

Guideline on Research Student Attachment Programme (Incoming)

In order to promote internationalization, the University agreed to support Research Student Attachment Programme for Incoming Visiting PhD Students. The details are as follows:

1. **Areas of research**
PhD Students in any discipline are eligible for application.
2. **Number of student places**
The number of incoming visiting PhD students being supported in each round of application is not specified. The Approving Authority 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. **Financial aid**
A monthly allowance of HK\$8,960 will be granted to each student. Applicants who have applied for the attachment programme before can submit new application. However, regardless of the number of trips approved, the financial aid in supporting living expenses will not exceed the aggregate amount capped at HK\$53,760 for each PhD student, 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**
 - Full-time PhD students with substantial international exposure and the potential to contribute to the internationalization of the University
 - Good academic results and publication records [Applicants must submit copies of the transcripts and certificates of academic attainments and other supporting documents. If they are not printed in English or Chinese, they should be accompanied by a certified English translation.]
 - 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**
Incoming applicants can make their own accommodation arrangements or apply for lodging in PolyU's student halls. However, the lodging period is from December of the current year to July of the following year. Applications for lodging in the PolyU student halls during the peak period from August to November will not be entertained.
9. **Notes to Applicants**
Applicants should pay attention to the "Notes to Applicants of Research Student Attachment

Programme: Incoming Visiting PhD Students” in Appendix D.

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.

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

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, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and Vietnam will not be considered. For details, please visit Immigration Department's website at

<https://www.immd.gov.hk/eng/services/visas/immigration-entry-guideline.html>

12. **Enquiries**

For enquiries, please contact Ms Autumn Lin at 3400 8409 or Ms Chelsea Shing at 3400 3632 of the Graduate School.

Notes to department: Host Departments are reminded to create student record via Student Record System (SRS).

September 2021

Notes to Applicants of Research Student Attachment Programme: Incoming Visiting PhD Students

Financial arrangements

The Graduate School (GS) 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 incoming visiting student is granted per month will be presented to him/her upon his/her registration. Subsequently, the student shall pick up the cheques from the GS on a monthly basis until his/her departure from Hong Kong or until the funding is exhausted.

Please note that all incoming 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

Incoming 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

Incoming 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 GS
 - 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 [to be completed by the host Department/School]
 - a letter of undertaking
 - Address of the Hong Kong Immigration Department: Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

Student ID card

Upon arrival at PolyU, incoming visiting students should apply for a student ID card from the Academic Registry (AR) via their host Department/School. The card will entitle them to use PolyU's facilities and services.

When the incoming students have arrived at PolyU, they shall activate their NetID and settle the caution money. A guideline on “how to activate your PolyU account, email account and settlement of caution money” is enclosed.

Activate Your PolyU Account, Email Account and Settlement of Caution Money

Full Name: xxxxxxxxxxxx
PolyU Student ID: 20100000X
Programme Code: xxxxxxxxxxxx

Activate your Student ID & Email Account

Follow the instruction **HERE** (*link embedded*) to activate your PolyU NetID and PolyU Connect email account. (You need your student number, HKID/Passport/Mainland ID number and PolyU Programme code for the activation).

Settlement of Caution Money

- * Refer to **HERE** (*link embedded*) for the instructions on how to download the debit note
- * Settle the payment by presenting the debit note at Hang Seng Bank on campus, pay by cash and obtain the payment receipt
- * Write down your name and student ID number on the receipt

	Useful website	URL	Information available
(1)	eStudent	https://www38.polyu.edu.hk/eStudent/	Update personal particulars, opt to receive direct marketing information [^]

[^] Direct marketing information refers to information on activities and services which may enrich students' study and their student life but are not compulsory as part of their study. It will include information such as scholarship application, exchange programmes, placement opportunities, seminars, workshops, privileges and special offers to students.

**APPLICATION PROCEDURES FOR RESEARCH STUDENT ATTACHMENT PROGRAMME
 INCOMING POLYU STUDENTS**

(Note: The dates in brackets are due dates.)

