____ Expected Visiting Period (dd/mm/yy): _____ (Start Date) _____ (End Date)

Please state your reasons for attending the conference/seminar and its relevance to your research:

(Please attach the conference/seminar pamphlet/announcement in support of this application. Any other necessary supporting documents should also be provided.)

☐ **Purchase of Publication:** I declare that the publication is not available at the Learning Resource Centre/ School/Faculty.

Title of Publication: _____

☐ **Others**

Please state your reasons and its relevance to your research for the programme you are applying:

Have you received any other financial support for the proposed activity? ☐ Yes ☐ No

If Yes, please list out the source(s) and amount of support: _____

Signature: _____ Date: _____

Section B. Recommendation (To be completed by the Principal Supervisor, Department Head and Dean)

We recommend the above application.

Principal Supervisor (Name): _____ (HKBU/UIC) Signature: _____ Date: _____

Department Head (Name): _____ Signature: _____ Date: _____

Dean (Name): _____ Signature: _____ Date: _____

Upon completion of Sections A and B, please send the duly completed application form to the Graduate School, UIC by mail at gs_rpg@uic.edu.cn.

Section C. Approval (To be completed by Graduate School, UIC)

We approve/do not approve the above application:

☐ for the stated amount

☐ for the revised amount at _____ (RMB).

Graduate School (Name): _____ Signature: _____ Date: _____

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(1) Has the student applied for research expenses over the past twelve months? ☐ Yes ☐ No

Note: If Yes, the application should not be endorsed as the student can only apply for the research expenses once per year.

(2) How many times has the student applied for the research student expenses? _____ time(s)

(3) The balance of research expenses for this student is _____ (RMB)

Note: Maximum support for MPhil and PhD students are RMB12,000 and RMB40,000 respectively.

* Delete where appropriate

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Guidelines for UIC Research Student Allowances

Full-time UIC research postgraduate students (PhD and MPhil) are welcome to apply for the "UIC Research Student Allowances" to support research activities such as research-related travel, conference attendance, data collection, purchase of books and other research materials not available at UIC Learning Research Centre and professional thesis editing. PhD students and MPhil students are entitled to RMB 40,000 [for the whole normal study period (i.e. 4 years)] and RMB 12,000 [for the whole normal study period (i.e. 2 years)] respectively.

Application Procedures

1. Upon completion of Sections A and B of **Application for Research Student Allowances**, student should submit the application form to the Graduate School **at least four weeks before** the conference/seminar is due to take place. Retrospective approval will not be granted. Please attach the conference/seminar pamphlet/announcement in support of the application. The acceptance/invitation e-mail/letter for paper presentation at the conference/seminar, and an abstract of the paper to be presented and the financial budget, if applicable, should also be provided.
2. Applicants will be informed of the result through e-mail. The grant could be transferred to the student's account upon approval.
3. Successful applicants **must** submit the **original receipts and boarding passes** etc. to the Graduate School Office for reimbursement.
4. Successful applicants **must** inform the Graduate School, if the trip is **cancelled**. In the event of the trip being cancelled, the applicant will be required to **refund** to the Graduate School any money paid.

Criteria for Reimbursement

1. The reimbursement is conditional upon the student continuing to be a registered student of UIC at the time the conference is held.
2. Any expenses beyond the designated amount shall be at the student's own expenses.
3. International conferences/seminars:
 - a. Applications will be considered only in cases where the applicant's principal supervisor certifies that the conference is relevant to your research.
 - b. The reimbursement approved only applies to the conference/seminar specified in the application and cannot be used for other purposes.
 - c. The support is mainly for the conferences / seminars **registration fee and air tickets**.
4. For research data collection, pre-approval from the Graduate School is required before the reimbursement is made.
5. Purchase of publications is limited to those that are not available at the Learning Resource Centre/School/Faculty. Items bought should be returned to the School/Faculty after use.

Personal Information Collection Statement

Persons who supply personal data in their applications to the Graduate School for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by College staff.
3. After the applications have been processed, relevant data will be transferred to the student / staff record system of the College.