

**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 24 months of full-time working experience at the FHM at the time of application.

3. Application process

Applicants must submit a completed application form setting out the purpose and specific objectives of the proposed academic exchange, the proposed research collaboration activities, the implementation timeline, and the expected outcomes/deliverables. The application must be accompanied by all required supporting documents, including a letter from the identified collaboration partner confirming their intention to participate and the nature of the proposed collaboration. Applicants should also provide details of any previous or ongoing collaboration with the identified partner. Incomplete or late applications will not be considered. In general, up to 10 awards may be granted in each academic year, subject to funding availability.

4. Faculty Selection Panel

The Faculty Dean will set up a Faculty Selection Panel (FSP) with the following membership composition:

Chairperson (Dean, FHM)

Member

- One academic staff from each constituent academic department

Secretary

- One staff from the FHM Office

The FSP will consider all applications submitted by Departments based on the application forms, and make recommendations on the list of awardees to the Faculty Dean who is the final approving authority.

5. Selection criteria

Applications 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 and international standing of the collaboration partner and the partner institution/organisation, with priority given to collaborations involving highly ranked or internationally renowned universities/institutions;
- For collaborations with institutions/organisations that are not highly ranked or are not included in major global university rankings, a strong justification should be provided regarding their academic standing, strategic relevance, and the anticipated value of the proposed collaboration;
- 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;

6. Expected outcomes/deliverables

The Award is intended to support research collaboration activities that will lead to concrete, sustainable and verifiable outcomes. Applicants are required to set out clearly the proposed outcomes/deliverables in the application, and successful applicants must deliver **one or more concrete outcomes/deliverables** arising from the funded collaboration.

Particular emphasis should be placed on concrete and measurable research deliverables that contribute directly to the Faculty's research development, including joint grant applications, joint publications, joint research projects and the recruitment or admission of PhD students arising from the collaboration.

Examples of acceptable outcomes/deliverables include, but are not limited to:

- establishment or substantial development of institutional collaboration, such as an MOU, Student Exchange Agreement, research collaboration agreement, or other formal partnership arrangement with the collaborating institution;
- submission of a manuscript to a high-impact or internationally recognised journal;
- publication or submission of co-authored research outputs with international/non-local collaborators;
- development or submission of international collaborative grant proposals;
- co-organisation of international conferences, symposiums, seminars, workshops or research forums with the collaborating institution;
- launch of a new joint research, publishing, grant-seeking or knowledge-transfer project with the collaborating institution;
- development of a longer-term strategic partnership, research network, joint research centre, academic alliance or similar collaborative platform;
- recruitment or admission of PhD students arising directly from the collaboration, including joint supervision or co-supervision arrangements;
- other substantial outcomes that demonstrate clear academic value, international research collaboration and benefit to the Faculty/Department/University.

General exploratory visits, courtesy meetings, informal discussions, or one-off seminars alone will normally not be considered sufficient unless they are clearly linked to concrete follow-up outcomes.

7. Timeline

- 7.1 Applications for the Award will be open once per academic year. Academic staff have two months (normally July and August) to submit their applications.
- 7.2 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.
- 7.3 The timeline for the Award in the 2026/27 Academic Year is as follows:

Activities	Timeline
Call for applications	October 2026
Submissions of applications and supporting documents	October – November 2026
Faculty Selection Panel to consider applications	November – December 2026
Announcement of Awards	January 2027

8. Funding

The Award provides financial support to the successful applicants (i.e. the FHM applicants 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). The proposed visit will be classified as “Other Trip Outside Hong Kong”, with reimbursement made on an actual-expenses basis. Eligible expenses will be considered on an itemised basis, subject to the approved budget and the prevailing University guidelines. Such expenses include flights, accommodation, inter/intra-city transportation, inoculation, passport endorsement and visa, entry permit, telecommunications and other minor incidental expenses. Successful applicants must retain the original receipts for reimbursement purposes.

Reimbursement claims will be processed upon completion of the academic exchange and research collaboration programme, subject to submission of the required documents and compliance with the prevailing University guidelines.

9. Pre-trip Approval and Compliance Requirements

Successful applicants must comply with all prevailing University policies and procedures governing trips and activities outside Hong Kong and the related reimbursement claims. In particular, awardees are required to submit the completed **FO/P33 Application for Trip Outside Hong Kong** through the proper approval channels **at least one month before the commencement of the research trip**.

Awardees must obtain the necessary approval before undertaking any trip supported by the Award. The Faculty reserves the right not to process any reimbursement claims relating to a trip undertaken without prior approval.

Any subsequent changes to the approved itinerary, host institution, visit period, collaboration partner, or major activities must be reported to the Faculty Office and the relevant Department as soon as practicable, and further approval should be sought where required under University regulations.

10. Submission of Reports

10.1 Initial Report

Each awardee must submit an Initial Report to the Faculty Dean through the Head of Department within three months after completion of the two academic visits (one visit to EdUHK by the overseas partner, and one visit to the overseas institution by the FHM colleague).:-

The Initial Report should:

- a) summarise the research collaboration activities actually undertaken;
- b) explain how the objectives stated in the approved application have been achieved;
- c) identify any material deviation from the approved proposal, itinerary, collaboration partner, activities or expected outcomes, together with the reasons for such deviation;
- d) report the immediate outcomes arising from the two academic visits;
- e) provide an updated status of each outcome/deliverable committed to in the approved application; and
- f) set out a concrete action plan, timeline and responsibilities for completing the outstanding deliverables within the following six months.

10.2 Follow-up Report

Each awardee must submit a Follow-up Report to the Faculty Dean through the Head of Department within six months after completion of the entire academic exchange and research collaboration programme.

The Follow-up Report should:

- a) report the progress and completion status of each outcome/deliverable stated in the approved application and Initial Report;
- b) provide details of the concrete and verifiable outcomes generated from the collaboration;
- c) explain any outstanding or unfulfilled deliverables, together with the reasons and a revised completion timeline;
- d) describe the sustainability and longer-term development of the collaboration; and
- e) explain the actual or anticipated contribution of the collaboration to the research development, internationalisation and institutional linkage of the Department, Faculty and/or University.

10.3 Supporting Evidence

The Follow-up Report must be accompanied by relevant documentary evidence demonstrating the progress or completion of the approved outcomes/deliverables. Such evidence may include, where applicable, manuscript submission acknowledgements, publication records, grant application records, draft or signed institutional agreements, conference or workshop materials, evidence of newly launched joint research, publishing or grant-seeking projects, and correspondence or other documentation demonstrating substantive collaboration progress.

The Faculty may request further information or supporting documents where necessary.

10.4 Compliance and Follow-up

Failure to submit the required reports by the stipulated deadlines, without prior approval and reasonable justification, may affect:

- a) the processing or finalisation of reimbursement claims;
- b) the awardee's eligibility for future Faculty funding or award schemes; and
- c) the Faculty's assessment of whether the conditions of the Award have been satisfactorily fulfilled.

Where any committed deliverable remains outstanding at the time of submission of the Follow-up Report, the Faculty may require the awardee to provide a further progress update by a specified date.