

Letter template for collaborating university to appoint PolyU staff as Co-supervisor  
(MUST contain all the required information as shown in the template)

---

- Letterhead of the collaborating university -

[Date]

[Name of PolyU's supervisor]  
[Department of PolyU's supervisor]  
The Hong Kong Polytechnic University  
Hong Kong

Dear [Name of PolyU's supervisor]

This is to confirm your appointment as the Co-Supervisor of the following PhD student:

Name	[Mr S. Y. Dong]
Department	[Department of Civil Engineering]
PhD study period	[1 September 2021 – 31 August 2025 (it should tally with that in the CV of the PhD student)]
Project title	[XXXX]
Chief Supervisor	[Prof. Qin Zhu WU]

Your appointment will be effective until the completion of the student's studies. Your responsibilities include the following:

- Jointly supervise the captioned student when student conducts research at PolyU and continue to act as the Co-supervisor of the student until the student's graduation
- [XXXX]
- [XXXX]

Yours sincerely

[Name of the Head of department of the collaborating university]

[Department of the collaborating university]

[Name of the collaborating university]

[Stamp of  
department of  
the  
collaborating  
university]