THE UNIVERSITY OF HONG KONG

APPLICATION FOR TRAVEL GRANTS FOR UNIVERSITY ACADEMIC STAFF TO VISIT UNIVERSITIES IN TAIWAN

Note: Applicant should read the application guidelines and complete Section I before forwarding the form to the Head of Department/Centre/Unit or Dean of Faculty for comments in Section II. Completed application form must reach the Mainland Affairs Office, Registry on or before the deadlines specified at the schedule of application.

_____________________________________________________________________

I. TO BE COMPLETED BY THE APPLICANT:

A. Personal Data

Name: *(Professor/Dr/Mr/Mrs/Miss)

Department: ____________________________________________

Post: ____________________________________________

Contact details: (Office Email) ____________________________

          (Office Tel no.) ____________________________

Date of first appointment: ____________________________

Previous academic visits to Mainland China in the past two years, if any

<table>
<thead>
<tr>
<th>Year</th>
<th>Place of visit</th>
<th>Amount of grant awarded, if any</th>
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B. Details of the Proposed Visit

Name of the institution: ____________________________

Dates and duration: ____________________________

Contact person at the host institution: ____________________________

Purpose of the visit: ____________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

NB:  *Please delete as appropriate.
Official invitation received: *Yes/No. If yes, please attach a copy of the invitation. Provisions by the host institution (i.e. passage, board, lodging etc.), if any:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Other financial assistance applied/received for the proposed visit, if any, and the source of assistance:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

C. Amount of Travel Grant Applied for

a. Return passage (if necessary) $______

   by *Train/Bus/Ferry/Air (Please provide the quotation):

b. Allowance: $400 X _____ days: $______

c. Accommodation: $1,000 X _____ days (if applicable): $______

d. Single Entry Visa Fee (if applicable): $______

Total: $______

Date: ____________________ Signature: ____________________

(Applicant)

NB:  *Please delete as appropriate.
I. **TO BE COMPLETED BY THE HEAD OF DEPARTMENT/CENTRE/UNIT:**

1. Do you support this application for a travel grant?

2. Does the visit have any relevance to the teaching and research of the applicant, and if so, in what way?

3. Have satisfactory arrangements been made to cover normal teaching and/or other duties during the applicant’s absence?

4. Any other comments:

Date: ________________  Signature: ____________________________

(Head of Department/Centre/Unit or Dean of Faculty)

Name (in block letters): ____________________________

Please forward the completed form to the Mainland Affairs Office, Registry, 9/F, Knowles Building, HKU on or before the deadline as specified at the schedule of application.
TRAVEL GRANTS FOR UNIVERSITY ACADEMIC STAFF
TO VISIT UNIVERSITIES IN MAINLAND CHINA OR TAIWAN

GUIDELINES

The travel grants are intended for full-time academic staff of the University making short trips to universities or comparable institutions in Mainland China or Taiwan for academic purposes such as giving lectures or undertaking research. This grant cannot be used for the purpose of attending conference.

ELIGIBILITY:

Applicant should meet the following criteria:

a. Full-time academic staff including professors, associate professors, assistant professors, and post-doctoral fellows at the University of Hong Kong;

b. The application must be endorsed by the relevant head of department/centre/unit or by faculty dean if the applicant is the Head; and

c. Repeated applications will normally not be entertained. A “repeated application” is one from an applicant who wishes to visit an institution which he/she has visited within the past 2 years with support from this grant, for: (1) the purpose of the same research or research in the same area; or (2) any activity similar to the one he/she participated during the previous visit.

DURATION:

The visit should normally be within 7 days, with a cap at 14 days.

VALUE OF AWARD:

The grant will cover in full or part of the following:

a. Return travel expenses in economy class (train/bus/ferry/air) of the most direct route between Hong Kong and the place of visit, if not provided by the host institution;

b. Accommodation at the rate of not more than HK$1,000 per day will be reimbursed upon the submission of the official receipts. It should also be proved that the host institution will not provide any accommodation;

c. Allowance of HK$400 per day for incidental expenses; and

d. Single entry visa fee, if applicable.
METHOD OF APPLICATION:

Applicant should liaise with the host institution before he/she submit the following:

a. a completed application form; and

b. an official invitation letter from the host institution. It is advisable for the applicant, for his/her own interest, to ascertain that there is adequate institutional support from the host (as distinguished from individual support) for the proposed visit. This ensures that the applicants will get the necessary logistic assistance while they are in Mainland China, and to some extent to be in a better position to promote further exchanges.

Application should be endorsed by Head of Department/Centre/Unit concerned. For department Head’s application, endorsement from their Faculty Dean should be sought. Applications submitted to the Mainland Affairs Office will be considered by the President.

APPLICATION TIMELINE:

The President will consider the applications at every three-month intervals, with the following annual cut-off dates for different batches of applications:

March 1, June 1, September 1 and December 1

Application should reach the Mainland Affairs Office at least two months before the start of the proposed visit. Late application will not be considered.

LEAVE OF ABSENCE:

Applicants should note that they will have to apply separately for leave of absence, where necessary, for their visits and that the usual University regulations governing absence from duty (during or outside official vacations) and from Hong Kong will apply. Please address enquiries to the Assistant Registrar (Personnel).

AWARD LETTER:

Successful application will receive a letter of award, copied to the Head of Department/Centre/Unit or Dean of Faculty.

SUBMISSION OF REPORT:

Applicant should submit a report to the President within one month after the completion of the visit.

January 2023