

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

1. Introduction to Research Student Attachment Programme – Outgoing

Research Student Attachment Programme (RSAP) provides PolyU PhD students with an opportunity to pursue attachment at international institutions to foster collaborative research, and enhance students' international networking and global vision. Two rounds of applications are invited each year.

2. Application conditions

2.1 Applications must fulfil at least one of the following conditions:

- a) attachment to a university outside their home country, and/or
- b) attachment to a top research institute or lab outside Hong Kong.

Applications from Chinese students for attachment to universities in Mainland China will generally not be supported unless the host unit is a national or international top lab in a specific field. However, an exception applies to applications for attachment to Zhejiang University, which are funded by the Zhejiang University Special Funding Scheme (ZJUSFS) operated within RSAP. Please refer to item 6.1.

3. Applicant eligibility

- 3.1 PhD students with good academic standing are eligible for application.
- 3.2 Applicants and host supervisors should have common research interests for supervision purposes.
- 3.3 Students whose PhD registration is not confirmed may be given a conditional offer to undertake the attachment programme. If they cannot have their PhD registration confirmed before the latest commencement date of the attachment programme, the conditional offer will lapse.
- 3.4 Awardees of the Hong Kong PhD Fellowship Scheme are reminded to note the residence requirement set out in the Terms and Conditions of the Scheme, which specifies “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 Research Grants Council (RGC) has been given upon provision of strong justification by the affiliated university”, and obtain prior approval from the RGC where applicable.
- 3.5 Applicants who previously participated in an attachment programme can re-apply.

4. Period of attachment

- 4.1 The period of attachment is from a minimum of three months to a maximum of one year.
- 4.2 This period of attachment will be counted within the normal study period of the student. The completion date of the attachment programme must not exceed the normal period of study.
- 4.3 For the awardees of the Hong Kong PhD Fellowship Scheme, the minimum period of attachment is 85 days instead of three months.
- 4.4 RSAP is granted for full-time research at the host unit. Students who have a genuine need to attend a conference during the attachment, which is supported by both their home and host supervisors, must obtain prior approval from the Graduate School (GS) by email. If approved, the RSAP subsistence allowance will be reduced based on the number of days away. The period away does not count towards the minimum duration requirement of the attachment.

5. Application procedures and timeline

- 5.1 Applicants should seek the consent of the proposed host supervisor prior to application.
- 5.2 Application can be made via online submission system. The application timeline is presented in the *Appendix*. Required submission documents include:
 - An invitation letter from the host supervisor or host unit, specifying the attachment period;
 - A copy of the academic transcript or assessment results downloaded from eStudent;

- 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.

5.3 For item 2.1(b), applicants should provide evidence, e.g., webpage link, to support that the host is a top research institute or lab in the respective discipline.

6. Financial support

6.1 Successful applicants are entitled to a subsistence allowance of HK\$7,500 per month (or a daily rate of HK\$250 for a partial month). The maximum allowance is capped at HK\$45,000 per trip, i.e., the amount for a maximum of six months.

Notwithstanding the foregoing, PolyU students from the Faculty of Business, the Faculty of Construction and Environment, and the School of Hotel and Tourism Management who attach to Zhejiang University are entitled to a monthly allowance of RMB\$7,500 with a cap of RMB\$45,000 per trip under the ZJUSFS.

6.2 Successful applicants are entitled to a travel allowance capped at HK\$10,000 on a reimbursement basis to cover actual travel expenses incurred. Travel expenses cover a round-trip economy class ticket and connecting transportation by the most direct route to/from the host institution and ticket-related taxes, fees and levies.

6.3 The aggregate amounts for subsistence allowance and travel allowance per student throughout the period of study are capped at HK\$45,000 and HK\$10,000 respectively.

6.4 Successful applicants will continue to receive stipends and pay tuition fees as required by PolyU, if applicable.

6.5 Students are responsible for any tuition and other fees specified by the host university. Students are advised to consult the host supervisor prior to submitting their application.

6.6 Successful applicants must commence their attachment programme within nine months of the date of the notice. Failing that, the approved allowance will be withdrawn.

7. Reimbursement

7.1 Applicants are reminded not to commit any expense until official approval from the GS is granted as well as the visa approval. Such expense will not be reimbursed.

7.2 The financial support will be released in two instalments. Upon receipt of a departure form and supporting documents from students, three-quarters of the approved subsistence allowance will be released before departure.

7.3 The remaining amount of subsistence allowance and travel allowance are reimbursable upon submission of a reimbursement form and required documents, including airfare receipt and boarding passes, after completion of the attachment programme. The actual amount of subsistence allowance is based on the actual attachment duration. All forms are downloadable on the [GS website](#).

7.4 All reimbursement must be made within three months of the completion of the attachment programme.

8. Visa and accommodation arrangements

8.1 Visa and accommodation arrangements are to be made by the students. Students should take visa processing time into consideration when proposing the commencement date of the attachment.

8.2 For the visa application process, certain countries require an official certification of financial support and student status. Students can apply for a testimonial to certify their monthly stipends and student status by “Application for Testimonial” (Form GSB/19) downloadable on the [GS website](#).

9. Credit transfer

Students who have successfully completed research postgraduate subjects outside PolyU may transfer credits in accordance with the University’s procedures governing credit transfer. Students should submit a completed “*Application for Transfer of Credits from Studies Taken Outside PolyU After Admission*” (Form GSB/48) downloadable on the [GS website](#). After the application is endorsed by the Chief Supervisor and D/SRC Chair, and approved by the HoD/DoS, the student record will be updated by the

relevant office.

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. In special circumstances, the ownership of intellectual property rights is subject to mutual agreements between PolyU and the host institution prior to the commencement of the attachment programme. For details, please consult the Knowledge Transfer and Entrepreneurship Office by email at info.kteo@polyu.edu.hk.

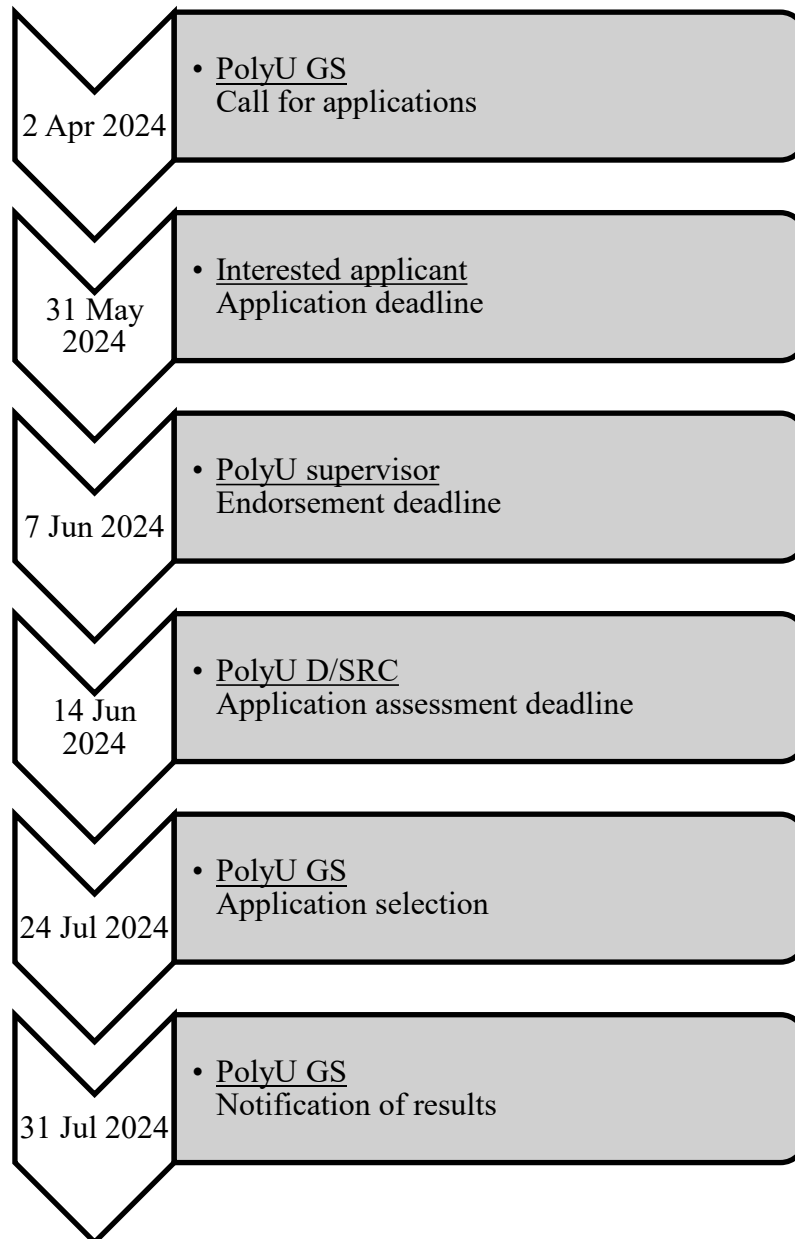
11. **Enquiries**

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.

Updated in Mar 2024

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



Updated in Feb 2024