

LINGNAN UNIVERSITY

Research Postgraduate Scholarships for Overseas Research Visits

Application Form for Visiting Research Postgraduate Students to Lingnan

Important Notes

1. Please read the Guidelines and Procedures for the Research Postgraduate Scholarships for Overseas Research Visits before filling in this application form.
2. An applicant should complete Sections A to E and then submit the application to his/her Supervisor for completion of Section F. The form should then be sent electronically to the Supervisor and the Head of Department concerned in Lingnan for completion of Sections G and H respectively. The duly completed application should be submitted to the Office of Global Education (OGE) of Lingnan University via the corresponding office of your institution by 8 March 2024.
3. An applicant is required to submit:
 - (a) a copy of transcript or proof of his/her academic performance together with the completed application;
 - (b) students whose native language is not English must demonstrate that they are able to perform successfully in university-level coursework where English is the language of instruction and assessment.
4. Student Visa Application (to be submitted together with this application):

All applicants should make sure that they are eligible to apply for a proper student visa to study in Hong Kong. The University is not responsible for obtaining visas for non-local students but will render all necessary support to admitted students.

The form and guidance notes on application for visa/entry permit for Hong Kong can be downloaded at:

Application Form: <http://www.immd.gov.hk/pdforms/ID995A.pdf>

Guidance Notes (for English version): [http://www.immd.gov.hk/pdforms/ID\(E\)996.pdf](http://www.immd.gov.hk/pdforms/ID(E)996.pdf)

Guidance Notes (for Chinese version): [http://www.immd.gov.hk/pdforms/ID\(C\)996.pdf](http://www.immd.gov.hk/pdforms/ID(C)996.pdf)

Applicants should complete only Part “A” (Page 1 to 4) of the visa application form and provide:

- (a) a clear copy of your travel document (the page containing personal particulars and issuance and expiry dates), as we need to make sure that the passport/travel document is valid for at least 6 months beyond the intended stay in Hong Kong. For Mainland students, please provide a clear copy of your identity card (both front and rear sides);
- (b) the evidence of your financial standing as stated in section 7 of Part A of the visa application (e.g. latest bank statement, certificate of deposits or payroll slip of the applicants or their supporting family members, documentation of financial aids);

Lingnan University will submit the visa application to the Immigration Department of Hong Kong (ImmD) as a sponsor. Once the approval is granted, the University send the Notification Slip for Entry Visa/Permit to the applicant by email. Please be reminded that the visa processing time may be affected if there are any follow-up questions regarding your visa application, so please complete Part A of the application form with special care.

Visa Fee: HK\$230 (to be settled by individual applicant upon acceptance).

5. The scholarship will be awarded only when the successful applicant is later confirmed admission by Lingnan and assigned a supervisor here in Lingnan who is able to supervise and comment on his/her research work during the visit.
6. A student will be awarded the scholarship once during his/her entire period of study. Previous awardees of this scholarship are not eligible to apply.
7. Personal Information Collection Statement
The purpose(s) of collecting personal data by means of this form are
 - (a) as a basis for selection for admission to Inbound Student Exchange Programmes offered by Lingnan University and for communications and other relevant purposes;

(b) for transferring the relevant part of the applicants' personal data to the student record system of Lingnan University upon successful application.

In order to serve the specified purpose(s), the personal data collected may be transferred to the HKSAR Government, Qualtrics, LLC (survey tool service provider), Lingnan students who serve as Student Buddies and consulate offices of applicants' respective countries for student visa application, programme evaluation and contact purposes. All information provided will be destroyed 5 years after the year of exchange.

The personal data collected will not be disclosed to third parties other than those specified without your expressed approval, or unless required by law.

The personal data collected will be processed when this form is submitted to Lingnan University.

The personal data provided will be used for direct marketing activities organised or facilitated by Lingnan University.

Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, the application will not be processed.

As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/ update/ delete personal data, object to data processing, restrict data processing to an interim period, transfer your personal data to another data controller or stop receiving our promotional materials related to our direct marketing activities, please contact Office of Global Education at exchange@LN.edu.hk.

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SECTION A PERSONAL PARTICULARS

Title (Mr/Ms/Dr*)_____

Name in English Surname : _____ Given Names: _____

Name in Chinese (if applicable): _____

Gender: _____

Country of Citizenship: _____

Contact Phone Number (with country code): (_____) _____

Email: _____

Mailing Address: _____

Emergency Contact Person: _____

Relationship with Emergency Contact Person: _____

Contact Phone Number of Emergency Contact Person (with country code): (_____) _____

Email of Emergency Contact Person: _____

Name of Home Institution: _____

Country of Home Institution: _____

Study Programme: PhD in _____

Department/Faculty/Unit: _____

Admission Date (DD/MM/YY): _____ Year of Attendance : _____

Normative End Date (DD/MM/YY): _____

Area of Research: _____

Supervisor (Name/Title): _____

Contact Phone Number of Supervisor (with country code): (_____) _____

Email of Supervisor: _____

Mailing Address of Supervisor: _____

*Please delete as appropriate

SECTION B VISIT DETAILS AT LINGNAN

Proposed Visit Period (DD/MM/YY): _____ to _____ No. of Months : _____

Host Department: _____

Host Supervisor (Name/Title): _____

SECTION C BRIEF DESCRIPTION OF RESEARCH AND JUSTIFICATIONS FOR THE VISIT

(In 300 – 500 words, please briefly describe your research study and provide justifications on the need to undertake an overseas research visit. Please state the benefits expected for your research study.) [please use separate sheets where necessary]

SECTION D PROPOSED RESEARCH PLAN

(Applicants are required to provide a clear proposal in 1,000 - 2,000 words for the planned visit which usually involves a) a detailed plan of study at Lingnan, e.g. research project to be undertaken, other academic activities planned, b) an integration into the research environment of Lingnan, c) an outlet for work during the study, e.g. a presentation seminar, and d) the expected interaction with the supervisor at Lingnan.) [please use separate sheets where necessary]

Signature of Student: _____ Date: _____

Personal Information Collection Statement:

1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within and outside the University for necessary actions to facilitate the handling of this application and any subsequent review/evaluation of this activity, where applicable. All personal information provided in this form/report will be destroyed 5 years after the year of application.
3. Personal Information collected will not be disclosed to other parties without your consent or unless required by law.
4. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
5. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).

SECTION E DECLARATION

I authorise Lingnan University to use my data to carry out checks on records of my studies.

I understand that, upon registration in the Student Exchange Programmes, the data will become a part of my student record and may be used for all purposes relating to my study and stay in Hong Kong accordance with the procedures of Lingnan University.

I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will result in disqualification of my application for admission and subsequent enrollment in Lingnan University.

I understand that if admitted I am responsible for applying to the Immigration Department of Hong Kong via OGE, Lingnan University for a student visa to study in Hong Kong for the entire period of exchange at Lingnan University.

I understand that it is my responsibility to observe the Law of Hong Kong and regulations of Lingnan University.

I understand that it is also my responsibility to cover myself with appropriate insurance covering travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/repatriation throughout the entire-period of their study at Lingnan. I will provide the proof of insurance coverage to OGE prior to my arrival to Lingnan University.

I understand that I need to submit a post-visit report within 30 days upon completion of the research visit.

Should I fail to do the above, I am liable for any consequences that may arise including but not limited to an adjustment or demand for a refund of the Research Postgraduate Scholarship.

I give my consent for Lingnan University to release my official transcript or a written report from the co-supervisor to my home institution. I have read and understood the terms and conditions as stated on the important notes.

Signature of Student: _____ Date: _____

SECTION F RECOMMENDATION/COMMENTS BY STUDENT'S SUPERVISOR AT HOME INSTITUTION

I recommend/ do not recommend the student to undertake the proposed overseas research visit.
(please put a '✓' in the box as appropriate)

Please state reasons for supporting/not supporting the student's application.

Please also state in what ways you will communicate with the student during the period of research visit to ensure effective supervision.

Signature of Supervisor: _____ Name in block letter: _____

Department/Faculty: _____ Date: _____

SECTION G AGREEMENT BY SUPERVISOR IN LINGNAN

I agree/ disagree to the proposed overseas research visit. (please put a '✓' in the box as appropriate)

Please state reasons for agreeing/not agreeing with the student's application.

If you agree, please also state your role as the host supervisor of the student during his/her visit. What are your expected involvement?

Signature of Host Supervisor: _____ Name in block letter: _____

Department: _____ Date: _____

SECTION H ENDORSEMENT/COMMENTS BY HEAD OF DEPARTMENT CONCERNED IN LINGNAN

I endorse/ do not endorse this application. (please put a '✓' in the box as appropriate)

Please state reasons for supporting/not supporting the student's application.

Signature of
Head of Department: _____ Name in block letter: _____

Department: _____ Date: _____

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)

SECTION I ENDORSEMENT/COMMENTS BY POSTGRADUATE STUDIES COMMITTEE IN LINGNAN

The applicant is / is not* admitted to study at Lingnan as Visiting Research Postgraduate Students. (*please delete as appropriate)

The applicant is/ is not* granted with the Research Postgraduate Scholarship for Overseas Research Visit. The approved amount of Research Postgraduate Scholarship for the applicant is HK\$_____.

Please state reasons for supporting/not supporting the student's application, if any.

Signature of
Chair of Postgraduate Studies Committee: _____

Name in block letter: _____

Date: _____