

THE UNIVERSITY OF HONG KONG

VISITORSHIP FOR ACADEMIC STAFF FROM UNIVERSITIES IN MAINLAND CHINA TO VISIT THE UNIVERSITY OF HONG KONG

Note: This form should be completed by the Head of Department/Centre/Unit of the University of Hong Kong, and sent to the Mainland Affairs Office, Registry with a brief curriculum vitae of the visitor on or before the deadline as specified in the schedule of application.

I. VISITOR FROM MAINLAND CHINA

Name: *(Professor/Dr/Mr/Mrs/Miss) _____ (_____)

University: _____ in Chinese

Present Position & Department: _____

Proposed dates and duration of visit: _____

Purpose of visit (use a separate sheet if necessary): _____

Mailing Address (Please provide the details in both English and Chinese): _____

II. RECEIVING DEPARTMENT/CENTRE/UNIT: _____

Contact person: _____

Contact details: (Office Email) _____

(Office Tel no.) _____

Departmental arrangement: _____

Accommodation arrangement: _____

III. COMMENTS BY HEAD OF DEPARTMENT/CENTRE/UNIT:

IV. AMOUNT OF VISITORSHIP APPLIED FOR

a. Return passage (if necessary) \$ _____

by *Train/Bus/Ferry/Air (Please provide the quotation):

b. Allowance: \$1,110 X ___ days: \$ _____

Total: \$ _____

Date: _____

Signature: _____

(Head of Department/Centre/Unit)

Name (in block letters): _____

NB: *Please delete as appropriate.

VISITORSHIPS FOR ACADEMIC STAFF FROM UNIVERSITIES IN MAINLAND CHINA OR TAIWAN TO VISIT THE UNIVERSITY OF HONG KONG

GUIDELINES

Visitorships are available for members of academic staff in universities or comparable institutions in Mainland China or Taiwan to visit teaching departments/centres/units at the University of Hong Kong for academic exchange purposes. Each visitor must be associated with a teaching department/centre/unit at the University during the visit, and a visitorship will only be awarded to applicant(s) under appropriate arrangements supported by the department(s)/centre(s)/unit(s) concerned.

ELIGIBILITY:

The applicant should meet the following criteria:

- a. Full-time academic staff including professors, associate professors, assistant professors, and post-doctoral fellows who are affiliated with universities or comparable institutions in Mainland China or Taiwan;
- b. Each visitor must be associated with a department/centre/unit at the University of Hong Kong during the visit, and their applications must be endorsed by the relevant heads of departments/centres/units; and
- c. Repeated applications will normally not be entertained. A "repeated application" is one from an applicant who wishes to visit a department/unit which he/she has visited within the past 2 years supported by this grant, for: (1) the purpose of the same research or research in the same area; or (2) any activity similar to the one he/she participated during the previous visit.

DURATION:

The visit should normally be within 7 days, with a cap at 14 days.

EMOLUMENTS AND OTHER BENEFITS:

The visitorship will provide in full or part of the following:

- a. Return travel expenses in economy class (train/bus/ferry/air) of the most direct route between the institution city of the visitor and Hong Kong;
- b. An allowance of not more than HKD1,110 per day during the period of the visit, inclusive of accommodation; and
- c. Out-patient care at the University Health Service, if needed.

APPLICATION METHOD:

Application should be made through the appropriate Head of Department/Centre/Unit at the University of Hong Kong, together with the following documents:

- a. Application form completed by the Head of Department/Centre/Unit. Please note that arrangements to receive the visitors are to be worked out by the Department/Centre/Unit which nominate (or agree to receive) the visiting academics, not by the University's administrative offices; and
- b. Detailed curriculum vitae of the visitor.

Application should be endorsed by the Head of relevant Department/Centre/Unit. All applications should be submitted to the President for consideration via the Mainland Affairs Office.

APPLICATION TIMELINE:

Applications will be reviewed four times a year, with each review occurring every three months. The cut-off dates for the four batches of applications are as follows:

March 1, June 1, September 1, and December 1

Applications should reach the Mainland Affairs Office at least two months before the start of the proposed visit. Late and retrospective applications will not be considered.

AWARD LETTER:

Successful application will be notified through a letter of award sent to the visitor, copying the Head of relevant Department/Centre/Unit.

SUBMISSION OF REPORT:

The applicant should submit a post-trip report to the Mainland Affairs Office by email at tragrant@hku.hk within one month after the completion of the visit.