

**GRADUATE DIVISION OF HISTORY
THE CHINESE UNIVERSITY OF HONG KONG**

**Lee Hysan Foundation Young Scholar Exchange Scheme
(For PhD Students Only)**

NOTES FOR APPLICANTS

1. *Background*

With Lee Hysan Foundation's generous support, Lee Hysan Foundation Young Scholar Exchange Scheme (LHS scheme) shall continue to run from the academic year 2018-19 until the fund is exhausted. It aims at providing support for History PhD students to conduct academic research abroad.

2. *Eligibilities and Regulations*

- LHS scheme are for full-time or part-time PhD students who intend to conduct academic research abroad within their normative period of study.
- Students' term grade point average (GPA) will be considered.
- Students can submit applications during their normative period of study. Applications shall be reviewed two batches a year and application deadlines for the first and second batch are 31 January and 30 June respectively.
- Students are advised to submit the application and conduct the related research activities between the second semester and fifth semester for full-time students, and between the second semester and the seventh semester for part-time students.
- Students should use up the LHS scheme before applying for the CUHK Postgraduate Student Grants for Overseas Academic Activities via the Graduate School (*Applicable to full-time research postgraduate students only; part-time students are not eligible for the CUHK Postgraduate Student Grants.*).
- Applications should be made at least **one month** before the commencement of the proposed academic activities. (Late application will not be accepted.)

3. *Application Procedure*

- Application forms can be obtained at the Division Office or downloaded from the Department's homepage (<http://www.history.cuhk.edu.hk/index>) (>Programmes>Postgraduate>PhD Programme>Download Area).
- Applicants should fill out the application form and obtain Supervisor's endorsement.
- Applicants should send the completed application form to the Division Office together with the following documents:
 - ◆ Photocopies of **all** academic reports of postgraduate studies at CUHK (for new students, full transcripts for your previous studies);
 - ◆ Original receipt(s) and two quotations of economic class return air ticket or equivalent cost of transport;
 - ◆ A detailed plan for the proposed research, including information on thesis title, itinerary, budget (with quotations of accommodation);

- ◆ Documents of sponsorship from the University (if any); and
- ◆ Invitation from the host institution(s) (if any).

Incomplete application will NOT be accepted.

4. *Activities Supported*

- i) Academic research activities related to the thesis project outside Hong Kong;
- ii) Presenting papers in international conference outside Hong Kong

The above-mentioned activities will be considered for support.

5. *Number and Amount of Grants*

- The maximum amounts for each student every year and within normative study period depend on the funds available in the academic year.
- The maximum amount for each student in the academic year 2018-19 (1 July 2018 - 30 June 2019) is HK\$15,000. Each application will be considered on case-by-case basis and amount to be approved depends on the funds available in the academic year. For applications exceeding the maximum amount, students are required to provide a letter with justification for further consideration.
- The amount granted to each successful applicant is calculated on the basis of the cost of transport and a living allowance which varies with the destination where the proposed academic activities to be conducted, AND subject to a percentage cut if funds are insufficient.

6. *Reimbursement for Successful Applicants*

Reimbursement will ONLY be made upon receiving the original receipts of expenses and a brief report on the overseas academic activities (not less than 300 words). All submissions for reimbursement should be made within 30 days of the completion of the activities. Otherwise, the applicant will forfeit the award.

7. *Enquiries*

Please contact Division Office at 3943-8541 or chanfiona@cuhk.edu.hk for enquiries.

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CHECKLIST FOR SUBMISSION OF APPLICATION

To: History Department Student Grants Committee

Enclosed please find my application for the Lee Hysan Foundation Young Scholar Exchange Scheme. The following documents are enclosed (please put a "x" in the box against the document(s) you have provided):

- Completed application form
- Photocopies of **all** academic reports/full transcripts
- Original receipt(s) and two quotations of economic class return air ticket or equivalent cost of transport
- Detailed plan for the proposed activities, including information on thesis title, itinerary, budget (with quotations of accommodation)
- Documents on sponsorship from the University (if any)
- Invitation from the host institution(s) (if any)

Name of student: _____

Date: _____

Notes:

- 1. Incomplete or undocumented applications will NOT be processed.**
- 2. Please inform the Graduate Division Office immediately if there is any change of the proposed trip or if you subsequently decided to cancel the application.**

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Application Form

Note: Please read the "Notes for Applicants" carefully before completing this form

Part I (to be completed by applicant)

A. Personal Information

Name (in English): _____ (in Chinese, if any): _____
Sex: M/ F* Student No.: _____ Study Mode: FT / PT*
Admission Date: _____ Year of Attendance: _____
Contact No.: _____
Email address: _____

B. About the Proposed Activities (Please provide information accordingly.)

C. Location and Period of Activities

Location: (City) _____ (Country) _____
Period: From _____ to _____ Total no. of days: _____
(dd) (mm) (yyyy) (dd) (mm) (yyyy)

D. Academic Results

(Please list your GPA in the most recent term. New students should provide overall GPA of previous studies. Those who do not need to take courses should put down "N/A" next to Term GPA.)

Term GPA: _____ / 4.00
(Term: _____ Academic year: _____)
Overall GPA (for new students only): _____

* Please put a "x" whichever is appropriate.

E. Amount of Grant Requested

Estimate expenditure: (please use the current exchange rate to calculate the expenditure in Hong Kong Dollars.)

Accommodation	HK\$
Data Collection	HK\$
Transportation	HK\$
Registration Fee (for attending conference only)	HK\$
<u>TOTAL</u>	HK\$

F. Other Source of Financial Support

Have you applied for or will you receive other financial support for the proposed activities?

Yes Source of Award: _____
Amount of Grant Received: _____
(If application result is still unknown, please state "pending")

No

I. Declaration by Applicant

I, _____ (name), declare that the statements made in this application are, to the best of my knowledge, true, complete and correct. I have read and fully understand the "Notes for Applicants". I understand that the personal data provided by means of this form will be used by the Division and the History Department Student Grants Committee for consideration of my application and compiling relevant statistics. I have a right to access and correct personal data provided on this form.

Signature _____ Date _____

Part II (to be completed by the supervisor)

Please indicate your level of support by putting a "✓" in the appropriate box below:

- Support enthusiastically Support strongly Support
 Support with reservation Do not support

Other comments:

Signature _____ Name _____ Date _____
(In block letters)

Part III (to be completed by the Secretary of the Graduate Division)

Please indicate your level of support by putting a "✓" in the appropriate box below:

- Support enthusiastically Support strongly Support
 Support with reservation Do not support

Other comments:

Signature _____ Name _____ Date _____
(In block letters)

Part IV (to be completed by Head of the Graduate Division)

Please indicate your level of support by putting a "✓" in the appropriate box below:

- Support enthusiastically Support strongly Support
 Support with reservation Do not support

Other comments:

Signature _____ Name _____ Date _____
(In block letters)

Part V (to be completed by the Department Chairman)

Please indicate your level of support by putting a "✓" in the appropriate box below:

- Support enthusiastically Support strongly Support
 Support with reservation Do not support

Other comments:

Signature _____ Name _____ Date _____
(In block letters)