

**THE EDUCATION UNIVERSITY OF HONG KONG  
FACULTY OF HUMANITIES**

**Dean's International Research Collaboration Award**

**Application Guidelines**

**1. Background**

To provide better opportunities for the Faculty of Humanities (FHM) academic staff to foster in-depth research collaborations with overseas/non-local partners (including mainland/GBA partners), FHM has established a competitive scheme: Dean's International Research Collaboration Award - A bilateral academic exchange and research collaboration programme for academic staff (thereafter "The Award"). The Award will provide opportunities for academic staff of FHM and their overseas/non-local partners to carry out research related academic exchange activities by visiting each other's university for up to two weeks (or 13 nights), so that they can engage in new and deeper experiences, expertise, and perspectives through collaborative activities and produce impactful outcomes/deliverables, while strengthening institutional links between the two universities.

**2. Eligibility**

The Award is open to all full-time UGC-funded academic staff members with at least two years of working experience at the University at the time of application.

**3. Application process**

Applicants must submit a completed application form, which should include the purpose of the academic exchange, expected outcomes, and research collaboration activities to be undertaken for the period up to two weeks (or 13 nights). The application should provide supporting documents (if any) together with the papers showing the consent of the collaboration partner involved and a declaration of track record of previous collaboration (if any) with the identified partner by the deadline. Incomplete or late applications will not be considered.

**4. Selection criteria**

Application will be considered based on the following criteria:

- Significance of the proposed research collaboration activities;
- Relevance of the proposed research activities to the applicant's area of expertise;
- Reputation of the participating university/organisation;
- Academic merit and professional achievements of the collaboration partner (with new collaboration partner preferred);
- Needs of University/Faculty/Departments;
- Potential impact of the academic exchange on the applicant's professional development and on the development of University/Faculty/Departments;
- Significance of the expected outcomes/deliverables of the research collaboration upon completion of the academic exchange and research collaboration programme.

**5. Expected outcomes/deliverables**

The following are some examples of expected outcomes/deliverables:

- Delivery of public academic seminars/workshops in each other's institutions on topics of common research interests during the exchange visit periods;
- Proposing/conducting joint research projects;

- Formation of strategic academic partnership for deep collaboration (e.g. forming of joint research centre, academic alliance, etc.);
- Joint research publications;
- Joint editorship of journals/research books;
- Organisation of joint conferences/consortiums/workshops on a research theme of common interest;
- Other outcomes/deliverables generated through the research collaboration activities.

## **6. Timeline**

- 6.1 Applications for the Award will be open once per academic year. Academic staff have two months (July and August) to submit their applications.
- 6.2 Successful applicants will be notified within two months of the application deadline, and the academic exchange and research collaboration programme must be completed within two years of the notification.
- 6.3 All applications will be submitted to Dean via Head of Department (HoD) for consideration and approval.

## **7. Funding**

The Award provides financial support to the successful applicants (i.e. the FHM applicant and their collaboration partner at an overseas/non-local reputable university/organisation) to cover travel and accommodation during the academic exchange (i.e. up to two weeks or 13 nights). FHM applicant will also be provided with a per diem allowance which is intended to cover meals, traveling expenses within towns, sim cards, wifi-egg, IDD, data roaming, internet connection expenses and other minor incidental out-of-pocket expenses (using 40% of the subsistence allowance as reference). The other sort of daily expenses will be borne by the academic staff involved. The amount of funding depends on the availability of funds and the proposed research-related activities. Reimbursement claim of expenses incurred during the exchange programme will be processed upon the completion date of the academic exchange and research collaboration programme. Applicant is required to provide the original receipts in order to process the reimbursement.

## **8. Submission of Report**

Upon completion of the bilateral academic exchange, applicants will be required to submit an initial report to Dean via HoD within one month after the completion date of the academic exchange and research collaboration programme, summarising their gained experiences/inspiration as well as significant outcomes and expected deliverables for future collaboration. A follow-up report must be submitted six months after the completion date of the academic exchange and research collaboration programme, highlighting the concrete deliverables generated by the exchange programme (e.g. joint publications, joint projects, etc.).

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