

## **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**

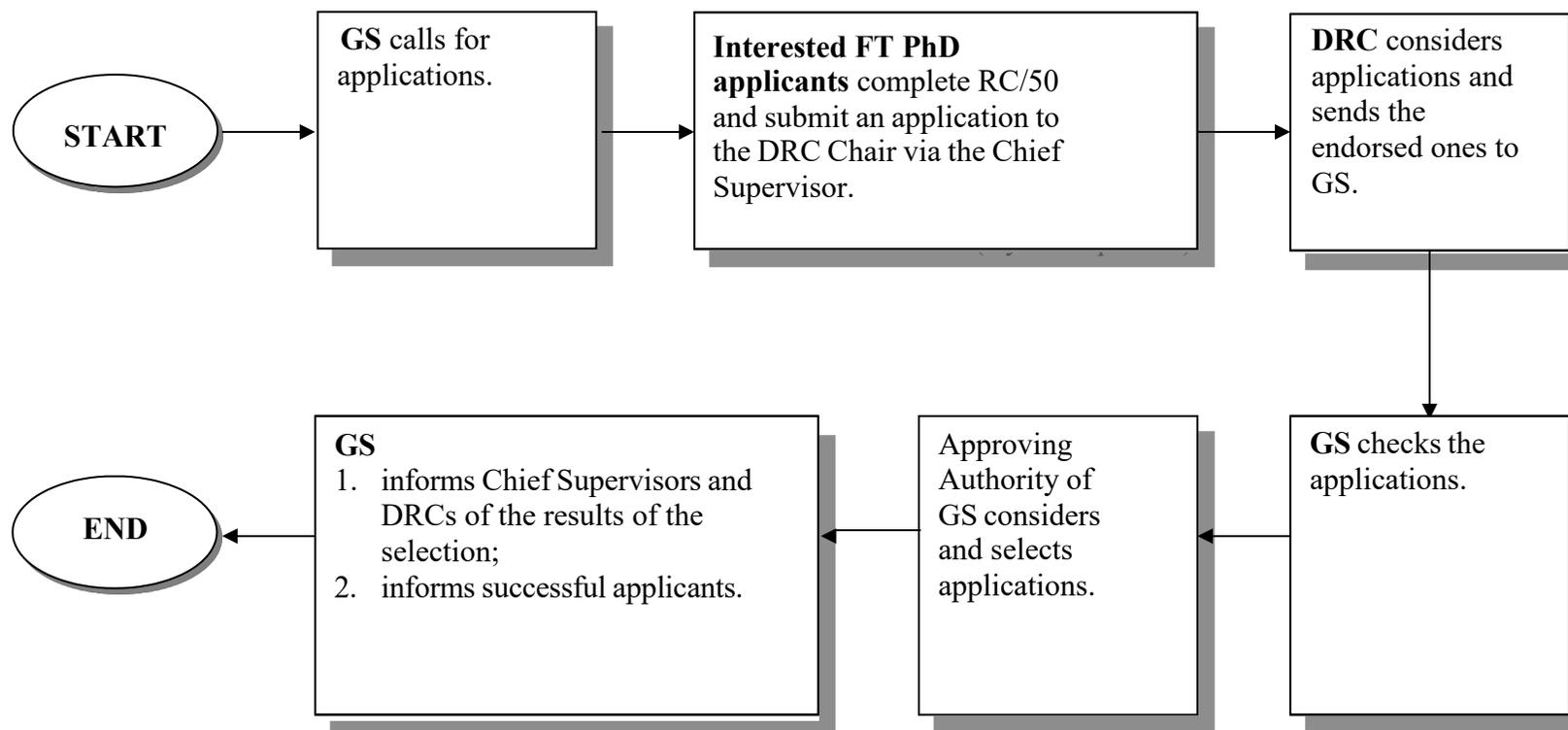
The flowchart for the application procedures is given in Appendix B.

## 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.)



## **Guideline on Research Student Attachment Programme (Incoming)**

In order to promote internationalization, the Research Committee (RC) agreed at its 156th meeting held on 15 March 2007 to support the Research Student Attachment Programme for Incoming Visiting PhD Students. The 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 incoming visiting PhD students being supported in each round of application is not 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**  
The period of attachment will range from a minimum of three months to a maximum of one year.
5. **Studentship/Financial aid**  
No more than HK\$5,000 per month will be granted to each student. Applicants can submit multiple applications. However, regardless of the number of trips approved, the financial aid in supporting living expenses will not exceed the aggregate amount capped at HK\$30,000 for each PhD student, i.e., support for a maximum of six months only will be granted.  
  
Incoming students will be provided an additional HK\$3,960 per month as subsidy for accommodation in Hong Kong. The period of support will be the same as the approved studentship, ranging from three months to a maximum of six months.
6. **Tuition fees**  
Students will not be required to pay tuition fees at PolyU. However, they will have to continue to pay tuition fees, if applicable, to their home institutions.
7. **Selection criteria**
  - Full-time PhD students with substantial international exposure and the potential to contribute to the internationalization of the University
  - Good academic results and publication records [Applicants must submit copies of the transcripts and certificates of academic attainments and other supporting documents. If they are not printed in English or Chinese, they should be accompanied by a certified English translation.]
  - Programme relevance [Applicants must state the purposes of the proposed attachment and submit a supporting letter from the home institution.]
  - Supervisors' recommendations
  - Track records of home supervisor(s) [A brief CV with a list of representative publications of the home supervisor(s) must be attached to the application.]
8. **Accommodation arrangements**  
Incoming non-local applicants are eligible for applying for lodging in PolyU's student halls. However, the lodging period is from December of the current year to July of the following year. Applications for lodging in the PolyU student halls during the peak period from August to November will not be entertained. During the peak period, incoming non-local applicants have to make their own accommodation arrangements in Hong Kong.
9. **Notes to Applicants**  
Applicants should pay attention to the "Notes to Applicants of Research Student Attachment

Programme: Incoming Visiting PhD Students” in Appendix D.

10. **Application procedures**

**A PhD applicant must contact an academic staff member (proposed PolyU supervisor) in the first instance to jointly come up with a proposed attachment programme.**

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

11. **Policy of the Immigration Department**

In identifying suitable candidates, please note the existing policy of the Immigration Department of the HKSAR that applications for study visas from nationals of Afghanistan, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and Vietnam will not be considered. For details, please visit Immigration Department's website at <http://www.immd.gov.hk/eng/services/visas/immigration-entry-guideline.html>

12. **Enquiries**

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Notes to department: Host Departments are reminded to create student record via Student Record System (SRS).

Graduate School

May 2021

## **Notes to Applicants of Research Student Attachment Programme: Incoming Visiting PhD Students**

### **Financial arrangements**

The Graduate School (GS) will write to the Finance Office requesting the issuance of a cash cheque prior to a student's arrival in Hong Kong. Subject to the provision of proof of the insurance coverage (see next section), a cash cheque for the amount the incoming visiting student is granted per month will be presented to him/her upon his/her registration. Subsequently, the student shall pick up the cheques from the GS on a monthly basis until his/her departure from Hong Kong or until the funding is exhausted.

Please note that all incoming visiting students are **NOT** entitled to any leave and they are expected to stay at PolyU during the entire attachment period. The student may be required to return the funding granted, which is calculated on a pro-rata basis, to the University in case the duration of the attachment programme is shortened.

### **Insurance coverage**

Incoming visiting students are required to take out proper insurance policies that provide them with adequate coverage for their entire attachment period before departing for Hong Kong. They must insure themselves against the following:

1. Medical expenses
2. Personal liability
3. Emergency medical evacuation and repatriation of remains

### **Visa application**

Incoming Visiting Students are required to apply for a “**student visa**”.

- Application form for Entry for Study in Hong Kong ID995A can be downloaded from the website of the Hong Kong Immigration Department:  
<http://www.immd.gov.hk/eng/forms/forms/id995a.html>
- They should submit the completed ID995A forms with the following documents to the Hong Kong Immigration Department:
  - an offer letter issued by the GS
  - one passport-sized photograph
  - a copy of his/her passport (with personal particulars)
  - academic proofs/transcripts (with English translation, if applicable)
  - a full CV
  - Application form for Entry for Study (Sponsor) in Hong Kong ID995B [to be completed by the host Department/School]
  - a letter of undertaking
  - Address of the Hong Kong Immigration Department: Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

### **Student ID card**

Upon arrival at PolyU, incoming visiting students should apply for a student ID card from the Academic Registry (AR) via their host Department/School. The card will entitle them to use PolyU's facilities and services.

**APPLICATION PROCEDURES FOR RESEARCH STUDENT ATTACHMENT PROGRAMME**

**INCOMING POLYU STUDENTS**

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

