

# THE CHINESE UNIVERSITY OF HONG KONG

## Department of Statistics

### **Research Postgraduate Student Grant for Conferences/Workshops**

Research Postgraduate Student Grant for Conferences/Workshops aims to provide support for full-time regular research postgraduate students to attend and present at international statistical conferences/workshops.

#### **Application**

1. Students should complete and submit the application form to the Department of Statistics (Room 119, Lady Shaw Building) together with the following supporting documents **one month before attending the conferences/workshops**:
  - Conference/Workshop Pamphlet (including the name and affiliation of the applicant and the presentation title) with an Abstract of the Paper Accepted for Presentation
  - A Copy of Application Documents of CUHK Research Postgraduate Student Grants for Overseas Academic Activities
2. All applications shall be **made prior to the conference/workshop**. Applicants should obtain approval from their supervisors for attending the conference/workshop and for using this grant prior to the commencement of the conference/workshop. Applications submitted during or after the conference/workshop will NOT be considered.
3. **Students should submit a leave request to Ms. Esther Tam before the commencement of the conferences/workshops.**
4. Application form: <https://www.sta.cuhk.edu.hk/programmes/post-awards-and-honours/>

#### **Eligibility**

1. All research postgraduate students within the normative study period are eligible to apply for this grant.
2. Students are eligible to apply for this grant if they attend conferences with presentation. The grant is also provided for students to attend workshops with or without presentation.
3. Students who fail to fulfill the minimum attendance requirement of 70% for department seminars are not eligible to apply for this grant.

#### **Conditions**

1. Students should have used up CUHK Research Postgraduate Student Grants for Overseas Academic Activities before proceeding to apply for the conference grant from the Department.
2. Students have to discuss with their supervisors the relevance of the conference/workshop to their studies before submitting applications.
3. Each RPg student is entitled to a maximum of \$15,000 of funding support per academic year (1 Aug – 31 Jul), including 60% contribution from the Department funding to CUHK Research Postgraduate Student Grants for Overseas Academic Activities.
4. The annual amount CANNOT be carried forward to the next academic year.
5. Airfare, registration fee, transportation and accommodation will normally be supported. As for the airfare, only the “cheapest economy class return air ticket or equivalent cost of transport between Hong Kong and the city where the conference is held” will be considered

“eligible expenses”.

## **Procedures for Reimbursement**

**Students should submit the following documents within 30 days upon receipt of the Approval Letter for CUHK Research Postgraduate Student Grants for Overseas Academic Activities from Graduate School.**

- Reimbursement Form
- Conference/Workshop Pamphlet with an Abstract of the Paper Accepted for Presentation (if not provided before)
- A Copy of the Approval Letter for CUHK Research Postgraduate Student Grants for Overseas Academic Activities with the Receipts of Inter-city Transportation Fee and Registration Fee
- A Copy of Boarding Passes
- Receipts/Invoices of the Accommodation and Intra-city Transportation (If the fee is paid by credit card, please provide a credit card statement.)

(Updated in October 2024)