

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

**Eminence History Department Fund
Scholarship for History Undergraduate Students to Undertake Research Work**

NOTES FOR APPLICANTS

Scholarships by Eminence History Department Fund

Aim

Scholarships are established with Eminence History Department Fund to support the student related activities of the Department of History, the Chinese University of Hong Kong.

Scholarship for History Undergraduate Students to Undertake Research Work

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 outside Hong Kong.

2. *Eligibility and Regulations*

- The scholarships are for full-time local undergraduate students who intend to conduct academic research 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 31 March each year, with results announced on 30 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 shall be made on the prescribed form and forwarded to the History Department Office for consideration by the Scholarship Selection Committee, with members comprising of the Donor and the members selected by the Donor.
- Applicant must obtain his/her graduation thesis supervisor's endorsement.
- Application should also include the following documents:
 - ◆ A copy of Hong Kong Identity Card;
 - ◆ 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).

4. Amount of Grants

The amount granted to each successful applicant is calculated on the proposed budget showing the costs of transportation and accommodation, as well as the expenditures on necessary research related activities, such as admission fees of certain museums or research institutions. The Scholarship Selection Committee also gives consideration to the variation of expenses due to the destination and the timing and duration of a trip that the proposed academic activities to be conducted. The amount may be subject to a percentage cut if funds are insufficient. The granting of the exact amount is at the discretion of the Committee.

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 enquiry.

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CHECKLIST FOR SUBMISSION OF APPLICATION

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

Enclosed please find my application for Scholarship for 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: _____ 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: _____

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\$
Others _____	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

G. 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 Scholarship Selection 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 Selection Committee)

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)