

## **Guidelines on Research Student Attachment Programme – Outgoing**

### **2023/24**

#### **1. Introduction to Research Student Attachment Programme – Outgoing**

Research Student Attachment Programme (RSAP) provides PhD students with an opportunity for Attachment to Academic Institutions/Research Labs with the objectives to:

- a) enhance international exposure to a new environment outside their home country, and/or
- b) facilitate collaborative research at top academic institutions and research labs outside Hong Kong.

#### **2. Period of attachment**

- 2.1 The period of attachment is from a minimum of three months to a maximum of one year. The completion date of the attachment programme must not exceed the normal period of study.
- 2.2 For the awardees of the Hong Kong PhD Fellowship Scheme, the minimum period of attachment is 85 days instead of three months.
- 2.3 This period of attachment will be counted within the normal study period of the student. The shortening of the study period in Hong Kong cannot be a ground for subsequent appeals.

#### **3. 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 registration is not confirmed may be given a conditional offer to undertake the attachment programme. If they cannot have their 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 have previously completed an attachment programme can re-apply.

#### **4. Application procedures and timeline**

- 4.1 Applicants should seek the consent of the proposed host supervisor prior to application.
- 4.2 For item 1(b), applicants should provide evidence, e.g., university ranking, to support that the host institution is a top academic institution/research lab in the respective discipline.
- 4.3 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 his/her affiliated department/faculty, specifying the full name of PhD student, the name of the host supervisor, and the period of attachment,
  - 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. Financial support**

- 5.1 Successful applicants will continue to receive stipends and pay tuition fees as required by PolyU, if applicable.
- 5.2 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.
- 5.3 Notwithstanding item 5.2, 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 Zhejiang University Special Funding Scheme.

- 5.4 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.
- 5.5 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.
- 5.6 Successful applicants must commence their attachment programme within nine months of the date of the notice letter from the Graduate School (GS) unless special arrangements are announced. Failing that, the approved grant will be withdrawn.

## 6. Reimbursement

- 6.1 Applicants are reminded not to commit any expense until official approval from the GS is granted. You will need to bear the expense in case the application is rejected.
- 6.2 Successful applicants will receive a notice letter from the GS detailing the application result, period of attachment, financial support and reimbursement arrangement. 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. The remaining amount is reimbursable upon submission of a reimbursement form along with boarding passes and required reports after completion of the attachment programme. All forms are downloadable on the [GS website](#).
- 6.3 Travel allowance is reimbursable upon provision of the payment receipt and itinerary.
- 6.4 All reimbursement must be made within three months of the completion of the attachment programme.

## 7. Visa and accommodation arrangements

- 7.1 Visa and accommodation arrangements are to be made by the students.
- 7.2 To apply for the financial testimonial for monthly stipends, students should submit a duly completed “*Application for Testimonial*” (Form GSB/19) downloadable on the [GS website](#).

## 8. 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.

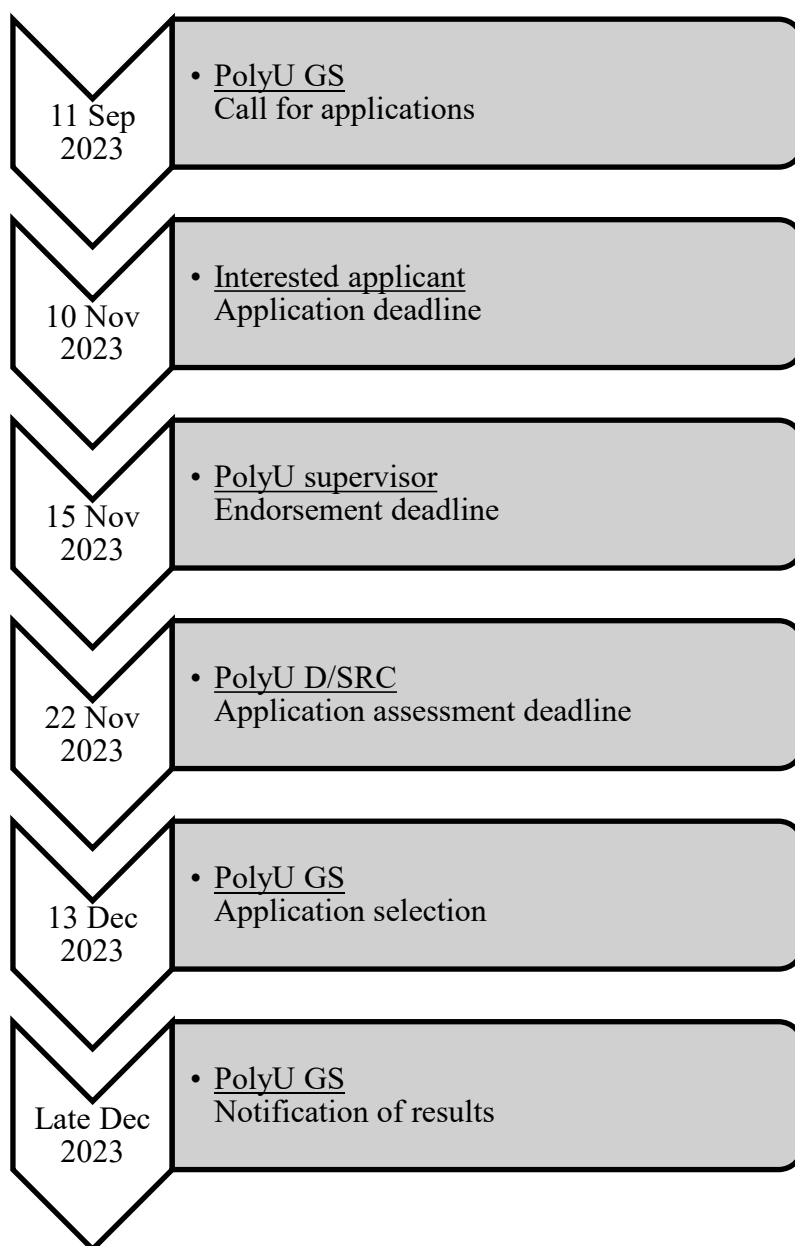
## 9. Intellectual property rights

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](mailto:info.kteo@polyu.edu.hk).

## 10. Enquiries

For enquiries, please contact the Graduate School by email at [gs.attachment@polyu.edu.hk](mailto:gs.attachment@polyu.edu.hk).

Timeline of Application and Selection for Research Student Attachment Programme  
2023/24 (1<sup>st</sup> Round)



Updated in Jul 2023