





## User Guide for RSAP Application Submission System - Incoming



1. Click the online application link: [https://www.polyu.edu.hk/gs/prospective-students/rsap\\_incoming/](https://www.polyu.edu.hk/gs/prospective-students/rsap_incoming/).
2. Fill in the online application form and upload the required supporting documents.
3. Provide host co-supervisor information (academic staff with supervisory experience) if the proposed PolyU host supervisor is at the rank of Research Assistant Professor.

**\*\*Please seek consent from the proposed host supervisor before application.**


Part 3: Details of the Proposed Host Supervisor(s)	
Department	<div>Department of Computing</div>
Name of the proposed PolyU host supervisor	<div>e.g. Dr. [REDACTED]</div>
Post of the proposed PolyU host supervisor	<div>e.g. Research Assistant Professor</div> 
Email Address of the proposed PolyU host supervisor	<div>e.g. [REDACTED]@polyu.edu.hk</div>
Name of the proposed PolyU host co-supervisor	<div>e.g. Dr. [REDACTED]</div> 
Post of the proposed PolyU host co-supervisor	<div>e.g. Assistant Professor</div> 
Email address of the proposed PolyU host co-supervisor	<div>e.g. [REDACTED]@polyu.edu.hk</div> 

4. Crosscheck <https://research.polyu.edu.hk/> for the particulars of the PolyU supervisor(s).

- Specify the attachment period or duration in the supporting letter which should be consistent with the proposed attachment period and duration stated on the application form.

Proposed attachment period (DD/MM/YYYY to DD/MM/YYYY)	
The proposed period must be consistent with the period in the supporting letter Retrospective applications will, in principle, not be considered	
e.g. 1/12/2023 to 31/05/2024	
Proposed duration of the attachment programme (in months)	
The duration should fall within the range of three months to one year	
e.g. 6 months	
<b>Part 5: Supporting Documents</b>	
A brief CV of the applicant with a list of representative publications	
Choose File	No file chosen
Remark: Only accept one PDF file without any password or encryption.	
Academic transcript	
Choose File	No file chosen
Remark: Only accept one PDF file without any password or encryption.	
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	
Choose File	No file chosen
Remark: Only accept one PDF file without any password or encryption.	

- Check all the application details provided before you proceed to submit the application.
- Click "Submit" to confirm your application submission.
- You will receive the below confirmation email after submission.

Thank you for your application for Research Student Attachment Programm	
	GS Attachment Programme [GS] To [Student]
Dear student,	
Thank you very much for your application for the Research Student Attachment Programme 2022/23 (2ndRound).	
We have received your application and it will be submitted to your proposed PolyU supervisor for endorsement.	
We will contact you if we need more information. Should you have questions, please contact GS at <a href="mailto:gs.attachment@polyu.edu.hk">gs.attachment@polyu.edu.hk</a> .	
Regards Graduate School	

- If you wish to make amendments to the application or update the supporting documents, please contact your PolyU host supervisor or GS at [gs.attachment@polyu.edu.hk](mailto:gs.attachment@polyu.edu.hk).