

Guideline on Research Student Attachment Programme (Outgoing)

The Research Committee (RC) approved at its 150th meeting held on 20 July 2006 the Research Student Attachment Programme. In order to provide local and overseas students with an opportunity to add a global dimension to their university life, among other things, the RC agreed to support attachment programmes for full-time PhD students. Other details are as follows:

1. Areas of research

PhD Students in any discipline are eligible for application.

2. Number of student places

The number of student places has not been specified. The Approving Authority of Graduate School (GS) will decide the number of successful applications taking into consideration, among other things, the amount of funding available.

3. Distribution of student places

Student places will be distributed through an open bidding process.

4. Period of attachment

4.1 The period of attachment, ranging from a minimum of three months to a maximum of one year, should normally fall within the normal study period, i.e. applicants shall complete the attachment programme before the expiry of their normal period of study.

4.2 For awardees of the *Hong Kong PhD Fellowship Scheme*, the minimum attachment period is 85 days instead of three months (Please read along with 7.7)

4.3 This period will be normally counted within the normal period of study of the student and the shortening of the study period in Hong Kong cannot be a ground for subsequent appeals.

5. Studentship/Financial aid

5.1 Successful applicants will continue to receive studentship, if applicable. Travel expenses will normally be supported based on the actual amount spent on going to and returning from the host institution only and will be capped at HK\$10,000. A monthly subsistence allowance of HK\$5,000 will be granted and the total amount for each PhD student will be capped at HK\$30,000, i.e., support for a maximum of six months only will be granted.

5.2 Applicants are reminded not to commit any trip expenditure, such as airfare, until approval is obtained and the details of the visit are confirmed. You may need to bear the expenditure in case the application is rejected.

5.3 Applicants can submit multiple applications. However, regardless of the number of trips approved, the financial aid in supporting travel and living expenses will not exceed the aggregate amounts capped at HK\$10,000 and HK\$30,000, respectively, for each PhD student.

5.4 Successful applicants will receive the notice letter from GS which states the details of the reimbursement. Three quarters of a lump sum approved by the Approving Authority of GS as subsidies to cover part of the expenses prior to the start of the attachment programme will be provided to successful applicants. The remaining amount will be reimbursed on submission of the boarding passes after the attachment programme.

5.5 All approved Outgoing PolyU students must begin their attachment programme within nine months of written notification issued by the GS unless special arrangements are announced. Otherwise, the approved grant will be withdrawn.

6. Tuition fees

Students will continue to pay tuition fees, if applicable, as required by their home institution, i.e., PolyU.

7. **Selection criteria**

7.1 Full-time PhD students

7.2 Programme relevance [Applicants must state the purpose of the proposed attachment and submit a supporting/official invitation letter from the host institution. Information such as the name of the PhD student, the name of the host supervisor(s) and the duration/visiting period should be specified in the invitation letter.]

7.3 Good academic results

7.4 Supervisors' recommendations

7.5 Track records of the host supervisor(s) [A brief CV with a list of representative publications of the host supervisor(s) must be attached to the application.]

7.6 Students who have not had their registration confirmed may be given a conditional offer to undertake the attachment programme. If they cannot have their registration confirmed before the commencement of the attachment programme, the conditional offer would lapse.

7.7 Awardees of the Hong Kong PhD Fellowship Scheme are reminded to note that "If an awardee stays outside Hong Kong for academic/research activity for an aggregate period exceeding 90 consecutive days, or an aggregate of 183 days, the stipend will be suspended immediately unless prior approval by the RGC has been given upon provision of strong justification by the affiliated university." (Ref. Paragraph 10 of Terms and Conditions of *Hong Kong PhD Fellowship Scheme*)

7.8 Students are not encouraged to go back to the country/region where he/she was admitted as the attachment program aims to provide local and overseas PhD students with an opportunity to enrich international experiences in a reputed research university/institute.

8. **Visa and Accommodation arrangements**

Visa (if applicable) and accommodation arrangements will be made by the applicants.

9. **Coursework requirement**

Students who have successfully completed research postgraduate subjects outside PolyU may transfer credits in accordance with the University's procedures governing credit transfer.

10. **Intellectual Property Rights**

Students are reminded that the intellectual property rights of all your inventions, research outputs, works and designs in all forms arising from your Attachment Programme at the host institution, whether on an individual or collaborative basis, shall be owned by The Hong Kong Polytechnic University.

11. **Application Procedures and Timeline**

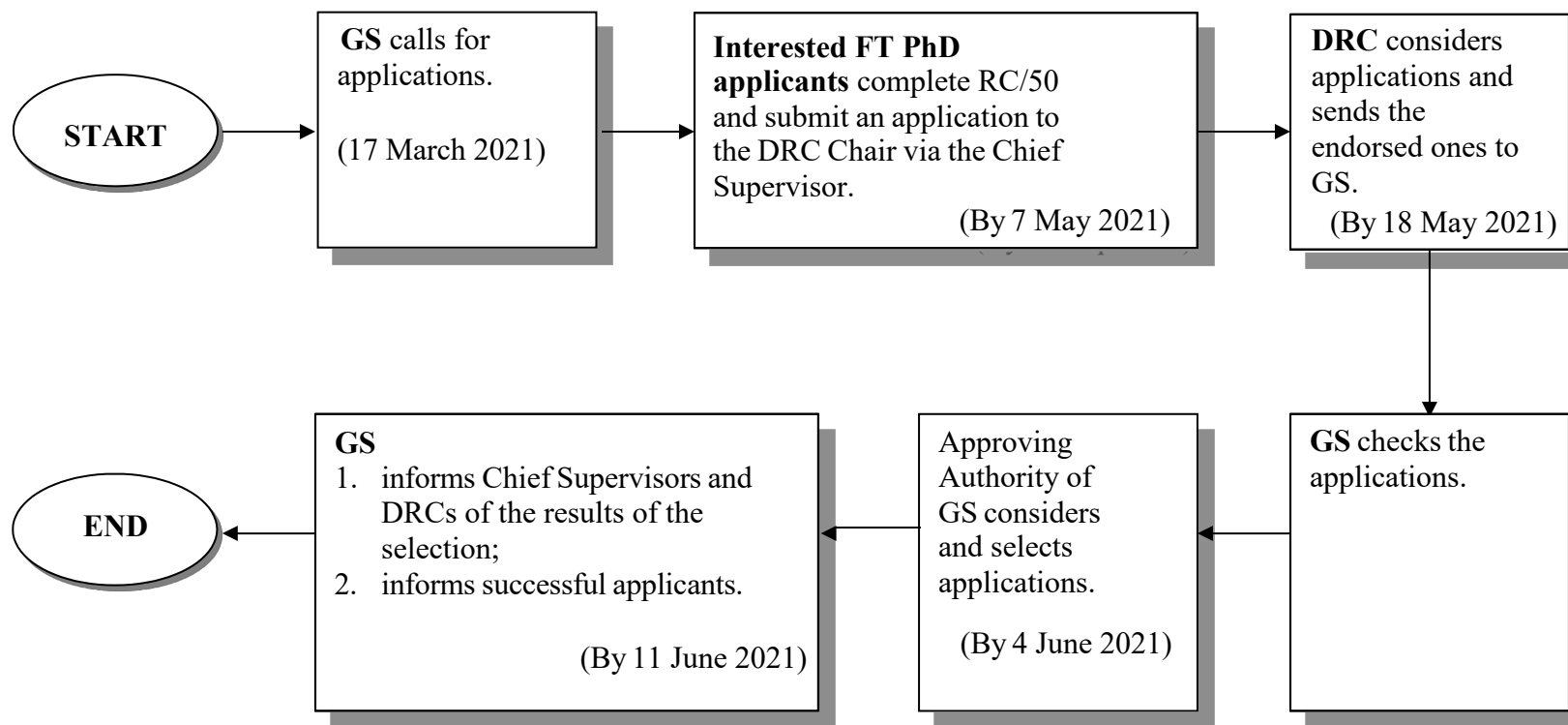
The flowchart for the application procedures is given in Appendix B.

12. **Enquiries**

For enquiries, please contact Ms Autumn Lin at 3400 8409 or Ms Vanessa Kiu at 2766 5021 of the Graduate School.

**APPLICATION PROCEDURES FOR RESEARCH STUDENT ATTACHMENT PROGRAMME
OUTGOING POLYU STUDENTS**

(Note: The dates in brackets are due dates.)



Application for the Research Student Attachment Programme
Outgoing PolyU Students

APPLICATION FORM

Part I : Particulars of the Applicant

Name : _____ (_____)
(English, in block letters – Surname first) (Chinese, if applicable)

Student No. : _____ Department : _____

Nationality : _____ Contact Phone No.: _____

Enrolment Type: Full-time (PhD/HK PhD Fellowship Awardees/Joint PhD/TPS/ IPS)*

Registration confirmed : *Yes/No [Intended to apply confirmation of registration by _____]

Normal Period of Study will end on (DD/MM/YYYY): _____

Chief Supervisor: (Prof./Dr) _____

Co-supervisor(s): (Prof./Dr) _____

*Please delete as appropriate.

Part II : Application History

Application(s) for an attachment granted previously: Yes/No (please delete as appropriate)

If yes, granted in which year(s): Year _____ 1st or 2nd Round (please delete as appropriate)

Total amount of subsistence allowance granted: HK\$ _____

Total amount of travel expenses claimed: HK\$ _____

Part III : Details of the Proposed Attachment Programme

1. Name of the host institution and address:

2. Name(s) and title(s) of the host supervisor(s):
(Please attach a brief CV with a list of representative publications.)

3. Purpose of the proposed attachment:
(A supporting/invitation letter from the host institution specifying the visiting period as well as other details of the proposed visit must be attached.)

Please state the aims and objectives you wish to achieve via the attachment programme.

4. Please provide a detailed attachment plan.

5. Explain **in detail** how the attachment programme will benefit your research studies.

6. Proposed attachment start date:
(Applications for retrospective approval will, in principle, not be considered.)

7. Proposed duration of the attachment programme:
(The duration should fall within the range of three months to one year.)
(The period of the attachment programme should fall within the normal study period.)

8. Registration/tuition fee or other charges imposed by the host institution:
(i) Please attach information on the fee charges imposed by the host institution, if any.
(ii) Please state the reason(s) behind the application in view of the fee charges in (i).
(iii) Please put down "N/A" if not applicable.

Signature of Student :

Date :

Part IV : Comments from the Chief Supervisor:

Signature of Chief Supervisor :

Date :

Part V : Comments from *DRC/FRC/School Board Chair

Signature:

Date :

*DRC/FRC/School Board Chair

(*Note: If the DRC Chair is one of the supervisors, Part V should be completed by the FRC/School Board Chair.)