# 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 2026-27 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.
   - 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 website (www.history.cuhk.edu.hk/programmes/phd-programme/download-area/) (>Programmes>Ph.D. 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);
     - A detailed plan for the proposed research, including information on thesis title, itinerary, budget (with two quotations of accommodation and cost of intra-city transportation);
     - The conference pamphlet, an abstract of the paper accepted for presentation at the conference; the formal notification (email is acceptable) of such acceptance by the conference organiser (if applicable);

- 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 with CUHK affiliation 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 depend on the funds available in the academic year.
   - Each application will be considered on case-by-case basis and the amount to be approved is 50% of the accommodation cost (maximum 14 nights at single occupancy) and 50% of the intra-city transportation incurred by the applicant.
   - The maximum amount for each student in the academic year 2026-27 (1 July 2026 – 30 June 2027) is HK$4,000. The amount is 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 (not less than 300 words) together with 2-4 photos (in JPEG format with size 2MB or above) on the overseas academic activities. 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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### NOTES FOR APPLICANTS

### 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

☐ Detailed plan for the proposed activities, including information on thesis title, itinerary, budget (with two quotations of accommodation and cost of intra-city transportation)

The conference pamphlet, an abstract of the paper accepted for presentation at the conference; the formal notification (email is acceptable) of such acceptance by the conference organiser (if applicable);

☐ 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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# THE CHINESE UNIVERSITY OF HONG KONG

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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 for the most recent term. New studetns 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.)*

| | Request Amount | (For Office Use Only) Approved Amount |
|---|---|---|
| Accommodation | HK$ | HK$ |
| Intra-city Transportation | HK$ | HK$ |
| **TOTAL** | HK$ | 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 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 History Department Student Grants 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 _____

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**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 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 IV (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)