

Dear Colleagues

**Subject: Research Student Attachment Programme 2016/17 (In-coming Visiting PhD Students: 1<sup>st</sup> Round)**

In order to promote internationalisation, the Research Committee (RC) agreed at its 156th meeting held on 15 March 2007 to support the Research Student Attachment Programme for In-coming Visiting PhD Students. The details are as follows:

1. **Areas of research**  
Students in any discipline are eligible for application.
2. **Number of student places**  
The number of in-coming Visiting PhD Students being supported in each round of application is not specified. The Selection Panel will decide the number of successful applications taking into consideration, among other things, the amount of funding available.
3. **Distribution of student places**  
Student places will be distributed through an open bidding process.
4. **Period of attachment**  
The period of attachment will range from a minimum of three months to a maximum of one year.
5. **Studentship/Financial aid**  
No more than HK\$5,000 per month will be granted to each student. Applicants can submit multiple applications. However, regardless of the number of trips approved, the financial aid in supporting living expenses will not exceed the aggregate amount capped at HK\$30,000, i.e., support for a maximum of six months only will be granted.
6. **Tuition fees**  
Students will not be required to pay tuition fees at PolyU. However, they will have to continue to pay tuition fees, if applicable, to their home institutions.
7. **Selection criteria**
  - PhD students with substantial international exposure and the potential to contribute to the internationalisation of the University
  - Good academic results and publication records (Applicants must submit copies of the certificates of academic attainments and other supporting documents.)
  - Programme relevance (Applicants must state the purposes of the proposed attachment and submit a supporting letter from the home institution.)
  - Supervisors' recommendations
  - Track records of home supervisor(s) [A brief CV with a list of representative publications of the home supervisor(s) must be attached to the application.]
8. **Accommodation arrangements**  
Applicants will be required to make their own accommodation arrangements.
9. **Notes to Applicants**  
Applicants should pay attention to the "Notes to Applicants" in Appendix A.
10. **Application procedures**  
A PhD applicant must contact an academic staff member (proposed PolyU supervisor) in the first instance to jointly come up with a proposed attachment programme. S/he should complete and submit an application to the DRC Chair via the proposed PolyU supervisor **on or before 30 September 2016** using the application Form RC/51 (see attachment 4). Departments, the SD and

SHTM are invited to submit the endorsed applications to the Research Office **on or before Friday, 7 October 2016** for the consideration of the Selection Panel. The number of applications to be submitted to the Research Office is not limited. However, applications received after the deadline will only be considered in the next round of application in year 2016/17, i.e., March/April 2017.

The flowchart for the application procedures is given in Appendix B.

**11. Policy of the Immigration Department**

In identifying suitable candidates, please note the existing policy of the Immigration Department of the HKSAR that applications for study visas from nationals of Afghanistan, Cambodia, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and Vietnam will not be considered. For details, please visit the Immigration Department's website: <http://www.immd.gov.hk/eng/services/visas/immigration-entry-guideline.html>

**12. Enquiries**

For enquiries, please contact my colleague Ada at 27665018 or email her at [ada.wk.so@polyu.edu.hk](mailto:ada.wk.so@polyu.edu.hk).

Virginia Cheng (Dr)  
Head  
Research Office

**Notes to Applicants of Research Student Attachment Programme:  
In-coming Visiting PhD Students**

**Student ID card**

In-coming Visiting Students should apply upon arrival for a student ID card from the Research Office (RO). The card will entitle him/her to use PolyU's facilities and services.

**Financial arrangements**

The RO will write to the Finance Office requesting the issuance of a cash cheque prior to a student's arrival in Hong Kong. Subject to the provision of proof of the insurance coverage (see next section), a cash cheque for the amount the in-coming Visiting Student is granted per month will be presented to him/her upon his/her registration and request for the student ID card. Subsequently, the student shall pick up the cheques from the RO on a monthly basis until his/her departure from Hong Kong or until the funding is exhausted.

Please note that all in-coming Visiting Students are not entitled to any leave and they are expected to stay at PolyU during the entire attachment period. The student may be required to return the funding granted, which is calculated on a pro-rata basis, to the University in case the duration of the attachment programme is shortened.

**Insurance coverage**

In-coming Visiting Students are required to take out proper insurance policies that provide them with adequate coverage for their entire attachment period before departing for Hong Kong. They must insure themselves against the following:

1. Medical expenses
2. Personal liability
3. Emergency medical evacuation and repatriation of remains

**Visa application**

In-coming Visiting Students are required to apply for a "student visa".

- Application form for Entry for Study in Hong Kong ID995A can be downloaded from the website of the Hong Kong Immigration Department:  
<http://www.immd.gov.hk/eng/forms/forms/id995a.html>

- They should submit the completed ID995A forms with the following documents to the Hong Kong Immigration Department:
  - an offer letter issued by the RO
  - one passport-sized photograph
  - a copy of his/her passport (with personal particulars)
  - academic proofs/transcripts (with English translation, if applicable)
  - a full CV
  - Application form for Entry for Study (Sponsor) in Hong Kong ID995B [completed by the RO]
  - a letter of undertaking issued by the RO
  - Address of the Hong Kong Immigration Department: Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

**APPLICATION PROCEDURES FOR RESEARCH STUDENT ATTACHMENT PROGRAMME  
IN-COMING VISITING PHD STUDENTS**  
(Note: The dates in brackets are due dates.)

