HKU Med LKS Faculty of Medicine
Bau Institute of Medical &
Health Sciences Education
香港大學鮑氏醫學及衛生教育研究所

Application for the Undergraduate Near-Peer Teaching Research (UgNPTR) Conference Support

Important Notes:

1. Please read the attached Regulations carefully before completing the form.
2. Please ensure that all regulations are meticulously adhered to, and this application form along with all supporting documents are submitted in accordance with the approved content. Reimbursement will not be granted, and applications will be deemed invalid if they contain incorrect or fraudulent materials, or if any modifications are made post-submission without approval, or if essential documentation is lacking.

Section A   Terms and Conditions of the Conference Support

1. Each Award is valued at up to HK$13,500.
2. Normally students are allowed to arrive at the event location 1 DAY BEFORE and to leave the location 1 DAY AFTER the event according to the published programme period.
3. Where necessary students should apply for leave of absence from their classes through regular channels. It is the responsibility of the applicants to ensure that their leave applications are approved prior to the commencement of the event.
4. Awardees must provide a brief report together with the paper or poster presented at the conference within 30 days of the end of the conference. Awardees will also be arranged to give a presentation. If the reports and/or presentations are not provided, or in case the students fail to complete the activities, the Conference Support may be withdrawn by BIMHSE and the students concerned may not be reimbursed for any expenses. Such students may also be refused further awards.

Section B   Application Details (* please delete as appropriate)

1. Personal Particulars
   Full Name: _____ University ID: _____

   Curriculum: _____ Year of Study: _____

2. Conference Details
   Conference Title: _____

   Duration: _____

   Organiser: _____

   Location (City, Country): _____

   Mode of Participation: Physical/Hybrid (Both Physical and Online)*

Role(s) of Participation: Paper Presenter (Oral/Poster*)

Title of the Presentation:

3. Itinerary
    Departure and Return City:

    Conference City:
    Nearest Airport City
    (if different to Conference City):

    Proposed date of the departure flight:

    Proposed date of the return flight:

    Remarks, if any:

4. Breakdown of the expenditure

Items	Amount (HK$)
Airfare (One-way / Round -trip)*	
Conference Registration Fee	
Accommodation	
Others (Please specify):	
Total	
Total amount to be applied (up to HK$13,500)	

5. Declaration
    ☐   I hereby acknowledge that I have read, understood and agreed to the terms and conditions, and Guidelines as provided in the "Application for the Undergraduate Near-Peer Teaching Research (UgNPTR) Conference Support".

    ☐   I have not applied for/received and will not apply for any other financial support to attend the educational programme concerned. The Award will be rendered invalid should your attendance be supported by any other funding bodies.

    ☐   I confirm that I have not submitted the same paper or poster for this application as any other member, and I understand that duplicate submissions are not permitted.

Signature of Applicant: _____   Date: _____

THE UNIVERSITY OF HONG KONG
LKS Faculty of Medicine
Bau Institute of Medical and Health Sciences Education (BIMHSE)

Undergraduate Near-Peer Teaching Research (UgNPTR) Conference Support

1. These regulations are determined by a committee consisting of the investigators of the project "Establishing professional development and support mechanisms to enhance adoption and sustainability of near-peer teaching in undergraduate degree programmes" (hereafter "the Committee"), which is funded by the Teaching Development and Language Enhancement Grant (2025-2028 triennium) administered by University Grant Committee (UGC).

2. The Committee administers these regulations through the Bau Institute of Medical and Health Sciences Education (BIMHSE), LKS Faculty of Medicine, The University of Hong Kong (HKU).

3. Any enquiries regarding the conference support scheme may be directed to BIMHSE via imhse@hku.hk.

4. An undergraduate student may be granted support to travel and give presentation at ONE regional or international academic conference (or other academic meeting of similar standing and status), ONCE in their course of study in the degree programme.

Eligibility

5. To be eligible to apply for conference support:
   o The applicant must be a current full-time student in a Bachelor's degree programme at HKU (including MBBS Graduate Entry Track) when the conference takes place;
   o The applicant must be delivering oral paper or poster presentation on research and scholarly work related to the delivery of near-peer teaching by undergraduate students which they have (co-)authored at the conference; and must be the only person applying for this conference support in respect of this presentation; and
   o The applicant must not have received this conference support in the past.

6. This conference support does not provide funding for presentations delivered at a fully online academic conference.

7. In the event of this conference support being made to an undergraduate student who subsequently completes or withdraws from the degree programme, the Committee reserves the right to withdraw the funding.

Application

8. Applications are considered in each financial year (July 1 to June 30) in the 2025-2028 triennium, on a rolling basis subject to availability of funds.

9. Applications must include:
   o Completed application form with endorsement by one HKU teaching staff who has supervised or is familiar with the applicant's work;
   o Documentary evidence (e.g. email correspondence) issued by the conference organiser(s) confirming that <u>at least one</u> oral paper or poster (with the title clearly stated) which the applicant has (co-)authored has been accepted for presentation at the conference;
   o Quotation/invoice/receipt/website screenshot of airfare;
   o Quotation/invoice/receipt/website screenshot of conference registration fee; and
   o Quotation/invoice/receipt/website screenshot of accommodation expense.

10. Applications must be submitted to BIMHSE via imhse@hku.hk at least 21 working days before the first day of the conference. Applications that are not accompanied by supporting documents, incomplete at the time of submission, or received less than 21 working days before the first day of the conference, will not be considered.

11. The Committee will evaluate each application based on the following criteria:
    o Relevance of the presentation to research in the delivery of near-peer teaching by undergraduate students in the context of higher education; and
    o Whether the presentation has received funding support from other sources.

12. The Committee reserves the right to reduce the amount funded if the presentation has received funding support from other sources.

13. The Committee reserves the right not to fund an oral paper or poster presentation which has previously received funding support from this conference support scheme for other applicants / presenting authors.

Awards

14. The maximum level of conference support an eligible student can receive is HK$6,500 for a regional conference (within Asia), and HK$13,500 for an international conference. This amount is subject to review by the Committee from time to time. The funding awarded is to contribute towards the costs of:
    o The cheapest airfare direct to and from the conference held outside of Hong Kong (including airport taxes) or by another route if this is less than the cost of the cheapest direct flight;

- o Public means of transport between home/University and the Hong Kong international airport, and between the nearest international airport and the place of conference;
- o The conference registration fee; and
- o Accommodation (room costs subject to the per diem rate set by the Finance and Enterprises Office) for a period beginning one day before the start of the conference and ending one day after the end of the conference (meals, laundry and long-distance telephone calls are excluded.)

Reimbursement and Reporting

15. Expense claims, accompanied by original receipts (and used air ticket(s) if reimbursement of airfare is requested), must be submitted directly to BIMHSE within 30 days of the end of the conference. Expenses claimed after this period will not be allowed.

16. The funding recipient wishing to stop over en route to a conference, or wishing to use an indirect route, must provide to BIMHSE an additional quotation for the cheapest direct airfare to the place of the conference. This will be used for the purpose of assessing the travel costs which may be set against the funding.

17. Funding recipients who are subsequently unable to attend the conference due to change of personal circumstances (except for medical reasons) or visa delay/denial will not be reimbursed for the pre-paid conference registration fees or other associated cancellation charges.

18. A brief report together with the paper or poster presented at the conference must be submitted to BIMHSE within 30 days of the end of the conference. Funding recipients must also deliver an oral presentation regarding his/her research at a designated event by BIMHSE.

19. Funding recipients must provide photos of the conference attended (e.g. selfie). The Faculty or University reserves the right to publish these photos on social media accounts for advertising purposes.

20. The funding administrator reserves the right to request examining the anonymised data that leads to the paper or poster presented.