APPLICATION GUIDELINES (for the University of Sydney applicants)
Short Term Faculty Exchange Program 2017-2018
Between the University of Sydney (Sydney) and the Chinese University of Hong Kong (CUHK)

The Short Term Faculty Exchange Program between the University of Sydney (Sydney) and the Chinese University of Hong Kong (CUHK) aims to promote beneficial linkage and strengthen academic collaboration of the two institutions.

Exchange Activities
The selected academics participating in the program will take part in one-week academic visit at the host institution and engage in a series of academic activities relevant to their interest and focus, and meet with scholars and researchers to explore academic collaboration in their fields of expertise. The exchange activities include, but are not limited to, guest lectures, master classes, seminars, and exploratory discussions around future research collaborations.

Financial Support
The home institution will be responsible for an economy class return air ticket while the host institutions will provide accommodation for up to seven nights.

For outbound visit to CUHK, the China Studies Centre will provide a grant of AUD$1500 to each selected Sydney academic to cover the cost of one return economy airfare to Hong Kong. The CUHK's Office of Academic Links will arrange suitable housing in Hong Kong for the selected Sydney academics.

For inbound visit to Sydney, CUHK academics will make application through its Office of Academic Links, which will be responsible for the cost of the international airfare of its own academics. The China Studies Centre will provide a grant of AUD$1500 to the host faculty at Sydney to arrange one-week accommodation in Australia for the selected CUHK academic. The fund will be transferred to the university account nominated by the host faculty at Sydney.

Number of Awards
Up to four awards will be made in 2017-2018 to Sydney academics, with one award targeting China Studies.

Eligibility for Outbound Visit to CUHK
a) For 2017-2018, the program is open to academic staff members of all faculties.
b) Applications must be endorsed by the relevant deans to confirm that on-going collaboration in the proposed research area will be supported.
c) The visit shall last for one week, and must occur and be completed by 31 December 2018.
d) The selected academic will work cooperatively with the host department to devise a working plan for the one-week visit.
e) Applicants who have received this award twice are not eligible to re-apply.

Application Procedures for Outbound Visit to CUHK
a) Applications will be open from 1 March 2017.
b) Applicants should make contact with the host department at CUHK prior to submitting an application to identify a discipline or a research area of mutual interest for further exploration during the visit.

c) Applicants should submit the application form with all required supporting documents to the deans to obtain approval. The supporting documents should include

- A proposal for a week-long program,
- Applicant Curriculum Vitae (maximum 3 pages), and
- An invitation letter from CUHK (on CUHK letterhead).

The approved applications should be forwarded to the China Studies Centre (c/o Ms Mary Wang – Short-term Faculty Exchange Program) by **20 April 2017**.

**Selection and Result for Outbound Visit to CUHK**

The China Studies Centre will work with faculties to review applications and make final nomination to CUHK based on the following criteria:

- Achievability of the activities in the short time allotted for the exchange
- Academic outputs expected from the exchange
- Contribution to the relationship between Sydney and CUHK
- Applicant’s pre-existing connection with CUHK
- Applicant’s record of research productivity

Outcome letters advising applicants of the result to their applications will be advised in **June 2017**.

**Payment for Outbound Visit to CUHK**

The awarded funding will be deposited into the university account nominated by the participating faculty. It is the responsibility of the award holder to liaise directly with their finance department regarding the receipt of funds.

**Program Administration for Outbound Visit to CUHK**

- Each participating faculty will be responsible for implementing the one-week visit program.
- Award holders will be responsible for arranging the practicalities of their visit, including but not limited to organising travel itineraries, flights and accommodation, submitting and coordinating visa applications and organising appropriate insurance coverage for the duration of the visit.
- All travel must be consistent with the University of Sydney Travel Policy and Procedures.

**Post-Visit Reports**

Award holders are required to submit a Post-Visit Report Form with a report within 30 days upon completion of the visit to the China Studies Centre. The report should be endorsed by the respective deans of the faculties. The report should include details of the activities conducted during the visit and plans for future development of research collaboration between Sydney and CUHK.

**Key Dates**

Application deadline: **20 April 2017**
Result notification: **June 2017**
Completion of the Visit: **31 December 2018**
Post-visit report submission: within 30 days upon completion of the visit.
Enquiries
For enquiries, please contact Ms Mary Wang, International Development Manager (China) at the China Studies Centre mary.wang@sydney.edu.au