

Guidelines on Research Student Attachment Programme – Incoming 2023/24 (2nd Round)

1. Introduction to Research Student Attachment Programme – Incoming

Research Student Attachment Programme (RSAP) provides international PhD students with an opportunity for research attachment at PolyU to foster collaborative research. Two rounds of applications are invited each year.

2. Applicant eligibility

- 2.1. Current PhD students with good academic standing, whose home institutions are overseas (except mainland China, Macau and Taiwan), are eligible for application.
- 2.2. Applicants and host supervisors should have common research interests for supervision purposes. For host supervisors at the rank of Research Assistant Professor, joint supervision with academic staff with supervisory experience is required.
- 2.3. Applicants who previously participated in an attachment programme can re-apply.

3. Period of attachment

The period of attachment is from a minimum of three months to a maximum of one year.

4. Application procedures and timeline

- 4.1 Applicants should seek consent from a potential host supervisor prior to application. The research plan and expected outcome must be mutually communicated.
- 4.2 Application can be made via online submission system. The application timeline is presented in the *Appendix*. Required submission documents include:
 - A supporting letter from the home supervisor or the affiliated department/faculty, specifying the full name of PhD student, the name of the home supervisor, the name of the host supervisor, and the period of attachment,
 - A copy of the academic transcript of the applicant,
 - A brief CV of the applicant with a list of representative publications, and
 - A brief CV of the host supervisor with a list of representative publications and PhD student supervision experience.

5. Financial support

- 5.1 Successful applicants are entitled to a subsistence allowance of HK\$12,000 per month (or a daily rate of HK\$400 for a partial month). The maximum allowance is capped at HK\$72,000 per trip, i.e., the maximum amount for six months.
- 5.2 The aggregate amount for subsistence allowance per student is capped at HK\$72,000.
- 5.3 Successful applicants are not required to pay tuition fees to PolyU, but may be required to pay tuition fees to their home institution.
- 5.4 Successful applicants will receive a notice letter from the Graduate School (GS) detailing the application result, period of attachment and the approved financial support. Students must commence their attachment programme within nine months of the date of the notice. Failing that, the approved allowance will be withdrawn.

6. Visa/entry permit to Hong Kong for study

- 6.1 Students should take visa processing time into consideration when proposing the commencement date of the attachment. It normally takes six to eight weeks for approval.
- 6.2 By the [Immigration Guidelines for Entry to Hong Kong](#) by the Immigration Department of the

HKSAR, the application for visa/entry permit for study by nationals of Afghanistan, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and Vietnam will not be considered.

7. **Guidance notes to successful applicants**

Successful applicants should read the “[Notes to Incoming Visiting Students](#)”, detailing financial arrangement, insurance, visa application, accommodation and PolyU student accounts.

8. **Intellectual property rights**

Arrangements regarding intellectual property management can be found on the website of [the Knowledge Transfer and Entrepreneurship Office \(KTEO\)](#). For details, please consult the KTEO by email at info.kteo@polyu.edu.hk

9. **Guidance notes to academic units**

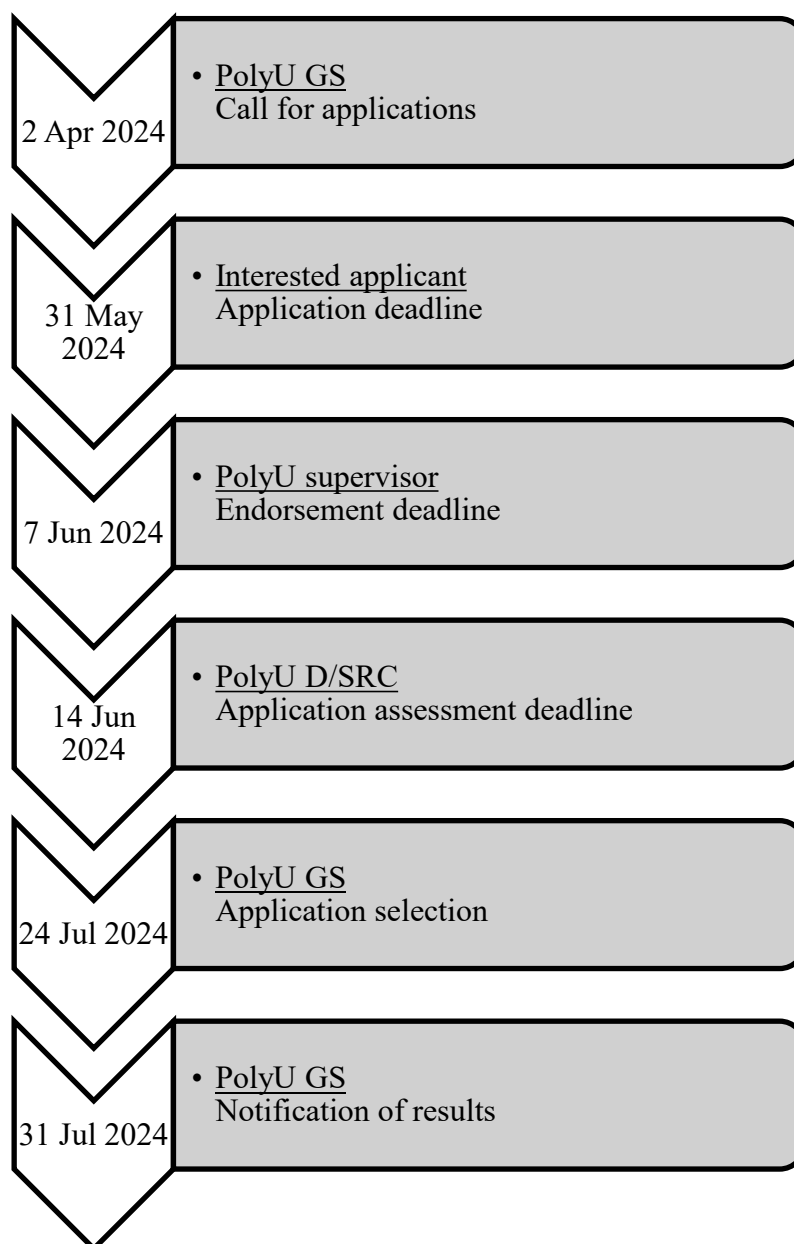
Academic units receiving incoming visiting students should read the “[Notes to Academic Units on Handling Incoming Visiting Students](#)”, detailing arrangement on study visa, pre-arrival preparation, student record, etc.

10. **Enquiries**

For enquiries, please contact the Graduate School by email at gs.attachment@polyu.edu.hk.

In the event of any disputes, the University reserves the right to make the final decision.

Timeline of Application and Selection for Research Student Attachment Programme
2023/24 (2nd Round)



Updated in Feb 2024