**Research Student Attachment Programme (RSAP) - Outgoing  
Reimbursement Form**

Please complete and return this form together with the required documents to the Graduate School within 3 months after programme completion by email to [gs.attachment@polyu.edu.hk](file:///\\NSF-DEPT4.its.polyu.edu.hk\GS\Student%20Development\Student%20Activities\Attachment%20or%20Exchange%20Programme\Research%20Student%20Attachment%20Programme\2022-23%20(1st%20Round)\Draft%20guidelines\Forms%20for%20Outgoing%20Students\gs.attachment@polyu.edu.hk).

Incomplete application form or with missing supporting documents and signature will NOT be processed.

If you are concurrently awarded the PolyU PhD Scholars International Collaborative Research Fellowship (ICRF) for the same visit, you are only required to submit the RSAP Reimbursement Form.

**Required supporting documents:**

Completion report *(see template in Annex I)*

Confirmation of attachment period certified by the host supervisor *(see template in Annex II)*

Copy of flight receipts, boarding passes, train tickets, if any

**PART A. PARTICULARS**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name |  | Student ID |  |
| Host Institution |  | | |
| Actual Attachment Commencement Date\* |  | Actual Attachment Completion Date\* |  |

*\*The dates specified must be consistent with the confirmation of attachment period certified by the host supervisor.*

**PART B. REQUEST FOR RELEASE OF FINANCIAL SUPPORT**

|  |  |
| --- | --- |
| I request to release financial support for: | 25% of the subsistence allowance  travel allowance |
|  | Applicable for ICRF awardees for the same visit only:  the ICRF grant |
| Remarks, e.g., *leave period for* ***conference attendance during the attachment***: | |

**PART C. DECLARATION**

I declare that the information given in this report is accurate and complete, and understand that any misrepresentation will lead to my being required to refund in full the financial support in support of this attachment programme to the University.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name |  | Signature |  | Date |

**PART D. ENDORSEMENT BY POLYU CHIEF SUPERVISOR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name |  | Signature |  | Date |

Updated in Nov 2024

Annex I

**Research Student Attachment Programme (RSAP) – Outgoing**

**Completion Report**

Please complete and return this report to the Graduate School within 3 months after programme completion along with Reimbursement Form by email to [gs.attachment@polyu.edu.hk](mailto:gs.attachment@polyu.edu.hk).

**Required supporting documents:**

At least two meaningful photos taken during the attachment (self-portrait with host university or department logo, photo of your cultural exploration)

**PART A. REFLECTION (~500 words)**

1. Name of the Host University:
2. What major research progress have you achieved during the attachment programme?
3. In what ways has the RSAP benefited your research? Consider aspects such as research collaboration, learning environment, personal growth, and inspiration.
4. What is the most valuable experience during the attachment programme?

**PART B. STUDENT FEEDBACK** (1=Strongly disagree, 5=Strongly agree)

1. How useful do you think this learning experience was for you?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

1. How likely would you recommend RSAP to other students?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

1. How did you learn about RSAP?

|  |  |  |  |
| --- | --- | --- | --- |
| Graduate School email | Graduate School website | Social media | |
| Referral from supervisor | Referral from fellow students | Others: |  |

**PART C. PROMOTIONAL CONSENT**

I agree that the Graduate School may use the content of the report and the photos for the purpose of promoting RSAP in various promotional materials.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Student Name |  | Signature |  | Date |

**PART D. POLYU SUPERVISOR FEEDBACK** (1=Strongly disagree, 5=Strongly agree)

1. Comments / Suggestions:
2. Was the outcome of the attachment programme satisfactory?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Supervisor Name |  | Signature |  | Date |

Updated in Sep 2024

Annex II

**Research Student Attachment Programme (RSAP) - Outgoing  
Confirmation of Attachment Period**

This form is to be completed by Host Supervisor.

Please complete and return this form to the Graduate School along with Reimbursement Form by email to [gs.attachment@polyu.edu.hk](mailto:gs.attachment@polyu.edu.hk).

|  |
| --- |
| I certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ commenced the attachment programme |
| Name of visiting student |
| on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| Date Date |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of host supervisor |  | Signature |  | Date |