

**DEPARTMENT OF HISTORY
THE CHINESE UNIVERSITY OF HONG KONG**

**Leung Hung Kee Scholarships for Distinguished History Undergraduate Students
to Undertake Research Work**

NOTES FOR APPLICANTS

1. *Background*

This scholarship aims to support selected undergraduate students studying History in CUHK to develop historical research skills and global awareness through field work and/or archival research either within or outside Hong Kong.

2. *Eligibility and Regulations*

- The scholarships are for full-time undergraduate students who intend to conduct academic research in Hong Kong or abroad within their study period.
- Students' term grade point average (GPA) and research proposal will be considered.
- Students can submit the application during their study period. Applications close on 15 March each year, with results announced on 15 April.
- Students are advised to submit the application and conduct the related research activities between the end of the second term of their third year of study and the second term of their final year of study.

3. *Application Procedures*

- Application forms can be downloaded from the homepage of the History Department's website (www.history.cuhk.edu.hk) (>Programmes>Undergraduate Programme > Download Area).
- Applicants should fill in the application form and obtain his/her graduation thesis supervisor's endorsement.
- Applicants should send the completed application form to the General Office of the History Department together with the following documents:
 - ◆ Photocopies of **all** academic reports of undergraduate studies at CUHK;
 - ◆ Two quotations for an economy class return air ticket or equivalent cost of transport;
 - ◆ A detailed plan for the proposed research, including information on the thesis

title, itinerary and budget (with quotations for accommodation);

- ◆ Documents of sponsorship from the University (if any); and
- ◆ An invitation or invitations from the host institution(s) (if any).

Incomplete application will not be accepted.

4. Amount of Grants

- The maximum amount of award is HK\$20,000 per person.
- 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.

5. 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 200 words). All submissions for reimbursement should be made within 30 days of the completion of the activities. Otherwise, the applicant will forfeit the scholarship.

6. Enquiries

Please contact the General Office at 3943 7117 or history@cuhk.edu.hk for enquiries.

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NOTES FOR APPLICANTS

CHECKLIST FOR SUBMISSION OF APPLICATION

To: Scholarship Committee, History Department
(Via General Office, Room 131, Fung King Hey Building)

Enclosed please find my application for the Leung Hung Kee Scholarships for Distinguished History Undergraduate Students to Undertake Research Work. The following documents are enclosed (please put an "X" in the box against the document(s) that you have provided):

- Completed application form
- Photocopies of **all** academic reports/full transcripts
- Two quotations for an economy class return air ticket or equivalent cost of transport
- Detailed plan for the proposed activities, including information on the thesis title, itinerary and budget (with quotations of accommodation)
- Documents of sponsorship from the University (if any)
- Invitation(s) 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 General Office immediately if there is any change in the proposed trip or if you subsequently decide to cancel the application.**

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(For Undergraduate Students Only)
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.: _____
Admission Date: _____ Year of Study: _____
Contact No.: _____
Email address: _____

B. About the Proposed Activities *(Please provide relevant information.)*

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 for the most recent term.)

Term GPA: _____ / 4.00
Term: _____ Academic year: _____
Overall GPA: _____

* Please put an "X" where 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\$
TOTAL	HK\$

F. Other Sources 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 not yet known, please state "pending")
- No

I. Declaration by the 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 History Department and the Scholarships Committee for considering 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 reservations Do not support

Other comments:

Signature _____ Name _____ Date _____
(In block letters)

Part III (to be completed by the Chairman of the Scholarship Committee of the History Department)

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 the Department Chair)

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

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

Other comments:

Signature _____ Name _____ Date _____
(In block letters)