THE UNIVERSITY OF HONG KONG

FACULTY OF SCIENCE

Guidelines on Sponsorship for International Scientific Conference Participation for Science Undergraduate Students

The Faculty of Science is committed to cultivating diverse opportunities that foster student growth and academic development. Participating in an international scientific conference on frontier scientific research offers our students a unique chance to broaden their horizons, gain valuable exposure, and interact with leading scientists and researchers worldwide. To encourage and support student engagement in such enriching experiences, the Faculty offers sponsorships for eligible science students.

Eligibility

Science undergraduate students (BSc, BSc&MRes, BSc&LLB, BSc(ActuarSc) *[admitted in 2024-25 or before]* and BASc(AppliedAI) *[admitted in 2024-25 or before]*) are eligible to apply. Students should have completed a research project under a research supervisor from the Faculty of Science or the School of Biomedical Sciences at HKU. For research projects conducted outside HKU, students must be supported by an HKU internal supervisor from the Faculty of Science. Students should be nominated by the relevant supervisor to attend the conference. They must be presenting a paper or a poster related to science which they have (co-)authored at the conference. Students must also maintain their registered student status at HKU when the conference takes place. Successful applicants are NOT allowed to receive sponsorship from other funding sources for the same expenses. Each student should be awarded only ONE sponsorship from the Faculty throughout their study, regardless of the amount they receive.

Applications will be considered on a case-by-case basis and the Faculty reserves the right to make the final decision.

Sponsorship Details

Successful applicants will receive up to 80% of the total cost incurred from participating in an international scientific conference, but not exceeding the total cap of the sponsorship for the specific location. Eligible items for sponsorship include airfare or other travel costs*, accommodation# and the conference registration fee. Meals and local (Hong Kong) travel cost are not supported, and are excluded from the total cost.

Conference location	**Cap of the sponsorship on airfare or other travel costs, and accommodation**	**Cap of the conference registration fee**
Chinese Mainland	HKD4,000	HK$3000
Asian countries/ regions excluding Chinese Mainland, South Korea and Japan (such as Singapore, Malaysia, Taiwan, Macau)	HKD5,500	
South Korea, Japan	HKD7,000	
Australia, New Zealand	HKD11,000	
Other countries (such as Europe, the Americas, South Africa, Israel)	HKD12,000	

* Airfare (including airport taxes) is confined to the cheapest return economy class airfare at the most direct route to the place of conference. Other travel cost may include cheapest economy class rail fare or the most economical or reasonable means of public transport to the place of conference, if applicable.

\# Accommodation for a period beginning one day before the start of the conference and ending one day after the end of the conference (meals, laundry and long-distance telephone calls are excluded)

The Faculty reserves the right to determine the actual amount to be reimbursed to students.

Insurance

Information about the insurance covers arranged by the University for its registered students can be found on Finance and Enterprises office's website:
https://intraweb.hku.hk/reserved_2/finance/student/insurance.html?v=1699580073139

Students are **strongly recommended** to purchase additional travel insurance. You should ensure that you are covered by comprehensive health, accident, personal property, and travel insurance for the entire period of your trip.

Application

A completed application form, including the supplementary information sheet, endorsed by the research supervisor, must be submitted to the Faculty Office via email at sci.ug.el@hku.hk **at least one month prior to the first day of the conference**. Brief information about the research project, including the duration of the research and the name and department/institution of the supervisor, should be provided. If the research project is not conducted at HKU, an official document confirming acceptance to conduct research under the research supervisor at another institution is required. The nomination to attend the conference should be supported by the HKU internal supervisor from the Faculty of Science. Applications should also include documentary evidence issued by the conference organiser(s) confirming that at least one paper or poster (with the title clearly stated) which the applicant has (co-)authored has been accepted for presentation at the conference.

Late submissions or submissions without the supporting documents will not be considered. Please note that no sponsorship will be offered without prior approval.

Submission after the conference

Students should submit the following documents to the Faculty Office by email at sci.ug.el@hku.hk **within one month after the completion of the conference** for reimbursement purposes:

- ORIGINAL receipts of showing the actual expenses of all approved items;
- ORIGINAL boarding pass/train tickets;
- A sharing of 100-150 words about your insights and experiences, with a few photos featuring the students with a background related to the conference participation. Selected sharing may be used for the Faculty's future publications.

Please note that students are required to showcase their experiences upon the request by the Faculty of Science. Expenses claimed after the one-month period will not be reimbursed.

Students wishing to have a stopover en route to a conference, or who wish to use an indirect route, must provide to the Faculty with an additional quotation from a travel agency for the cheapest direct airfare to the place of the conference. This quote will be used to assess the travel costs that can be covered by the sponsorship.

Students who are subsequently unable to attend the conference due to a change in personal circumstances or visa delay/denial will not be reimbursed for pre-paid conference registration fees or any other associated cancellation charges.

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