



The Chinese University of Hong Kong

**Internationalisation Faculty Mobility Scheme 2019-20
Short-term Faculty Exchange Programme (Outbound)
Guidelines for Applicants**

Deadline: 6 November 2019, Wednesday

The Short-term Faculty Exchange Programme is part of CUHK's ongoing drive to expand its network with international partners by supporting the **development of individual research**. It also fosters stronger ties between faculty members of CUHK and its partner institutions for academic and research exchange.

The programme supports faculty members of CUHK to undertake an exploratory visit of seven nights to one of the following two institutions, including a member institution of the Worldwide Universities Network (WUN)* to which CUHK belongs:

WUN* member

- University of Bristol, UK

Non-WUN member

- Waseda University, Japan

Through a one-week visit, selected faculty members will participate in a series of academic activities relevant to his/her research interest and focus, and meet with scholars and researchers to explore academic collaboration in their fields of expertise.

Scope of Support

CUHK will be responsible for an economy class return air ticket¹ while the host institutions will provide accommodation for **up to seven nights**.

Eligibility

- Academic staff members holding full-time employment from all disciplines are welcome to apply.
- The visit shall be carried out and completed before **31 July 2020**.
- The applications 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.
- Award holders are required to remain in service for not less than a year after completion of their proposed visits.

Number of Awards

Up to two awards will be made under the programme in 2019-20 to support visits to the above institutions, with each host institution receiving one CUHK faculty member under the programme.

Other Arrangements

- 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.
- 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 necessary².

Application Procedures

At the time of application, applicants should have made connection with a host department and have identified area(s) of mutual interest for further exploration during the visit. The proposed activities to be conducted during the visit should be planned according to: (i) **the research focus of the applicant's**

¹ The provision of air ticket may be extended to cover inter-city travel costs from the nearest airport to the city to be visited by a reasonable means (e.g. train fare and bus fare) where there is reasonable justification.

² Award holders are responsible for purchasing adequate insurance to cover for their visit. 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.

department/unit, or (ii) the focus of the applicant's research, which could lead to potential research collaboration with individuals in the host department. Applicants should work with the host department to **devise a detailed plan of the visit**, including information of the activities to be undertaken and people whom they will meet.

Applicants should complete an [online application form](#) and submit supporting documents by **6 November 2019, Wednesday**.

The following documents should be submitted online:

- a) 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).
- b) Applicant's Curriculum Vitae with publication records.
- c) Copy of notification of financial support for the proposed visit and research collaboration with the host institution, if any.

The application should be supported by the heads of departments/units and faculty deans/directors of institutes at CUHK. **The endorsement form** (download [here](#)) **should be completed and returned by email** (c/o Ms. Olivia Kwok – Faculty Mobility Schemes; mobilityscheme@cuhk.edu.hk) in pdf format.

Incomplete applications will not be considered.

Selection Guidelines

- a) Priority will be given to applicants who represent the home department/unit.
- b) Priority will be given to applications which involve early-stage collaborative research projects with the host collaborator.
- c) Priority will be given to applicants who have need for financial support.
- d) For applications to the **WUN member institution**, special considerations will be given to research that falls within one of the four WUN Global Challenges, i.e. Global Higher Education and Research; Public Health (Non-communicable Disease); Responding to Climate Change; and Understanding Cultures. To learn more about the WUN Global Challenges, please refer to <http://www.wun.ac.uk/wun/globalchallenges>.
- e) Applications for repeated visits to the same host institution will be considered on grounds of justification and on a case-by-case basis.
- f) Applications to the same host institution for the same or similar purpose/research topic will be considered on grounds of justification and on a case-by-case basis.
- g) Past award holders will be accorded lower priority.
- h) Applications without a concrete visit programme and a well-defined purpose of visit will not be considered.
- i) Applications of a learning nature will not be supported.

Selection Procedures

- a) Applicants will be notified of the results by December 2019.
- b) Selection for the Short-term Faculty Exchange Programme will be made by the Selection Committee for Faculty and Postgraduate Student Mobility Schemes, which reserves final authority over the selection of candidates taking into account recommendations from the applicant's heads of departments/units and faculty deans/directors of institutes and the availability of funds. The decision of the Selection Committee for Faculty and Postgraduate Student Mobility Schemes 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.
- c) The selected candidates will be nominated to the partner university for consideration and acceptance.

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 authorities at CUHK. 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.

* CUHK is a member of the Worldwide Universities Network (WUN). Other members of WUN include University of Alberta, Canada; The University of Auckland, New Zealand; University of Bergen, Norway; University of Bristol, UK; University of Cape Town, South Africa; University College Dublin, Ireland; University of Ghana, Ghana; University of Leeds, UK; Maastricht University, The Netherlands; University of Massachusetts Amherst, USA; The University of Nairobi, Kenya; National Cheng Kung University, Taiwan; Renmin University of China, China; University of Rochester, USA; The University of Sheffield, UK; University of Southampton, UK; The University of Sydney, Australia; Tecnológico de Monterrey (ITESM), Mexico; Universidade Federal de Minas Gerais (UFMG), Brazil; The University of Western Australia, Australia; University of York, UK; and Zhejiang University, China.



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