

THE EDUCATION UNIVERSITY OF HONG KONG
Graduate School

**Guidelines for Financial Support on
Conference, Workshop and Immersion Visit for
Research Postgraduate Students**

Provision

EdUHK encourages RPg students to present their work internationally and to exchange information with others in their research areas. The financial support to RPg students includes the provision of up to \$11,000 for each candidate to attend international / national / local conferences or workshops as well as to have immersion visits to international / national / local research centres / departments / universities which are relevant to their research areas and directly related to their thesis. Application for Conference Support after the normal study period will ONLY be considered on a case-by-case basis; and the reimbursement of expenses would be considered only when the student still hold a valid student status in the University.

Eligibility

RPg students are eligible to apply for the financial supports on the conditions that:

1. He/she has passed the qualifying examination and confirmed their candidature;
2. The application is supported by his/her principal supervisor;
3. For conferences, students must present the conference paper (excluding poster presentation) and must be first author and use EdUHK as their affiliation;
4. For conference/workshop/immersion visit, students must present major findings or/and observations at a workshop or a seminar organized by Graduate School (GS) or a faculty/department of EdUHK within the same academic year of attending conference/workshop/immersion visit.

Guidelines on the Use of Financial Supports

1. Reimbursement for the following conference/seminar/workshop/immersion visit related expenses is allowed given that the University's Purchasing Policies and Procedures ("ppp") and the Travelling Guidelines are strictly followed:
 - a) Accommodation;
 - b) Direct and standard economy class return passage (air, sea or train) at the cheapest rate (including airport tax / departure tax / fuel charge), or automobile (actual costs incurred, not mileage);
 - c) Costs of intra-city and inter-city travelling*and
 - d) Registration fee for conference/seminar/workshop.

** Under normal circumstances, students are required to take public mass transportation (except taxis) for intra-city travelling unless with prior approval with reasonable*

justifications; otherwise, receipts would not be reimbursed.

2. The claim of financial support on conference, workshop and immersion visit is capped at HK\$15,000 for PhD students and HK\$12,000 for MPhil students, out of the total financial support for Research Postgraduate Students (including research support and financial support on conference, workshop and immersion visit).
3. Candidate may be required to seek quotation(s) before making purchase of travel products. If more than one quotation is required, students should obtain quotation from the appointed travel agencies by the University. Travelling package is NOT covered for the claim of reimbursement. Please refer to Annex I to Annex II for the related procedures and guidelines.
4. All **original** receipts (including all ticket stubs, boarding passes, invoice from hotel, etc.) must be submitted as well as proof of conference/seminar/workshop participation (e.g. Conference Badge, Conference Certificate, photo in the presentation room, etc.). If the travels involve public mass transportation such as bus, mini-bus and MTR, receipts may not be needed. Students will be reimbursed with the approved amount or the actual expenditure, whichever is lower.

Both intra-city and inter-city travelling (airfares are not included) expenses up to a total of HK\$400 could be granted depending on the actual needs and justifications.

5. Only students who have submitted a report that is rated satisfactory can continue to apply for funding support from the same source, provided the student has not yet used up the maximum allowance (i.e. HK\$11,000).

Procedures

1. For application of financial support, students need to complete and return the Form – *Application for Financial Support on Conference, Workshop or Immersion Visit Support for Research Postgraduate Students* with the documents required to the Graduate School prior to the conference/workshop/immersion visit. The form can be downloaded from the Graduate School website.
2. The form is divided into 2 sections:

Before Attending: Part 1

- Submit the completed Part 1 of the application form with the support of his/her principal supervisor and relevant documents to the Graduate School **at least one month** prior to the conference / workshop / immersion visit.

- The following documents have to be submitted together with the application:
 - Conferences
 - Full paper with title and abstract of paper to be submitted to a refereed journal; and
 - confirmation of acceptance of the presentation by the conference organizer.
 - Workshop
 - Description of workshop (No. 5 of Part 1 in the application form); and
 - Immersion Visit
 - Detailed study plan of the visit (No.6 of Part 1 in the application form)
- State the detailed justifications on how the conference/workshop/immersion visit is related to their research and how they would benefit from attending in their application and the expected learning outcomes (No. 7 & No. 8 of Part 1 in the application form).
- Provide estimation on expenses to be incurred with **relevant quotation or supporting documents** (No. 9 of Part 1 in the application form).
- Prior approval from the Dean of Graduate School must be obtained before committing the proposed purchase(s).

After Attending: Part 2

- Complete and return Part 2 of the form to the Graduate School **within one month** after attending the conference / workshop / immersion visit.
- Conduct workshop or presentation
 - For Conference/Workshop/Immersion Visit, students have to conduct a workshop or present a seminar organized by Graduate School or a faculty/department of EdUHK on a topic related to the conference/workshop/immersion visit within the same academic year.
- Submission of paper/report
 - For Conference, students have to provide evidence that the manuscript has been submitted to a refereed journal.
 - For Workshop/Immersion Visit, students have to submit a report **within one month** after attending, specifying the concrete learning outcomes from the workshop/visit and how they contribute to their research capacity building
- All original receipts and quotation(s) must be attached in order for the claim to be reimbursed.

3. The approved amount of reimbursement will be directly deposited to students' Bank of East Asia account.

Enquiry

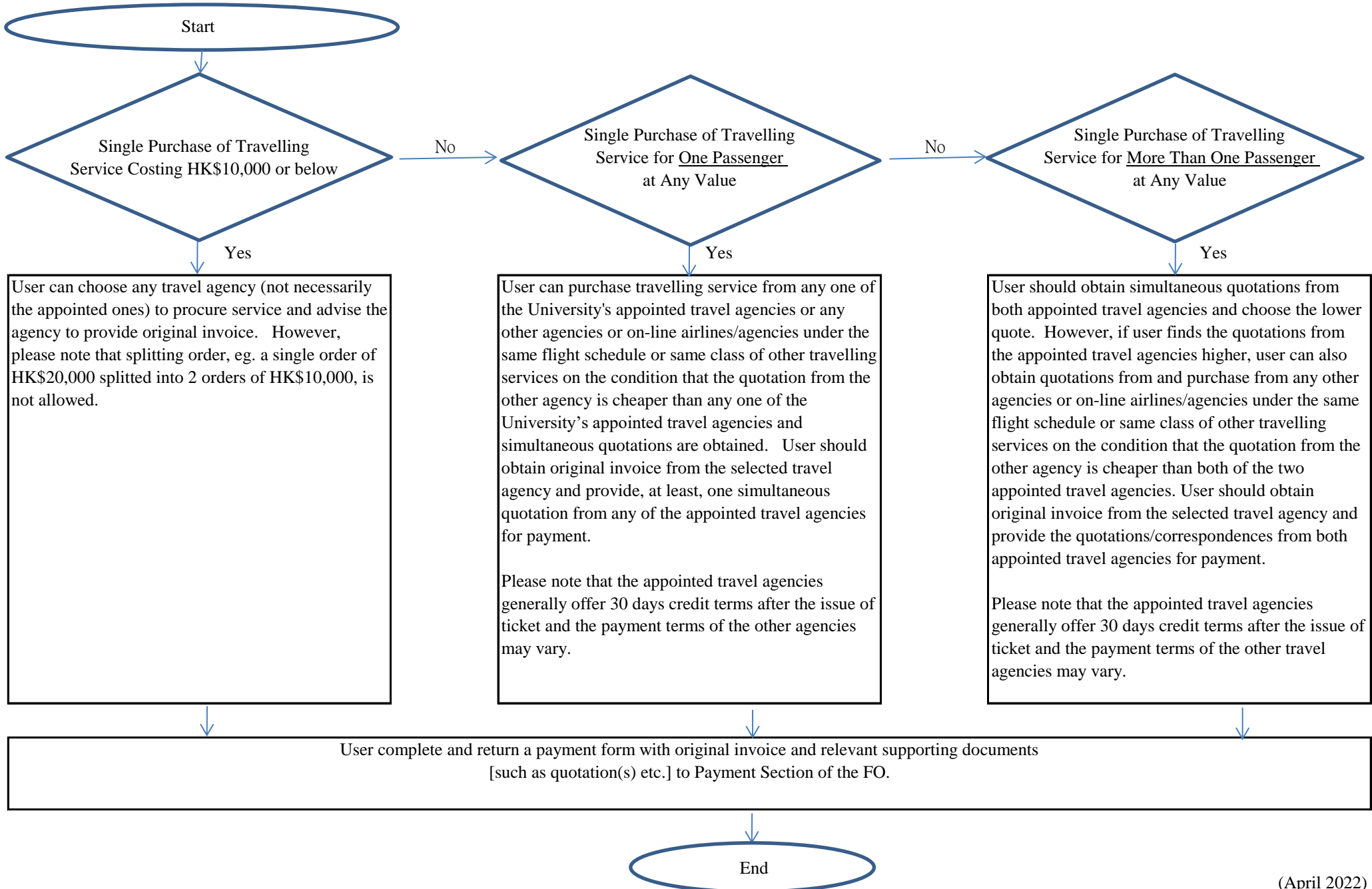
E-mail: rpg@eduhk.hk

Website: <http://www.eduhk.hk/gradsch/>

General Guidelines

1. User should take the available lowest economy class of ticket, e.g. airfare with restriction such as fixed departure and return dates, with no mileage accrued. For these lowest economy class of tickets, airlines normally impose relatively expensive surcharge for changing of itinerary after the air ticket is issued. If the change in itinerary is due to unexpected official commitments, the University will bear this additional surcharge.
2. User should bear the cost for changing his/her flight itineraries deviated from his/her approved trip/tour for personal reasons. The difference should be paid directly to the selected travel agency.
3. User must ensure that the name on the itinerary is same as the one on the travel document. Charge will be imposed for change of name after air ticket is issued.
4. When direct flight is not available for a particular city, the flight schedule with the shortest transit / waiting time should be selected.
5. Validity of the air ticket should be reasonable and match with the trip/tour period.
6. User should pay attention to ticket deadline, validity and terms of airfare to fit for the trip/tour requirements.
7. If more than one quotation is required, User should obtain quotations simultaneously rather than at different period of times since airfares vary with seat availability at all times.
8. If User cancel the duty trip after air ticket has been issued, please liaise with the travel agency for airfare refund arrangement before original departure date.
9. User must comply with the University's policies and procedures and the guidelines of external funding body (if applicable) for arranging his/her travel services.

Flow Chart for Purchase One-stop Shop Travel Arrangement and Services



Corporate Travel Management Limited



In order to give our best attention to **The Education University of Hong Kong** and to have our best control of service standard, the following experienced Travel Consultants will be assigned to handle your travel arrangement.

CTM Team Individual Travel and Group Travel Arrangement

Name	Designated Team Line	Dedicated Email Address
Natalie Wong (Operations Manager)	2316 1756	edu1.hk@travelctm.com
Henrietta Yue (Operations Manager)		
Leo Lai (Assistant Supervisor)		
Wincy Ho (Assistant Supervisor)		
Connie Chung (Assistant Supervisor)		

Group Tour

Name	Direct Line	Email Address
Kitty Lam	2270 7612	etm.hk@travelctm.com
Patrick Lam		

Corporate Sales Team:

Name	Direct Line / Mobile	Email Address
Sammy Seung (Client Value Manager, Hong Kong)	2316 1870 / 6894 5006	sammy.seung@travelctm.com
Nicky Leung (Head of Client Value Management, Hong Kong)	2313 9839 / 9190 8754	nicky.leung@travelctm.com

ASIA | AUSTRALIA | NEWZEALAND | NORTH AMERICA | EUROPE

Corporate Travel Management Limited - Hong Kong Licence No.: 350373
 Units 01-06, 18/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, Hong Kong
 Tel: +852 2313 9722 Fax: +852 2723 3746 travelctm.asia



Corporate Travel Management Limited

**Office Hours:**

Monday – Friday 0900 – 1800

After Office hours Emergency Services Hotline: **2313 9795**

Please rest assured that we always have your best interest in mind and that we will do our utmost to ensure that you and your associates receive the best possible travel experience of your choice.

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Units 01-06, 18/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, Hong Kong
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Dear Joyce,

In order to give our best attention to **The Education University of Hong Kong** and to have our best control of service standard, the following experienced Travel Consultants will be assigned to handle your travel arrangement.

For Individual Air ticket & Hotel booking / Group Ticket (without land arrangement)

Name	Direct Line	Email Address
Mr. Gary Hui	2534 9761	garyhui@nhetravel.com
Ms. Melody Wong	2534 9763	melodywong@nhetravel.com
Ms. Suki Lau	2534 9764	sukilau@nhetravel.com
Ms. Carol Choi	2534 8527	carolchoi@nhetravel.com
Account Manager:		
Mr. Joe Lam	2534 9780	joelam@nhetravel.com
Team email: eduhk@nhetravel.com		
Team Line: 2534 9760		
Team Fax: 2528 6829		
After Office hour Emergency Service:		
Mobile: 9017 5317		

For Group Tour (Air Ticket + Hotel + Sightseeing):

Name	Direct Line	Email Address
Mr. Roy Leung	2534 9645	royleung@nhetravel.com
Mr. Jeffrey Chan	2534 9770	jeffreychan@nhetravel.com
Ms. Annie Chow	2534 9689	anniechow@nhetravel.com

For Sales Support:

Name	Direct Line	Email Address
Mr. Frank Cheong	2534 9692	frankcheong@nhetravel.com
Mr. Terence Liu	2534 8559	terenceliu@nhetravel.com

Office Hour:

Monday to Friday 0900 to 1800 ; Lunch Break 1300 to 1400
 Saturday 0900 to 1300
 Sunday & Public Holidays Closed

Please rest assured that we always have your best interest in mind and that we will do our utmost to ensure that you and your associates receive the best possible travel experience of your choice.

Service Fee**Contract Period: from 1 April 2022 to 31 March 2024**

Service Fee	Corporate Travel Management Limited	Nan Hwa (Express) Travel Service Limited
<u>Purchase Air Ticket:</u> Short haul (flight time less than 8-hour)	HK\$50 per ticket (Maximum HK\$1,000 per transaction)	HK\$80 per person per trip
Long haul (flight time 8-hour or more)	HK\$100 per ticket (Maximum HK\$2,000 per transaction)	HK\$150 per person per trip
Purchase Ticket for Ground or Sea Transportation	HK\$20 per ticket	HK\$30 per ticket (Group handling charge to be negotiated)
Hotel Booking for all Cities outside Hong Kong	HK\$20 per room/per night OR HK\$50 per booking, whichever is lower	HK\$30 per room per night (Maximum HK\$300 per room)
Visa Application	HK\$120 per visa	HK\$250 per visa

(April 2022)