

**Lingnan University**  
**Guidelines and Procedures for the**  
**Research Postgraduate Scholarships for Overseas Research Visits**

**Purpose**

1. In alignment with our goals on internationalisation, Lingnan has set up the Research Postgraduate Scholarships which aim to encourage Lingnan research postgraduate students to undertake a short-term research visit at an overseas institution and to attract overseas research postgraduate students to come to conduct research at Lingnan for a short period of time. Students approved for the research visit will be regarded as an exchange student.
2. The research visit shall normally last for a term and up to 6 months, unless otherwise approved by the Postgraduate Studies Committee (PSC).
3. The objectives of the scholarships are to:
  - enhance students' international learning experience, develop a global perspective and nurture respect for cultural diversity;
  - motivate students to conduct international and comparative researches;
  - develop a co-supervisory mechanism with host institutions so as to enable students to work closely with their supervisors from both Lingnan and host/home institutions;
  - strengthen Lingnan's partnership with our global network of partners; and
  - raise Lingnan's profile as a leading University in international and comparative researches in humanities, business and social sciences.

**Eligibility**

4. Full-time PhD students who are not on leave of absence are eligible to apply. The research visits shall take place during their study period.
5. For Lingnan applicants, the research visits shall take place after their confirmation of candidate, and shall be carried out and completed 6 months before the end of their normal study period.
6. Scholarships will be granted on a competitive basis on students' academic performance and the award of which is subject to availability of fund. Priority will be given to applicants whose proposed visits have a close link with their research.
7. A full-time PhD student will only be awarded this scholarship once during their entire period of study.

**Value and Conditions of Scholarships**

8. Scholarship awardees supported by the Fung Foundation for outbound exchange

will be regarded as the Fung Scholars.

9. The value of scholarship awarded will vary based on the destination and duration of the visit for the Lingnan applicant/the country from which the overseas applicant is from. The amount of each scholarship ranges from \$HK\$25,000 to HK\$50,000 as given in Appendix 1. No additional funding will be granted to an awardee who is subsequently approved to extend his/her stay at the host institution/Lingnan.
10. The scholarship is awarded to cover mainly the travel cost and part of the living expenses of the awardee at the host institution/Lingnan. Scholarship awardees from Lingnan who are receiving the monthly postgraduate studentships will continue to receive the stipend during the period of research visit. As for Hong Kong PhD Fellowship recipients, prior approval from the Research Grants Committee will need to be sought to stay outside Hong Kong for academic/research activity for an aggregate period exceeding 90 consecutive days, or an aggregate of 183 days, with very strong justification by Lingnan [see Note at the end of document].
11. With the assistance of the Office of Global Education and Interdisciplinary Studies (OGEIS) of Lingnan and the corresponding office in the partner institution, the scholarship awardee will seek admission to the host institution/Lingnan, look for and make arrangement with his/her supervisor at the host institution/Lingnan and arrange the practicalities of his/her visit including but not limited to travelling plans, visa application, accommodation, and travel, health and medical insurance coverage as required.
12. The scholarship will be awarded only when the successful applicant is confirmed admission by the host institution/Lingnan as an exchange student and assigned a supervisor at the host institution/Lingnan who is able to supervise and comment on his/her research work during the visit.
13. The scholarship will be made as a lump sum payment on a non-accountable basis to the scholarship awardee a few weeks prior to the awardee's commencement of research visit.

#### **Co-supervisory Mechanism**

14. It is very important for the supervisors from both Lingnan and the host/home institution to keep regular contacts with the scholarship awardee and make sure that the research progress during his/her visit is satisfactory.
15. The supervisors from Lingnan and the host/home institution shall work together in

advising the scholarship awardee and exchange information on his/her progress on a regular basis.

16. For overseas awardees coming to conduct research at Lingnan, Lingnan supervisors will be supervising the visiting PhD students on a voluntary basis without any teaching load counted.

### **Applications**

17. The OGEIS will normally invite applications once a year in March for research visit to be undertaken in the next academic year. Subject to availability of fund, another round of applications may be invited. [Note: If a Year 1 PhD student submits an application in March, his/her application will only be processed after confirmation of his/her PhD candidature in June normally. The actual exchange visit can only take place in Term 2 of the next academic year.]
18. An applicant should submit a completed application form with support of his/her supervisor at the home institution and the Head of Department concerned (for Lingnan applicants). In support of the application, an agreement from the supervisor at the host institution and the Head of Department concerned (for overseas applicants coming to Lingnan) should be sought. The completed application form should be sent to the OGEIS of Lingnan by the application deadline.
19. An application requires a clear proposal for the planned visit which usually involves a) a detailed plan of study at the host institution/Lingnan, e.g. research project to be undertaken, other academic activities planned, b) an integration into the research environment of the host institution/Lingnan, c) an outlet for work during the study, e.g. a presentation seminar, and d) the expected involvement of the co-supervisor at the host institution/Lingnan.

### **Selection and Approval**

20. The applications of outbound exchange will be considered and approved, where appropriate, by the Chairman of the Postgraduate Studies Committee (PSC). For inbound exchange, the partner institutions will select the suitable candidate(s).
21. Notwithstanding the residence requirements for Lingnan research postgraduate students, Lingnan PhD students awarded the scholarship are approved to study away campus. For scholarship awardees coming to Lingnan, they are required to comply with the residence requirement.

## **Post-visit Report**

22. The scholarship awardee are required to submit a post-visit report within 30 days upon completion of the research visit. The report endorsed by the supervisors from Lingnan and the host/home institution and the Head of Department concerned will be presented to the PSC via the School of Graduate Studies.
23. If a scholarship awardee fails to perform satisfactorily during the research visit, the University reserves the right to adjust or demand a refund of the award.

### Notes to Hong Kong PhD Fellowship Scheme Awardees and their Supervisors:

An awardee of the Hong Kong PhD Fellowship Scheme is required to comply with the residence requirement of the affiliated institution. Subject to this, he/she may spend an aggregate period of up to 183 days outside Hong Kong for academic/research activity in the three-year fellowship period. If an awardee stays outside Hong Kong for academic/research activity for an aggregate period exceeding 90 consecutive days, or an aggregate of 183 days, the stipend will be suspended immediately unless prior approval by the RGC has been given upon provision of very strong justification by the affiliated institution on the following:

- i) why the stipend cannot be provided by the overseas institution or non-UGC/RGC funds;
- ii) how effective supervision by the supervisor can be ensured;
- iii) whether the objectives of the Scheme can be advanced through the arrangement;
- iv) why this cannot be achieved by a shorter stay; and
- v) other relevant information for the consideration of RGC.

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