

**HONG KONG METROPOLITAN UNIVERSITY**  
**Guidelines on the Katie Shu Sui Pui Charitable Trust —**  
**HKMU Transport and Publication Subsidy Scheme for PhD Students**

**1. Aims**

The Katie Shu Sui Pui Charitable Trust — HKMU Transport and Publication Subsidy Scheme for PhD Students [舒小佩慈善基金 — 都大哲學博士生交通及出版補助計劃] (hereafter the “Scheme”) aims to further enhance the academic status of Hong Kong Metropolitan University (HKMU), by financially supporting transportation and rewarding accomplishments in publication of full-time students in the University’s Doctor of Philosophy (PhD) programme. The Scheme serves to reduce full-time PhD students’ financial stress during the course of study; strengthen the academic status of HKMU by facilitating an increase in its potential number of PhD students; and further support and develop academic research publication and research culture in the University.

**2. Amount and allocation**

Under the Scheme, each approved full-time PhD student is given a subsidy for transport and quality publication.

***Transport subsidy***

Each approved *non-local* student is given a transport subsidy of HK\$6,000 per annum, and each approved *local* student is given a transport subsidy of HK\$3,000 per annum. Half of the annual subsidy is paid after completion of every six-month period of study, and the recipient will be paid for two calendar years only. If the recipient fails to complete a six-month period, he/she will not be paid any amount for the period. There will not be provision of any pro-rata subsidy. For the purpose of this subsidy, non-local students are normally defined as those whose homes are not in Hong Kong.

***Publication reward***

To encourage and promote quality publications from PhD students, a recipient of this Scheme will be given an additional amount of HK\$6,000 if he/she completes and submits a manuscript for publication at an early stage of his/her doctoral work (assumed to be any time during the first nine months of receiving the subsidy).

If the student’s manuscript is formally accepted for publication by a quality refereed platform, such as a respectable refereed journal in the discipline of the manuscript, by the end of his/her PhD study period, he/she will be given a further amount of HK\$6,000.

These additional amounts to reward accomplishments in publication will be the same for both non-local and local students. In each case, HK\$6,000 is paid in full after the submission of the manuscript to a quality refereed platform, or after the manuscript has been accepted for publication.

### 3. Eligibility

#### *Transport subsidy*

To be eligible to receive subsidy from the Scheme, an applicant must be a full-time student pursuing the PhD programme at HKMU. A PhD student is allowed to receive the financial support for two years only during his/her study period for the PhD degree.<sup>1</sup>

#### *Publication reward (manuscript submission)*

To be eligible for the additional provision of HK\$6,000 for having submitted a manuscript for journal publication. The manuscript must be:

- Submitted to a quality refereed journal<sup>3</sup> within the first nine months of receiving the transport subsidy (Existing papers are not eligible for the publication reward.);
- Authored by the student as the principal author, having contributed not less than 50% of the total work to the submitted manuscript;
- Recommended by the student's supervisor that the submitted manuscript is of publishable quality; and
- Have HKMU as his/her affiliation indicated in the manuscript submitted.

#### *Publication reward (manuscript publication)*

To be eligible for the further additional provision of \$6,000 for having the submitted manuscript published in a refereed journal, the student must:

- Have the manuscript<sup>2</sup> formally accepted by a quality refereed journal<sup>3</sup> through a review/selection process by the end of his/her PhD study period;
- Be listed as the principal author of the published article, having contributed not less than 50% of the total work to the article; and
- Have HKMU as his/her affiliation indicated in the article to be published.

The Scheme reserves all rights to ask the recipient to return any relevant paid amounts if any of the conditions above is found unmet.

No recipient of the Scheme may receive support from this Scheme for more than two years and the reward to article publication is given to one manuscript only. In case the student leaves the PhD programme or defers his/her study before the end of the approved subsidised period, the subsidy will stop immediately after he/she exits the programme or at the commencement of the deferred period or upon reaching the end of his/her normal study period, regardless of whether the student has received the subsidy from this Scheme for two years.

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<sup>1</sup> Applications for the transport subsidy from students with less than six months remaining in their normal study period will not be supported.

<sup>2</sup> The accepted manuscript should normally be the one submitted by the end of the ninth month of receiving the subsidy, with the understanding that the manuscript may have been revised a number of times during the review process.

<sup>3</sup> For this Scheme, a quality refereed journal is defined as an academic journal indexed in Scopus. In case the journal is not indexed in Scopus and it is justifiable to consider the journal a quality one, there should be confirmation from the student's supervisor that the journal is a decent journal in the discipline and that its acceptance of articles requires a blind review process. In case the manuscript is accepted for publication as a chapter in an edited book, there should be confirmation from the student's supervisor that the book is a high-quality publication in the discipline and its selection of chapters involves a review process.

Recipients of the Katie Shu Sui Pui Charitable Trust — Academic Publication Fellowship are not eligible for any support from this Scheme at the same time, as they already benefit from the Fellowship of the Trust.<sup>4</sup> They will not receive any transport subsidy or grant for manuscript submission or publication acceptance.

## **Application procedures**

A call for applications for transport subsidy will be announced in January and September each year. An applicant should complete an application form available at the website of the Office of Research Affairs and Knowledge Transfer (ORA), obtain the Dean's and supervisor's endorsement in the form, and submit the form together with the applicant's full curriculum vitae to ORA.

If the applicant is not a first-year research student (e.g., having had the first year of research study registered as a Master of Philosophy student), he/she should also provide in the application form a summary of his/her research progress/achievements in the last 12 months. For subsidy to be approved after the first year of research study, the applicant's supervisor will be invited to comment on the applicant's study/research performance.

To apply for the additional publication reward, the applicant should submit a manuscript to a quality refereed journal by the end of the ninth month of receiving the subsidy. He/she should complete an application form for the reward available at the website of ORA, obtain the supervisor's recommendation in the form, and submit the form to ORA together with the submitted manuscript and the proof of its submission. After the manuscript has been accepted for publication by the end of the applicant's PhD study period, the applicant should submit the proof of acceptance to ORA.

## **4. Assessment and approval of applications**

All applications are considered for approval by the Assessment Panel of the Scheme. Relevant factors and the applicant's study/research performance will be considered, including but not limited to the following:

- Students with good contribution to research and/or good study progress will be given priority in their application assessment.
- Applications from students with an unsatisfactory progress record in their study will not be considered.

The Assessment Panel holds the ultimate decision-making authority in the resolution of any disputes.

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<sup>4</sup> The transport subsidy period should not overlap with the Fellowship period which includes the receipt of last installment.

**Personal Data (Privacy) Notice**

You must provide the personal data required by the application form. The information is required for research administration and the consideration of the Assessment Panel of the Katie Shu Sui Pui Charitable Trust — HKMU Transport and Publication Subsidy Scheme for PhD Students in regard to your application. The University will keep such data confidential. Failure to supply such information may result in the application not being considered.

You have the right to request access to and the correction of the personal data. If you wish to do so, please write to:

Secretary, Assessment Panel of the Katie Shu Sui Pui Charitable Trust — HKMU Transport and Publication Subsidy Scheme for PhD Students  
Office of Research Affairs and Knowledge Transfer  
Hong Kong Metropolitan University  
Homantin, Kowloon, Hong Kong

Updated in January 2026