



The Chinese University of Hong Kong

## Internationalisation Faculty Mobility Scheme 2019-20 Guidelines for CUHK Outbound Applicants

**Deadline: Wednesday, 10 April 2019**

The Internationalisation Faculty Mobility Scheme (Outbound) encourages faculty members to initiate visits to universities and institutions overseas for **exploration and development of institutional/faculty/departmental-level collaborations** as well as **collaborative research** with leaders in frontier research in different fields. The scheme allows faculty members to pursue international academic exchanges to strengthen ties with institutions overseas. It will also boost the international exposure of individual faculty members and visibility of CUHK as a whole.

The programme supports faculty members to undertake short-term research visits of up to seven nights at any universities and institutions overseas to participate in academic activities of exploratory and developmental nature, including but not limited to, developing research collaborations with the host institution, delivering seminars, and engaging in academic exchanges and meetings with members of the host institution.

### **Scope of Support**

Selected faculty members will be granted an economy class return air ticket<sup>1</sup> and accommodation support<sup>2</sup> for **up to seven nights**.

### **Eligibility**

- a) Academic staff members holding full-time employment from all disciplines are welcome to apply.
- b) The visit shall be carried out and completed between **1 August 2019 and 31 July 2020**.
- c) 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.
- 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) 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>3</sup>.

### **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 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 **Wednesday, 10 April 2019**.

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<sup>1</sup> 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.

<sup>2</sup> Accommodation support is capped at 80% of the per diem designated for the city to be visited. The provision of accommodation support may be extended to cover local transportation, subject to its cap.

<sup>3</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 scheme.

### **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](mailto: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) Priority will be given to applications for visits to **institutions connected to the University's strategic priorities** and **Worldwide Universities Network (WUN) member institutions** (See Appendix 1). 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 from academic staff members who are serving as a visiting scholar at the host institution during the proposed visit will not be considered generally.
- i) Applications without a concrete visit programme and a well-defined purpose of visit will not be considered.
- j) Applications of a learning nature will not be supported.

### **Selection Procedures**

- a) Applicants will be notified of the results by July 2019.
- b) Selection for the Internationalisation Faculty Mobility Scheme 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 applicants' 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.

### **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](mailto:oliviakwok@cuhk.edu.hk).

*Last updated on 11 January 2019*

## Internationalisation Faculty Mobility Scheme 2019-20

### List of Institutions Connected to CUHK's Strategic Priorities and Member Institutions of Worldwide Universities Network

- Brown University, USA
- Hanyang University, South Korea
- Karolinska Institutet, Sweden
- Ludwig Maximilians University Munich (LMU Munich), Germany
- Maastricht University, The Netherlands\*
- Tecnológico de Monterrey (ITESM), Mexico\*
- The University of Auckland, New Zealand\*
- The University of Massachusetts Amherst, USA\*
- The University of Melbourne, Australia
- The University of Nairobi, Kenya\*
- The University of Sydney, Australia\*
- The University of Western Australia, Australia\*
- Universidade Federal de Minas Gerais (UFMG), Brazil\*
- University College Dublin, Ireland\*
- University of Alberta, Canada\*
- University of Bergen, Norway\*
- University of Bristol, UK\*\*
- University of Cambridge, UK
- University of Cape Town, South Africa\*
- University of Exeter, UK
- University of Ghana, Ghana\*
- University of Illinois at Urbana-Champaign, USA
- University of Leeds, UK\*
- University of Oxford, UK
- University of Rochester, USA\*
- University of Sheffield, UK\*
- University of Southampton, UK\*
- University of Southern California, USA
- University of Toronto, Canada
- University of York, UK\*
- Utrecht University, The Netherlands
- Waseda University, Japan\*

+ Partners supported under the Short-term Faculty Exchange Programme. CUHK will be responsible for a return air ticket for outgoing CUHK faculty members while the host institutions will provide accommodation for up to seven nights.

\* 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.

