

**HONG KONG BAPTIST UNIVERSITY**

**GRADUATE SCHOOL**

**Research Postgraduate Programmes**

#### Guidelines & Procedures for Overseas Learning Experience

The following guidelines and procedures are for information only. Please refer to the latest handbook for research postgraduate students for details.

**Guidelines**

1. The University aims for its research postgraduate students to obtain, through attachment experiences at a non-local comparable institution or research organisation, enriched learning opportunities and enhance their overall training. The purpose should be to acquire new skills, technology or knowledge not available locally.
2. In the 4-year PhD programme, students are required to undertake overseas attachment/overseas research learning experience for 1-6 months[[1]](#footnote-1). The attachment shall normally take place after the confirmation of candidature and not fall within the last 6 months of the students’ normal study period. In the MPhil or 3-year PhD programme, full-time students are eligible to apply for overseas attachment. The attachment shall not fall within the last 6 months of their normal study period.
3. Students with overseas attachment approved shall be required to pay the normal tuition fees to HKBU. If the student is receiving a studentship, he/she shall be eligible to continue to receive the studentship during the period of attachment.
4. The leave of absence for the approved attachment(s) will be counted towards the period of study.
5. Students may apply for “Research Student Expenses” to support the travel and taxes incurred for the attachment, subject to the relevant regulations and procedures. Any expenses outside the designated amount and categories, such as subsistence and insurance, shall be at the student’s own expenses or from undesignated funds from within the Department or Faculty/School/AVA, if approved. No additional funding will be provided from designated accounts (e.g. Staff Development, and Equipment).
6. The overseas attachment should **NOT** be taken place within the last 6 months of my normal study period; and the total/aggregate attachment period should **NOT** exceed 6 months or 183 calendar days (for 4-year PhD students) / 3 months or 92 calendar days (for 3-year PhD, or MPhil students).
7. **For Hong Kong PhD Fellowship Scheme (HKPFS) awardees only**: With reference to the Terms and Conditions of HKPFS, “an awardee is required to comply with the residence requirement of the affiliated institution. Subject to this, he/she may spend an aggregate period of up to 183 days outside Hong Kong for academic/research activity in the three-year fellowship period. If an awardee stays outside Hong Kong for academic/research activity for an aggregate period exceeding 90 consecutive days, or an aggregate of 183 days, the stipend will be suspended immediately unless prior approval by the RGC has been given upon provision of strong justification by the affiliated institution.” Please contact the Graduate School to complete a separate RGC form.
8. Students should ensure that they hold a valid student visa upon return from overseas attachment.
9. Students intending to participate in the Overseas Attachment (OA) engagement must first ensure they have met all the prerequisite conditions established by the OA Organiser/Country before departure. It may include obtaining a medical examination and any vaccinations, etc, endorsed by the OA Organiser/Country, if required. Should there be a need to prolong their stay in the host country to satisfy these conditions, such additional time should be taken from the students' annual leave, not their study leave. It is also important to note that any expenses incurred during this extended period to complete the prerequisite requirements will not be reimbursed.
10. In accordance with the insurance policy for HKBU students administered by the Finance Office (FO), the Group Travel Insurance contracted by the University will only cover overseas trips organised or recognised by HKBU for up to 185 days. Students are required to extend the insurance at their own expenses if the duration of trip is over 185 days. For details, please visit FO’s website <http://fohome.hkbu.edu.hk/fopage.html>.

**Procedures**

1. Interested students should first discuss the proposed attachment arrangement with his/her supervisor(s).
2. Students are required to submit Application for Study Leave (Overseas Learning Experience) via BUniPort at least 30 days before the start date of the proposed attachment. Required supporting documents include: (1) invitation/ proof of acceptance from the partner institution and (2) your research plan with details on purpose of the study and the research work to be undertaken. Applications must be endorsed by the Principal Supervisor, Department Head, Faculty Dean and the Graduate School.
3. If the total attachment period exceeds 6 months or 183 calendar days for the 4-year PhD programme and 3 months or 92 calendar days for the 3-year PhD/ MPhil programme (counted cumulatively and including public holidays), you are required to provide strong justifications (in a separate memo to be uploaded under Supporting Document) for consideration at least one month before the start date of the proposed attachment.
4. To facilitate travel arrangements to and from the destination, students are permitted to apply for up to two extra days of study leave – one day preceding and one day following the scheduled activity. If students need to extend their leave period beyond the said limit, the extra time off should be deducted from their annual leave entitlement.
5. All requisite information and documents must be properly provided before an application can be considered. Please allow ample time for processing an application.
6. For travel insurance, students shall submit the “Overseas Travel Insurance Declaration Form for Official Trip” to Finance Office before departure date. Please visit <https://fohome.hkbu.edu.hk/for-students/download-centre/download-centre.html> for access to the declaration form and follow the guidelines from Finance Office.

**Privacy Policy Statement and Personal Information Collection Statement (PPS/PICS)**

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

 Graduate School

 AAB 904, Level 9, Academic and Administration Building,

 Baptist University Road Campus,

 Hong Kong Baptist University

 Kowloon Tong

 Kowloon

1. *The University has approved to relax the duration of overseas research learning experience (OA) from 3-6 months to 1-6 months in order to allow more flexibility for students to arrange and attend the OA activities either face-to-face or by virtual means with effect from September 2022.* [↑](#footnote-ref-1)