

THE UNIVERSITY



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DEPARTMENT OF MATHEMATICS

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Regulations Governing the “*Doris Chen Postgraduate Travel Grants*”

Objectives

1. To support Research Postgraduate Students in the Department of Mathematics of the University of Hong Kong to attend:
 - a) academic conferences and workshops;
 - b) special research activities/programmes at various research institutes and universities;
 - c) short- to medium-term visits to institutes and universities to work under the guidance of distinguished scholars.

Eligibility

2. To be eligible to apply for the Doris Chen Postgraduate Travel Grants (the “Grant(s)”), a research postgraduate student must be in full-time candidature for an MPhil or a PhD degree at the Department of Mathematics of the University of Hong Kong covering the entire period of the proposed activities.
3. For the activities in 1a)-1c), the student should first seek support from the URC’s Conference/Travel Scheme. Exceptional cases may be considered subject to the approval of the Doris Chen Memorial Fund Committee.
4. The Grants may not be used to top up the conference/travel support from the URC.
5. Each student can only receive the Grant once during his or her candidature. Exceptional cases may be considered subject to the approval of the Doris Chen Memorial Fund Committee.
6. For 1-a), the applicant must be presenting a paper or a poster which he/she has (co-authored at the conference.

Applications

7. Applications will be considered by the Doris Chen Memorial Fund Committee (The Committee) on a continuous basis. The application form, endorsed by the supervisor, should be submitted to the Head of the Department (HoD), who is the Chairperson for the Committee, at least one month before the departure date.
8. For 1-a), applications must include documentary evidence issued by the conference organizer(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.

9. For 1-b) and 1-c) applicants should provide sufficient details of the academic training/research activities which the applicant will be engaged in, the duration of such activities, their relevance to the applicant's work on the thesis, and the concrete benefits that will bring to his/her degree program at the University, accompanied by documentary evidence of supervision of academic training/research activities from the receiving institution(s), and/or documentary evidence of approval to access the required data/equipment.
10. If coverage of airfares sought, airfare quotations from two reputable travel agencies must be included in the application.

Award

11. The maximum amount of each Grant is HK\$13,500 except for longer periods for 1b) and 1c) for which the Grant cannot exceed HK\$30,000. The Grant is to contribute towards the costs of:
 - (a) the cheapest airfare direct to and from the city where the conference or the receiving institution is located (including airport taxes) or by another route if this is less than the cost of the cheapest direct flight, and public means of transport between home/University and the Hong Kong international airport, and between the nearest international airport and the hotel/receiving institution; and
 - (b) registration/enrolment fees for conference/coursework/seminars/ workshops and accommodation (room costs only subject to the per diem rate set by the Finance and Enterprises Office). Meals, laundry and long distance phone calls are excluded.

Insurance and Reimbursement

12. Grant recipients qualify for travel insurance coverage under a Corporate Business Travel program taken out by the University for a period of up to 180 days. Inquiries about the coverage may be addressed to the Finance and Enterprises Office.
13. Expense claims, accompanied by original receipts (including used air tickets if reimbursement of airfare is requested) should be submitted directly to Finance and Enterprises Office not more than 60 days after return to the University. Expenses claimed after this period will not be allowed.
14. The grant recipient wishing to stop over en route to the destination, or wishing to use an indirect route, must provide to the University's Finance and Enterprises Office an additional quotation from a travel agency for the cheapest direct airfare to destination. This will be used for the purpose of assessing the travel costs which may be set against the funding support.
15. Grant recipients who are subsequently unable to make the trip due to change of personal circumstances (except for medical reasons) or visa delay/denial will not be reimbursed for the pre-paid registration/enrolment fees or other associated cancellation charges.

16. A report must be submitted to the Committee within 30 days after return to the University.

17. Recipients of the Grant should acknowledge the support from the Doris Chen Postgraduate Travel Grants in his/her thesis and any related publications.

The regulations are subject to review as deemed appropriate by the Committee to meet future circumstances

December 2013

Amended April 24, 2014

Amended June 23, 2014

The Doris Chen Memorial Fund Committee
Department of Mathematics