



The Chinese University of Hong Kong

**Internationalisation Faculty Mobility Schemes  
Bilateral Teaching Exchange Programme  
Guidelines for Outbound and Inbound Applicants**

**Applications are accepted all year round**

The Bilateral Teaching Exchange Programme aims to strengthen the international teaching experience and exposure of CUHK faculty members by supporting term-time teaching opportunities at overseas universities.

Under the programme, a faculty member at CUHK will invite his/her counterpart from an equivalent department/school at an overseas university to teach at least one UGC-funded undergraduate or research postgraduate course and undertake research for one term at CUHK. In return, the CUHK faculty member will undertake at least one teaching course and conduct research at the host university for one term.

Individual faculty members at CUHK are encouraged to make use of this programme and actively seek teaching exchange opportunities. **No exchange agreement is needed** with the counterpart's home institution in order to engage in this programme.

**Scope of Support**

- a) The selected outbound CUHK faculty members and inbound visiting faculty members will each be provided with a monthly allowance of HK\$20,000 for up to five months to cover their airfare and accommodation during the exchange period.
- b) CUHK faculty members will continue to receive their salary and will not receive any remuneration from the host university. They will also continue to enjoy their allowance/benefits while on exchange under the programme<sup>1</sup>. Faculty members from the partner university will not receive any salary/remuneration from CUHK.
- c) Participating faculty members from CUHK and the partner university will be responsible for the associated costs incurred from the exchange including, but not limited to, general living expenses, local transportation, visa application, and personal health and hospitalisation insurance coverage.

**Eligibility**

- a) Academic staff members holding full-time employment from all disciplines are welcome to apply.
- b) The exchange may not necessarily take place at the same time but it must be completed within 18 months from the first visit.
- c) The applications (inbound/outbound) must be endorsed by the relevant heads of departments/units and faculty deans/directors of institutes to confirm that on-going collaboration in the proposed research area will be supported.
- d) Award holders are required to remain in service for not less than a year after completion of their proposed visits.

**Other Arrangements**

- a) Award holders will be responsible for arranging the practicalities of the visit, including but not limited to, traveling plans, visa application, accommodation, and personal health and hospitalisation insurance coverage as required.
- b) CUHK award holders will normally be covered under the "CUHK's Group Travel Insurance (Staff)". Details of the plan can be found at <https://www.bur.cuhk.edu.hk/insurance/group-travel-2/>. Award holders are advised to purchase additional travel insurance as deemed necessary<sup>2</sup>.

**Application Procedures**

- a) At the time of application, an outbound CUHK faculty member **must have lined up his/her counterpart from an equivalent overseas department/school who will teach at least one UGC-funded undergraduate or research postgraduate course and undertake research for one term at CUHK** while he/she will take up at least one teaching course and conduct research at the host

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<sup>1</sup> Salary and allowance/benefits are provided on the ground of applicable type(s) of leave being granted. Please refer to the Staff Handbook for the relevant regulations on academic leave and other types of leave as needed.

<sup>2</sup> Award holders are responsible for purchasing adequate insurance to cover for their visits. The University is not liable for any loss, damage, cost, or expense whatsoever incurred by or attributable to any action or omission by any of the award holders in accordance with this programme.

university for one term. The outbound CUHK faculty member should submit his/her application to his/her department chairman, while the inbound visiting faculty member should submit his/her application to the chairman of the host department at CUHK. At the same time, the applicants should provide a copy of the applications to the Office of Academic Links for advance information.

- b) Applicants should complete the application form with the following supporting documents:
- i) Outbound CUHK faculty member:
    - Invitation letter from the host institution (The host should clearly specify his/her involvement in the applicant's visit, in addition to the logistics support he/she will provide to the applicant).
    - Applicant's Curriculum Vitae with publication records.
    - Copy of notification of financial support for the proposed visit and research collaboration with the host institution, if any.
  - ii) Inbound visiting faculty member:
    - Invitation letter from the CUHK host department/collaborator (The host should clearly specify his/her involvement in the applicant's visit, in addition to the logistics support he/she will provide to the applicant).
    - Applicant's Curriculum Vitae with publication records.
    - Copy of notification of financial support for the proposed visit and research collaboration with CUHK, if any.
- c) The department chairman at CUHK should submit the outbound and inbound applications in a pair for approval by the **Department Academic Personnel Committee (DAPC)**.
- d) DAPC should submit the approved applications to the **Faculty Academic Personnel Committee (FAPC)** for endorsement. FAPC should submit the endorsed applications to OAL (c/o Ms. Olivia Kwok – Bilateral Teaching Exchange Programme).

A detailed **flowchart** of the application procedures is available at [www.oal.cuhk.edu.hk/files/docs/app\\_forms/bilateral-teaching-flowchart.pdf](http://www.oal.cuhk.edu.hk/files/docs/app_forms/bilateral-teaching-flowchart.pdf). Incomplete applications will not be considered.

To download the application forms, please click [here](#).

### **Selection Procedures**

- a) The Office of Academic Links will collect the nominations from the respective FAPCs for selection by the University Academic Personnel Committee (UAPC).
- b) Selection for the Bilateral Teaching Exchange Programme will be made by the UAPC, which reserves final authority over the selection of candidates taking into account recommendations from the applicants' respective FAPCs and the availability of funds. The decision of the UAPC will be final and will not be open for appeal. Documents submitted will not be returned. Applicants not selected are welcome to respond to future calls for application.

### **Post-Visit Report**

Award holders are required to submit a post-visit report within 30 days upon completion of the visit. The report should be endorsed by the appropriate authority of the home and host universities. To access the "Post-Visit Report Form", please click [here](#).

### **Enquiries**

For enquiries, please contact Ms. Olivia Kwok, Office of Academic Links, on 3943-1315 or at [oliviakwok@cuhk.edu.hk](mailto:oliviakwok@cuhk.edu.hk).

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