**Form JointPDF\_Report**

(Sep 2023)

**THE HONG KONG POLYTECHNIC UNIVERSITY**

**JOINT POSTDOC SCHEME WITH NON-LOCAL INSTITUTIONS**

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| Notes: 1. Interim report should be submitted with DRC’s endorsement **within one month** after completion of the initial 18 months of the Fellowship.
2. Final report should be submitted with DRC’s endorsement **within two months** after the completion, i.e., 36 months, of the Fellowship.
3. A **certificate of appointment** stating the period of appointment at the non-local institution should be attached to the **Interim Report** and/or **Final Report,** where appropriate, as a supplementary document.
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| *Please “√” the appropriate box* |
|  | This is the Interim Report on the following project. |
|  |  |
|  | This is the Final Report on the following project. |

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| **Section A – Project Details** |

1. **Project Details**

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| Project Title |  |
|  |
| PGMS Project ID |  |  |

1. **Project Team\***

|  |  |  |
| --- | --- | --- |
| **Name** | **Dept/ Non-local Institution** | **Role** |
|  |  | PI |
|  |  | Co-I |
|  |  | Postdoctoral Fellow |

*\*Please add additional row as appropriate.*

1. **Appointment Pattern (Please provide the most updated dates and period)**

 *Please put a tick in the appropriate box and fill in the appointment periods (dd/mm/yyyy).*

|  |  |
| --- | --- |
| Appointment pattern  | Total 36 Months |
| A |  |  |  | Non-local Institution*(at least 9 months of continuous appointment)* | PolyU*(18 months of continuous appointment)* | Non-local Institution*(remaining months of continuous appointment)* |
|  |  | From |  |  |  |
|  |  | To |  |  |  |
| B |  |  |  | Non-local Institution / PolyU\**(18 months of continuous appointment)*  | PolyU / Non-local Institution\**(18 months of continuous appointment)*  |
|  | From |  |  |
|  | To |  |  |

*\*Please delete as appropriate.*

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| **Section B – Report**  |

1. For Interim Report, please include the following aspects:
2. Details of the project;
3. Research progress and latest achievements;
4. Summary of objectives achieved; and
5. Work expected to be performed in the next stage of the Fellowship.
6. For Final Report, please include the following aspects:
7. Details of the project;
8. Summary on the research; and
9. Major achievements and findings.

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| **Section C – Signature** |
| Signature |  |  | Date |  |
|  | (Principal Investigator) |  |  |  |
| Signature |  |  | Date |  |
|  | (Co-Investigator, Non-local Institution) |  |  |  |
| Signature |  |  | Date |  |
|  | (Co-Investigator, PolyU, if any) |  |  |  |

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| **Section D – Endorsement** |

1. To be completed by Departmental Research Committee/School Research Committee

I **endorse / do not endorse\*** the above report of the project.

*Please send this report to RIO for further action.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |
|  | (Chair, Departmental/School Research Committee) |  |  |

\*\*\*Section D2 is required only if the DRC Chair is the PI or a member of the project team.\*\*\*

1. To be completed by Faculty Research Committee/School Dean

I **endorse / do not endorse\*** the above report of the project.

*Please send this report to RIO for further action.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |
|  | (Chair, Faculty Research Committee/School Dean) |  |  |

*\* Please delete as appropriate.*