

Navigating Your Conference Support Application

for non-HKUPS/HKPFS students



Welcome to the RPg Conference Support Briefing.



Understanding the **guidelines** for smooth, delay-free application processing.



Turning your research presentation into a successful fully supported trip.



Home Institution

Conference City



HKU
ARTS

The Core Purpose of Conference Support

The Golden Rule: Support is strictly for conference-related activities only.

Your Responsibility: Ensuring all travel plans align directly with the approved conference itinerary.

Primary Goal

To support your academic growth and showcase institutional research globally.



What it is NOT

A subsidy for personal vacations, tourism, or unrelated academic trips.



Basic Eligibility and Application Deadlines

	Active Status Must be a full-time <u>non-HKUPS/HKPFS</u> MPhil or PhD student		Authorship Requirement You must be presenting a (co-)authored paper or poster at the event.		Funding Limits Strict limits apply per financial year and degree. MPhil: 1 conf / 1 travel support PhD: 2 conf / 1 conf + 1 travel support
---	--	---	---	---	--



The Required Documents Checklist



Accepted Paper/Poster

Official evidence of accepted paper/poster from the conference organizer



Airfare and Accommodation Quotations

Two official airfare quotations and one accommodation quotation from travel agencies



Supporting documents for other relevant items

For example, visa fee, registration fee, domestic travel expenses, and so on



Supervisor and Head of School/Centre Director Endorsement

Formal endorsement from your Supervisor and Head of School/Centre Director via **RIMS**



Reasonable Routing



Reasonable Routing Rules



Travel must be the most direct route between your home institution and the conference city.



You must fly into the nearest appropriate airport to the conference venue.



Indirect routes require valid academic justification and alternative direct quotations.

Direct vs. Unnecessary Route

✓ **Approved**



Direct & Reasonable Route



Home Institution City



Conference City

⚠ **Rejected**

Location A



Home Institution City



Location B



Conference City



Cheaper fare ≠ Approved Route

Cheaper fares do not justify unnecessary, convoluted, or unrelated routes.

The Timeline: When to Arrive and Return



Early Arrival: Rejected without a valid, documented academic justification. (Examples of accepted reasons can be found on slide 9)

Delayed Return: Rejected without a valid, documented academic justification. (Examples of accepted reasons can be found on slide 9)

Common Pitfalls: Unnecessary Routing

The Lesson: Stick to the closest appropriate airport and the direct home-to-conference path.

Example

Home Institution → **Location A** ✗

FLIGHT FLT 1234
NAME XXXX
DATE 05-06-2021
LOCATION PIT
DATE 22-06-2021 7PM

REJECTED

Student travelled to Location A instead of the nearest appropriate airport, arriving several days early.

Example

Location A → Conference City → **Location A** ✗

FLIGHT FLT 5678
NAME XXXXXXXX
DATE 05-06-2021
LOCATION PIT
DATE 22-06-2021 7PM

REJECTED

Student departed from Location A instead of their home institution city without justification.

Common Pitfalls: Personal Travel & Multiple Conferences

Example

Scenario: Student delayed return to attend a second, unsupported conference in Location B.

The Issue: Altered return date, altered return location, and mixed funding scopes.


The Lesson: One trip equals one supported conference. Personal add-ons that change flights jeopardize your funding.



Funding covers ONE conference per trip.

Acceptable Extensions

The Lesson: Extensions are possible ONLY with strong, documented research-related justifications.

Example

Archival Research



Student delayed return to conduct archival research.

Provided specific names of library collections.

ACCEPTED

Example

Lab Visit & Collaboration



Student delayed return for a research lab visit.

Provided official confirmation letter from the host institute.

ACCEPTED

Before You Submit: The Final Pre-Flight Checklist

PRE-FLIGHT CHECKLIST

- ✓ Is my route direct and to the nearest appropriate airport?
- ✓ Are my dates tight to the approved conference schedule?
- ✓ If I have an extended stay, is it clearly research-related with written proof?
- ✓ Do I have my paper acceptance, 2 airfare quotes, and both endorsements?
- ✓ Am I submitting online at least 14 days before the conference?

CLEARED FOR TAKEOFF

