



The Chinese University of Hong Kong

## PHD STUDENT EXCHANGE PROGRAMME 2019–20 Guidelines for Applicants

**Deadline: 6 November 2019, Wednesday**

The PhD Student Exchange Programme is designed to enhance research excellence at the Chinese University of Hong Kong (CUHK) through building and strengthening the University's ties with leading research universities and institutes around the world and to increase the visibility of CUHK as a world-class research university through student mobility. It allows students to enrich their learning experience and facilitates research collaborations between faculty members at CUHK and their international counterparts.

The programme provides basic funding support to CUHK PhD students to undertake short-term research visits in three partner universities. Application with **Brown University (Brown), USA** is open in this round.

### **Eligibility**

- a) Applicants must be registered full-time PhD students at CUHK at the time of application and during the research visit. Priority will be given to applicants who will be in their 3<sup>rd</sup> year of study or above when they undertake the visit.
- b) The research visit shall last for a minimum of three months and a maximum of six months. It shall be carried out and completed **before 31 August 2020**, and **prior to the submission of the final thesis**.
- c) Applicants should possess a cumulative GPA of 3.30 or above. The selection for the award will be based on academic merit.
- d) Applicants must present a clear proposal for high impact research under the supervision of a host from Brown. The proposal should show connection to the applicants' thesis.
- e) The applications must be endorsed by the relevant heads of departments/units to confirm that on-going collaboration in the proposed research area will be supported.
- f) Past award holders of the Global Scholarship Programme for Research Excellence and PhD Student Exchange Programme will be accorded lower priority in the assessment. Those who have been awarded twice are not eligible to apply.

Other factors which may be taken into consideration include:

- g) Output from previous joint activities/exchange activities with the host institution/supervisor.

### **Terms of Award**

- a) The value of the award will vary based on the duration and destination of visit. Normally the amount will range from HK\$15,000 to HK\$50,000. The award is meant to cover part of the travel cost and living expense at the host institution. Applicants are reminded to learn more about the costs required for the visit during the planning stage.
- b) Award holders will be responsible for arranging the practicalities of the visit, including but not limited to traveling plans, visa application, accommodation, and health and medical insurance coverage as required.
- c) Award holders will normally be covered under the "CUHK's Group Travel Insurance (Students and Postgraduate Studentship Holder)". 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>1</sup>.
- d) Award holders may be eligible for an in-residence leave with full postgraduate studentship support to cover other expenses. For more information please contact the Graduate School Office.

### **Application Procedures**

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

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<sup>1</sup> 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.

### **The following documents should be submitted online:**

- a) Invitation letter from the host supervisor. (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. A general admission letter will **NOT** be considered as an invitation letter.)
- b) All transcripts of academic report of postgraduate studies at CUHK.
- c) Applicant's Curriculum Vitae.
- d) Copy of notification of financial support for the proposed visit to the host institution, if any.

The application should be supported by the CUHK thesis supervisor and head of department. **The recommendation and endorsement form** (download [here](#)) **should be completed and returned by email** (c/o Ms. Olivia Kwok – PhD Student Exchange Programme; [mobilityscheme@cuhk.edu.hk](mailto:mobilityscheme@cuhk.edu.hk)) in pdf format.

Incomplete applications will not be considered.

### **Selection Procedures**

- a) Applicants will be notified of the results by December 2019.
- b) Selection for the PhD Student 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 applicants' thesis supervisors and heads of department, host supervisors, and the availability of funds. **The decision of the Selection Committee will be final and will not be open for appeal.** Documents submitted will not be returned. Applicants not selected may respond to future calls for application provided that the application requirements are met.

### **Number of Awards**

One award will be made under the programme in this round to support research attachment at Brown.

### **Disbursement of Award**

The award will be made as a lump sum grant on a non-accountable basis via bank transfer approximately two weeks prior to the award holders' intended departure date. The Finance Office will process the disbursement ONLY upon receipt of the approved leave application from the Graduate School Office. To ensure timely disbursement, award holders should contact the Graduate School Office to apply for a "Leave of Absence" as soon as the visit dates are finalised.

### **Change of Visit Period**

Award holders may request to amend their visit period or duration after the award is made. The request should be made in writing. The amended period or duration must comply with the condition stated in the Eligibility section. The request will be subject to endorsement by the Selection Committee and the value of award will be adjusted if the amended period is shorter than the original period. On the other hand, additional funding is not guaranteed for an extended period of visit.

### **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 host supervisor and the CUHK thesis supervisor. To download the "Post-Visit Report Form", please click [here](#).

The report will be filed to the award holders' department and the Graduate School Office for record. Should an award holder fail to perform satisfactorily during the visit, the Selection Committee reserves the right to adjust or demand a refund of the award.

### **Enquiries**

For enquiries about the programme, please contact Ms. Olivia Kwok, Office of Academic Links, on 3943-1315 or at [oliviakwok@cuhk.edu.hk](mailto:oliviakwok@cuhk.edu.hk). For enquiries about leave entitlement, please contact the Graduate School Office at [gradschool@cuhk.edu.hk](mailto:gradschool@cuhk.edu.hk).

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Last updated on 13 September 2019