

Guidelines on Research Student Attachment Programme – Incoming 2024/25 (1st Round)

1. **Introduction to Research Student Attachment Programme – Incoming**
Research Student Attachment Programme (RSAP) provides international PhD students with an opportunity for research attachment (hereafter “attachment”) at PolyU to foster collaborative research. Two rounds of applications are invited each year.
2. **Applicant eligibility**
 - 2.1. Current PhD students with good academic standing, whose home institutions are overseas (except Mainland China, Macau and Taiwan), are eligible for application.
 - 2.2. The applicant and the host supervisor should have common research interests to ensure high-quality supervision. For host supervisors at the rank of Research Assistant Professor, joint supervision with academic staff with supervisory experience is required.
 - 2.3. Students who previously received financial support from RSAP cannot re-apply.
3. **Period of attachment**
 - 3.1. The duration of attachment is from a minimum of three months to a maximum of one year.
 - 3.2. Successful applicants should commit to full-time research at PolyU and adhere to the approved attachment duration. In the event of a change in the attachment duration, prior approval from the host supervisor must be sought by email, and the Departmental/School Research Committee (D/SRC) should be copied. Students should forward the written approval to the Graduate School (GS) for the record.
4. **Application procedures and timeline**
 - 4.1 Applicants should seek consent from a potential PolyU host supervisor prior to application. The research plan and expected outcome must be mutually agreed.
 - 4.2 Application can be made via online submission system. The application timeline is presented in the *Appendix*. Required submission documents include:
 - A supporting letter from the home supervisor or the affiliated department/faculty, specifying the full name of PhD student, the name of the home supervisor, the name of the host supervisor, and the attachment period;
 - A copy of the latest academic transcript of the applicant;
 - A brief CV of the applicant with a list of representative publications; and
 - A brief CV of the host supervisor with a list of representative publications and PhD student supervision experience.
5. **Financial support**
 - 5.1 Successful applicants will be offered a subsistence allowance of HK\$400 per day. The maximum allowance is capped at HK\$72,000, i.e., the amount for a maximum of 180 days.
 - 5.2 The RSAP subsistence allowance will be paid out in two instalments, at mid-term and completion, subject to satisfactory assessment of performance from the host supervisor. Payment will be issued in the form of a cash cheque.
 - 5.3 Any visiting period before the issue date of the offer letter is not eligible for retroactive financial support.
 - 5.4 Successful applicants are not required to pay tuition fees to PolyU, but may be required to pay tuition fees to their home institution.
 - 5.5 Successful applicants will receive an offer letter from the GS detailing the application result,

period of attachment and the approved financial support. Students must commence their attachment within nine months of the date of the notice. Failing that, the approved allowance will be withdrawn automatically.

6. Visa/entry permit to Hong Kong for study

- 6.1 Students should take visa processing time into consideration when proposing the commencement date of the attachment. It normally takes six to eight weeks for approval.
- 6.2 Per the [Immigration Guidelines for Entry to Hong Kong](#) by the Immigration Department of the HKSAR, the application for visa/entry permit for study by nationals of Afghanistan, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and Vietnam will not be considered. -

7. Intellectual property rights

Arrangements regarding intellectual property management can be found on the website of [the Knowledge Transfer and Entrepreneurship Office \(KTEO\)](#). For details, please consult the KTEO by email at info.kteo@polyu.edu.hk

8. Guidance notes to successful applicants

Successful applicants should read the “[Notes to Incoming Visiting Students](#)”, detailing financial arrangement, insurance, visa application, accommodation and PolyU student accounts.

9. Guidance notes to academic units

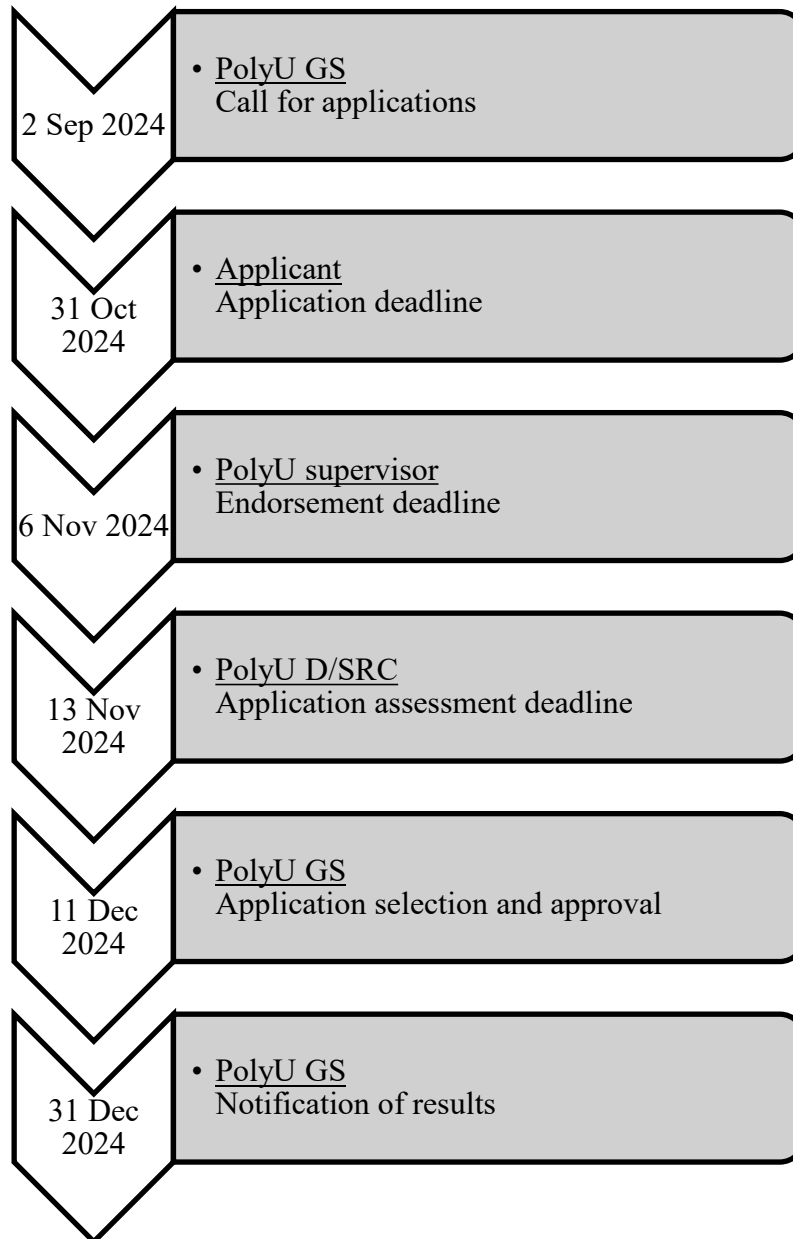
Academic units receiving incoming visiting students should read the “[Notes to Academic Units on Handling Incoming Visiting Students](#)”, detailing arrangement on study visa, pre-arrival preparation, student record, etc.

10. Enquiries

For enquiries, please contact the Graduate School by email at gs.attachment@polyu.edu.hk.

In the event of any disputes, the University reserves the right to make the final decision.

Timeline of Application and Selection for Research Student Attachment Programme
2024/25 (1st Round)



Updated in May 2024