

THE EDUCATION UNIVERSITY OF HONG KONG
Graduate School

Guidelines for Research Support for Research Postgraduate Students

Provision

To encourage and facilitate research activities of Research Postgraduate (RPg) students, an amount of \$10,000 per year (maximum 2 years for PhD candidate and 1 year for MPhil) will be provided to students. Any unused funding of the first year would NOT be carried forward to the second year. Application after the normal study period will ONLY be considered on a case-by-case basis, subject to the initial approval; and the reimbursement of expenses would be considered only when the student still holds a valid student status in the University.

Eligibility

PhD and MPhil students who have passed the qualifying examination and confirmed their candidature are eligible to apply for the research support.

When the Research Support is required before passing the qualifying examination and confirmation of candidature, the student could apply for the partial research support. In the application, he/she should clearly elaborate the methodology of the pilot study of the research proposal (in 3-4 pages); AND the application must be supported by Principal Supervisor and approved by the Dean of Graduate School. Up to 30% (i.e. maximum of a total amount of HK\$6,000 for PhD students; HK\$3,000 for MPhil students), could be granted for the successful application.

Guidelines on the Use of Research Support

The granting of Research Support is strictly governed by the Purchasing Policies and Procedures (“ppp”) and the Travelling Guidelines of the University. For any expenses over HK\$5,000, candidates are required to seek quotation(s) before making purchase of products. Please refer to Annex I to Annex II for the related procedures and guidelines.

The granting of Research Support includes the following categories:

1. Equipment

- a) Research funding must **NOT** be used to purchase personal electronic devices such as cell phones, iPod, MP3 Players, digital cameras and PDAs, etc.
- b) Research funding will not support the purchase or use of standard equipment such as desktop PCs, servers, laptop computers, printers and scanners which are known to be available in EdUHK.
- c) For any purchase of equipment, justifications on the necessity of the purchase should be provided. Otherwise, the claim may not be reimbursed.
- d) Quotation(s) from suppliers have to be provided to support the cost estimation.
- e) Any purchased equipment is considered as the University’s property and is required to be returned to the University after use.

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2. General Expenses

- a) General expenses must be directly related to research/fieldwork, including: fax and postage, stationery, photocopying charges, overseas telephone charges, research-related software license / dataset, transcription fees and translation fees.
- b) Justifications for the purchase of software license are required, or otherwise, the claim may not be reimbursed.
- c) Incidental expenses such as food and beverages, souvenirs and gifts will not be supported. Other expenses not listed in 2 (a) and not directly related to the research/fieldwork will not be covered.
- d) The claim of financial support on thesis editing service is capped at HK\$10,000 for each student, out of the total financial support for Research Postgraduate Students.

3. Hiring of Student Helper

- a) The employment of student helper is governed by the University's policy and the employment ordinance.
- b) Students are required to return the completed application form for research support (complete Part 1 & 2(b) with the endorsement of Principal Supervisor) to the Graduate School for approval before hiring any student helper(s).
- c) Students who are now studying in the EdUHK can normally be hired as student helper except those students who are studying in the RPg Programmes.
- d) Each student helper should not work over 17 hours in total per week and payment to student helper will normally be made via the iWork system.
- e) Please contact the Graduate School for more details if the proposed expense is related to hiring of student helper.

4. Research/Fieldwork-Related Expenses

- a) If the research project involves fieldwork, please complete the form of *Application for Research Support for Fieldwork Expenses* (P.3 of the form) and submit it together with the application form.
- b) Students may seek reimbursement for the cost of travel for their fieldwork. Under normal circumstances, students are required to take public mass transportation (except taxis) for local travel unless with prior approval with reasonable justifications; otherwise, receipts would not be reimbursed.

Fieldwork inside Hong Kong

- i) For reimbursement, all original receipts are needed to be submitted unless the travel involves public mass transportation such as bus, mini-bus and MTR.

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Fieldwork outside Hong Kong

- i) A candidate may seek reimbursement for the airfares, costs of travel (including both intra-city and inter-city travelling) and accommodation for their fieldwork. He/She should take public mass transportation (except taxis) for intra-city travelling unless with prior approval.
- ii) If more than one quotation is required for purchase of travelling products (e.g. airfares, accommodation, etc), students should obtain quotation from the travel agencies appointed by the University. Travelling package is NOT covered for the claim of reimbursement. Details please refer to Annex II.
- iii) Both intra-city and inter-city travelling (airfares are not included) expenses up to a total of HK\$400 could be granted depending on the actual needs and justifications.
- iv) All original receipts are needed to be submitted for reimbursement.
- v) Other expenses (e.g. travel insurance, meal expenses, etc) will not be entertained.

Procedures

1. To apply for research funding support, students need to complete the Form – *Application for Research Support for Research Postgraduate Students* which can be downloaded from the Graduate School website.

2. The form is divided into 3 sections:

Before Purchasing: Part 1 and Part 2

- Submit the completed Part 1 and 2 of the application form and *Application for Research Support For Fieldwork Expenses* (if any) with the support of his/her principal supervisor to the Graduate School.
- For purchase over HK\$5,000, quotation(s) from suppliers have to be provided to support the cost estimation.
- Prior approval from the Dean of Graduate School must be obtained before committing the proposed purchase(s).

After Purchasing: Part 3

- Complete and return Part 3 of the form to the Graduate school **within two weeks** after the expenses are incurred or after returning from the trips of fieldwork.
- All original receipts and quotation(s) must be attached in order for the claim to be reimbursed.

3. The approved amount of reimbursement will be directly deposited to students' Bank of East Asia account.

Enquiry

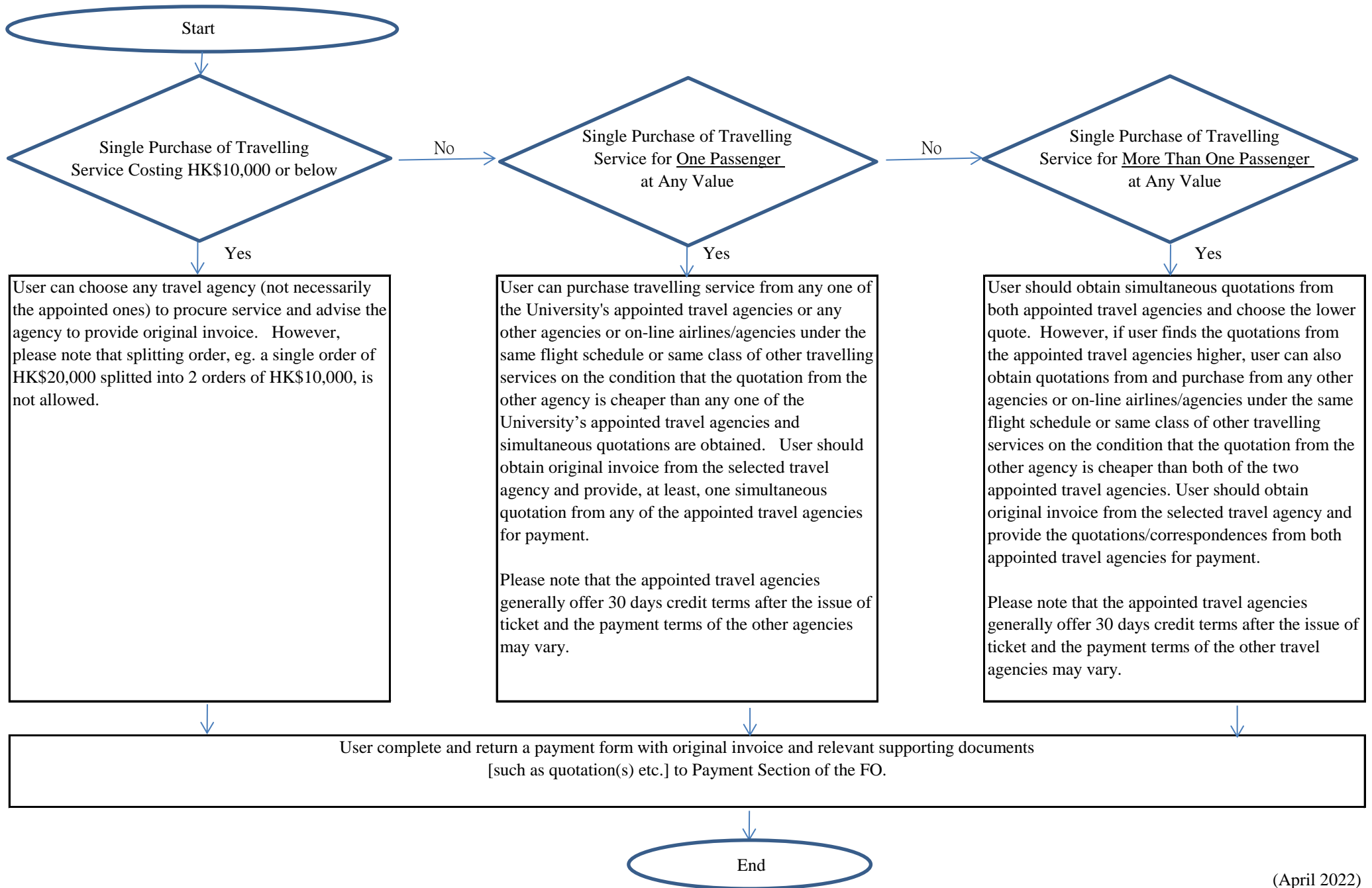
E-mail: rpg@eduhk.hk

Website: <http://www.eduhk.hk/gradsch/>

General Guidelines

1. User should take the available lowest economy class of ticket, e.g. airfare with restriction such as fixed departure and return dates, with no mileage accrued. For these lowest economy class of tickets, airlines normally impose relatively expensive surcharge for changing of itinerary after the air ticket is issued. If the change in itinerary is due to unexpected official commitments, the University will bear this additional surcharge.
2. User should bear the cost for changing his/her flight itineraries deviated from his/her approved trip/tour for personal reasons. The difference should be paid directly to the selected travel agency.
3. User must ensure that the name on the itinerary is same as the one on the travel document. Charge will be imposed for change of name after air ticket is issued.
4. When direct flight is not available for a particular city, the flight schedule with the shortest transit / waiting time should be selected.
5. Validity of the air ticket should be reasonable and match with the trip/tour period.
6. User should pay attention to ticket deadline, validity and terms of airfare to fit for the trip/tour requirements.
7. If more than one quotation is required, User should obtain quotations simultaneously rather than at different period of times since airfares vary with seat availability at all times.
8. If User cancel the duty trip after air ticket has been issued, please liaise with the travel agency for airfare refund arrangement before original departure date.
9. User must comply with the University's policies and procedures and the guidelines of external funding body (if applicable) for arranging his/her travel services.

Flow Chart for Purchase One-stop Shop Travel Arrangement and Services



Corporate Travel Management Limited



In order to give our best attention to **The Education University of Hong Kong** and to have our best control of service standard, the following experienced Travel Consultants will be assigned to handle your travel arrangement.

CTM Team Individual Travel and Group Travel Arrangement

Name	Designated Team Line	Dedicated Email Address
Natalie Wong (Operations Manager)	2316 1756	edu1.hk@travelctm.com
Henrietta Yue (Operations Manager)		
Leo Lai (Assistant Supervisor)		
Wincy Ho (Assistant Supervisor)		
Connie Chung (Assistant Supervisor)		

Group Tour

Name	Direct Line	Email Address
Kitty Lam	2270 7612	etm.hk@travelctm.com
Patrick Lam		

Corporate Sales Team:

Name	Direct Line / Mobile	Email Address
Sammy Seung (Client Value Manager, Hong Kong)	2316 1870 / 6894 5006	sammy.seung@travelctm.com
Nicky Leung (Head of Client Value Management, Hong Kong)	2313 9839 / 9190 8754	nicky.leung@travelctm.com

ASIA | AUSTRALIA | NEWZEALAND | NORTH AMERICA | EUROPE

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 Tel: +852 2313 9722 Fax: +852 2723 3746 travelctm.asia



Corporate Travel Management Limited

**Office Hours:**

Monday – Friday 0900 – 1800

After Office hours Emergency Services Hotline: **2313 9795**

Please rest assured that we always have your best interest in mind and that we will do our utmost to ensure that you and your associates receive the best possible travel experience of your choice.

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Tel: +852 2313 9722 Fax: +852 2723 3746 travelctm.asia



Dear Joyce,

In order to give our best attention to **The Education University of Hong Kong** and to have our best control of service standard, the following experienced Travel Consultants will be assigned to handle your travel arrangement.

For Individual Air ticket & Hotel booking / Group Ticket (without land arrangement)

Name	Direct Line	Email Address
Mr. Gary Hui	2534 9761	garyhui@nhetravel.com
Ms. Melody Wong	2534 9763	melodywong@nhetravel.com
Ms. Suki Lau	2534 9764	sukilau@nhetravel.com
Ms. Carol Choi	2534 8527	carolchoi@nhetravel.com
Account Manager:		
Mr. Joe Lam	2534 9780	joelam@nhetravel.com
Team email: eduhk@nhetravel.com		
Team Line: 2534 9760		
Team Fax: 2528 6829		
After Office hour Emergency Service:		
Mobile: 9017 5317		

For Group Tour (Air Ticket + Hotel + Sightseeing):

Name	Direct Line	Email Address
Mr. Roy Leung	2534 9645	royleung@nhetravel.com
Mr. Jeffrey Chan	2534 9770	jeffreychan@nhetravel.com
Ms. Annie Chow	2534 9689	anniechow@nhetravel.com

For Sales Support:

Name	Direct Line	Email Address
Mr. Frank Cheong	2534 9692	frankcheong@nhetravel.com
Mr. Terence Liu	2534 8559	terenceliu@nhetravel.com

Office Hour:

Monday to Friday 0900 to 1800 ; Lunch Break 1300 to 1400
 Saturday 0900 to 1300
 Sunday & Public Holidays Closed

Please rest assured that we always have your best interest in mind and that we will do our utmost to ensure that you and your associates receive the best possible travel experience of your choice.

Service Fee**Contract Period: from 1 April 2022 to 31 March 2024**

Service Fee	Corporate Travel Management Limited	Nan Hwa (Express) Travel Service Limited
<u>Purchase Air Ticket:</u> Short haul (flight time less than 8-hour)	HK\$50 per ticket (Maximum HK\$1,000 per transaction)	HK\$80 per person per trip
Long haul (flight time 8-hour or more)	HK\$100 per ticket (Maximum HK\$2,000 per transaction)	HK\$150 per person per trip
Purchase Ticket for Ground or Sea Transportation	HK\$20 per ticket	HK\$30 per ticket (Group handling charge to be negotiated)
Hotel Booking for all Cities outside Hong Kong	HK\$20 per room/per night OR HK\$50 per booking, whichever is lower	HK\$30 per room per night (Maximum HK\$300 per room)
Visa Application	HK\$120 per visa	HK\$250 per visa

(April 2022)