

# THE UNIVERSITY OF HONG KONG

## APPLICATION FOR TRAVEL GRANTS FOR UNIVERSITY ACADEMIC STAFF TO VISIT UNIVERSITIES IN MAINLAND CHINA

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.

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### 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

| <u>Year</u> | <u>Place of visit</u> | <u>Amount of grant awarded, if any</u> |
|-------------|-----------------------|--|
|-------------|-----------------------|--|

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

#### 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.

**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:**

The applicant should liaise with the host institution before he/she submits 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 during the visit, 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. All applications should be submitted to the President for consideration via the Mainland Affairs Office.

## **APPLICATION TIMELINE:**

Applications will be reviewed four times a year, with each review occurring every three months. The cut-off dates for the four batches of applications are as follows:

**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 and retrospective applications 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 Faculty Dean.

## **SUBMISSION OF REPORT:**

The applicant should submit a post-trip report to the Mainland Affairs Office by email at [tragrant@hku.hk](mailto:tragrant@hku.hk) within one month after the completion of the visit.