THE UNIVERSITY OF HONG KONG
FACULTY OF SCIENCE

Application Form for Sponsorship for International Scientific Conference Participation

A completed application form, including the supplementary information sheet, and the supporting document(s) must be submitted to the Science Faculty Office via email at sci.ug.el@hku.hk **at least one month prior to the first day of the conference.**

1. To be completed by Student

Personal Particulars (* Please delete as appropriate)

Name of student: _____ 姓名(中文): _____
Last Name First Name

University no.: _____ Year of study: _____ CGPA: _____

Programme: * BSc / BSc&MRes / BSc&LLB / BSc(AC)^ / BASc(Applied AI)^ Major: _____ * Second major / Minor: _____

^ Admitted in 2024-25 or before

Contact tel. no: (Home) _____ (Mobile) _____ Email address: _____

Details of Conference

Conference title: _____

Conference Organiser(s): _____

Location of the conference: (City, Country) _____

Conference dates: (day / month / year) From _____ to _____

Research Topic: _____

Proposed budget:

Proposed Expenditure Item[1]	Estimated Amount (Local currency and equivalent HKD)
Airfare / Travel cost[2]	
Accommodation	
Conference registration fee	
Total:	

Remarks:
1. No double-benefit rule for subsidy/sponsorship will be allowed. Successful applicants are NOT allowed to receive sponsorship from other funding sources for the same expenses.
2. Airfare is confined to the cheapest return economy class airfare at the most direct route to the place of conference (including airport taxes, excluding other domestic travelling expenses in HK). Other travel cost may include the cheapest economy class rail fare or the most economical or reasonable means of public transport to the place of conference, if applicable.

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Student's signature: _____ Date: _____

2. To be completed by Research Supervisor

I support the student to participate in the international scientific conference.

Name of Research Supervisor: _____ School/Department: _____

Signature: _____ Date: _____

For enquiries, please contact the Faculty of Science at:
Tel.: 3917 2683 Fax: 2858 4620 Email:sci.ug.el@hku.hk Address: Faculty of Science, G/F, Chong Yuet Ming Physics Building

Supplementary Information Sheet (Please tick the box as appropriate)

Sponsorship for International Scientific Conference Participation
To be submitted together with the application form and supporting documents.

1. **Research Project Information**

   Research project topic: _____

   Duration of research: From _____ to _____

   Name of research supervisor: _____

   School/Department/Institution of research supervisor^: _____

   ^ For research projects conducted at HKU, the research supervisor should be from the Faculty of Science or the School of Biomedical Sciences.

   For research projects conducted outside HKU only

   - Please attach an official document confirming acceptance to conduct research under the research supervisor at the host institution.
   - HKU internal supervisor

     Name of HKU internal supervisor#: _____

     School/Department: _____

     Email: _____

     ☐ Email/documentary support from the HKU internal supervisor is attached.

     # The HKU internal supervisor must be from the Faculty of Science.

   Is the research project conducted under an existing research programme at HKU?

   ☐ Yes — please specify:
   - ☐ Summer Research Fellowship
   - ☐ Overseas Research Fellowship
   - ☐ Undergraduate Research Fellowship Programme
   - ☐ Final Year Project
   - ☐ Others: _____

   ☐ No — please briefly describe the research arrangement:

   _____

   _____

   _____

2. **Conference Presentation Information**

   Title of accepted paper/poster: _____

   Documentary evidence issued by the conference organiser(s) confirming acceptance of the paper/poster for presentation is attached.

   ☐ Yes ☐ No

   I confirm that I will present the accepted paper/poster at the conference.

   ☐ Yes ☐ No

I declare that the information provided in this application and the supplementary information sheet is true and accurate. I confirm that I have authored/co-authored the accepted paper/poster and that I will present it at the conference. I understand that the Faculty will assess my eligibility, including whether the research project / paper / poster is related to science.

Student's signature: _____ Date: _____