



Global Research Fellowship Scheme – Completion Report

Important Notes

This Completion Report shall be submitted to the Graduate School within two months after the completion of the nominee's research attachment/internship.

Part I: Nominee's Particulars

Name in English:

Student No.:

Academy/Department:



Part II: Research Attachment/Internship Details

Name of Institution: _____

Research Attachment/Internship Period: From: _____ (dd/mm/yyyy) To: _____ (dd/mm/yyyy)

Total Duration: _____ days (as shown in the completion proof)

Original Supporting Documents:

Item	Amount (in HK\$)	Supporting Documents
a) Completion proof (e.g. completion letters/certificates) from the host institution	/	☐
b) Boarding Passes	/	☐
c) Payment receipt of airfare		☐

Part III: Experience Summary (to be completed by the nominee)

Please provide a brief summary of your research attachment/internship, covering:

- objectives of the attachment/internship;
- research work, training, or academic activities undertaken;
- collaborations, seminars, workshops, or other scholarly engagements participated in;
- key outcomes achieved (e.g. research findings, data collected, skills acquired, publications, presentations, or contributions to thesis progress); and
- how the experience has contributed to your research development and international exposure.

Are you willing to share your research learning experience with the wider university community?

☐ Yes ☐ No

(GS colleagues may contact you for related publicity materials and activities.)

Part IV: Principal Supervisor's Endorsement

Name:

Signature:

Date:

Part V: For GS Office Use

Approval Signature: _____

Date: _____

The Graduate School reserves the right to:

- i) request additional relevant supporting documents as deemed necessary; and
- ii) deny any reimbursement deemed inappropriate.

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<https://bupdp0.hkbu.edu.hk/en/policies-and-procedures/pps-pics.html>