GUIDELINES FOR APPLICANTS

Short Term Faculty Exchange Program 2016-2017
Between the University of Sydney (Sydney) and the Chinese University of Hong Kong (CUHK)

The Short Term Faculty Exchange Program MOU 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 through a one-week visit of the selected academics.

Exchange Activities
The selected academics participating in the program will take part in one-week academic exchange activities at the host institution, including, but not limited to, guest lectures, master classes, seminars, and meetings with academics of the host institution who are working within compatible areas of research interest.

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 one week.

For outbound visit to CUHK, the Office of Global Engagement at Sydney will provide each selected Sydney academic the maximum funding of AUD$1500 to cover the cost of one return economy airfare to Hong Kong. The CUHK’s Office of Academic Links will locate suitable housing in Hong Kong for the selected Sydney academic. Sydney academics should apply through the China Studies Centre at Sydney, which will coordinate with the CUHK Office of Academic Links to make selection.

For each inbound visit to Sydney, CUHK’s Office of Academic Links will be responsible for the cost of the international airfare of its own academics. The Office of Global Engagement at Sydney will provide the maximum funding of AUD$1500 to cover 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 which will make appropriate accommodation arrangement for the selected CUHK academic. CUHK academics should apply through the CUHK Office of Academic Links, which will coordinate with the China Studies Centre at Sydney to make selection.

Number of Awards
Up to three outbound visits and three inbound visits will be awarded in 2016-2017 to support the exchange of the selected academics.

Eligibility for Outbound Visit to CUHK
a) For 2016-2017, 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 2017.
d) The selected academic will work cooperatively with the host department to devise a working plan for the one-week visit.
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 April 2016**.

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, a CV of the applicant (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 **30 April 2016**.

**Selection and Result for Outbound Visit to CUHK**
The China Studies Centre will work with the Office of Global Engagement and faculties to review applications and make final nomination to CUHK. Outcome letters advising applicants of the result to their applications will be advised by **15 May 2016**.

**Payment for Outbound Visit to CUHK**
The awarded funding will be deposited into the University account nominated by the participating faculty by **31 May 2016**. It is the responsibility of the applicant 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 90 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: **30 April 2016**  
Result notification: **15 May 2016**  
Payment: **31 May 2016**  
Completion of the Visit: **31 December 2017**  
Post-visit report submission: within 90 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

* Note: This guideline is only applicable to applicants of the University of Sydney. CUHK applicants should follow the guideline of CUHK and submit the application to their Office of Academic Links (DAL).