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

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

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 Travel Grant

1. Each Award is valued at up to HK$10,000.
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and/or presentations are not provided, or in case the students fail to complete the activities, the Travel Grant may be withdrawn by BIMHSE and the students concerned may not be reimbursed for any expenses.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 Travel Grant".

☐ 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 Travel Grant

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 travel grant 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 travel grant:
   - 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;
   - 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 travel grant in respect of this presentation; and
   - The applicant must not have received this travel grant in the past.

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

7. In the event of this travel grant 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 the 2025-2028 triennium on a rolling basis, subject to availability of funds.

9. Applications must include:
    - Completed application form with endorsement by one HKU teaching staff who has supervised or is familiar with the applicant's work;
    - Documentary evidence (e.g. email correspondence) issued by the conference organiser(s) confirming that at least one oral paper or poster (with the title clearly stated) which the applicant has (co-)authored has been accepted for presentation at the conference;
    - Quotation/invoice/receipt/website screenshot of airfare;
    - Quotation/invoice/receipt/website screenshot of conference registration fee; and
    - 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:
    - Relevance of the presentation to research in the delivery of near-peer teaching by undergraduate students in the context of higher education; and
    - 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 travel grant scheme for other applicants / presenting authors.

Awards

14. The maximum level of funding support an eligible student can receive is HK$5,000 for a regional conference (within Asia), and HK$10,000 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:
    - 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;

- Public means of transport between home/University and the Hong Kong international airport, and between the nearest international airport and the place of conference;
- The conference registration fee; and
- 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. Funding recipients are required to submit a 1,000-word report, together with the paper or poster presented at the conference, to BIMHSE within 30 days of the conclusion of the conference. Recipients are also required to deliver an oral presentation of their research at a BIMHSE-designated event.

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.