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**CHINESE UNIVERSITY OF HONG KONG**

**AND UTRECHT UNIVERSITY**

**PHD EXCHANGE PROGRAMME 2016**

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| **Proposals will be assessed by both CUHK and UU****Last possibility to submit a proposal: 1 October 2016***Please read the instructions carefully. Criteria and procedure have been changed* |

1. **Introduction**

To enhance the successful strategic partnership between Chinese University of Hong Kong and Utrecht University both partners launched the PhD exchange programme in order for PhD’s to visit CUHK or UU for the period of 3 to 6 months. Participating exchange PhD candidates will continue as candidates for degrees of their Home Institution and be registered as non-degree/non-graduating PhD candidates for the duration of stay at the Host Institution. The purpose of this exchange is to initiate new collaborations or to strengthen existing cooperation in research and education and to explore and set up (externally funded) cooperation projects in education and/or research. The focus of this cooperation is on the CUHK focused areas of research: Chinese Studies, Biomedical Sciences, Information Sciences, Economics and Finance, and Geoinformation and Earth Sciences and the UU strategic themes: Life Sciences, Sustainability, Institutions, and Youth and Identity. Within the selection process applications which fit both a Utrecht strategic theme as a CUHK focused area, have priority.

1. **Grant**

Selected UU PhD Exchange candidates will receive a maximum grant of € 2.500 to cover for their costs such as airfare, accommodation at the host institution, personal health and hospitalization insurance coverage and third party liability insurance for their stay in Hong Kong.

1. **Eligibility and conditions**

Applications by CUHK and UU PhD candidates in the five CUHK focus areas of research and/or the four UU Strategic Themes are considered eligible. The PhD candidate must be in the second, third or fourth year of his/her PhD programme at his/her Home Institution. PhD candidates who plan to undertake the exchange after submitting their thesis or graduate between the time of application and the time of their exchange at the Host Institution are not qualified to apply for this exchange programme. Applications for a visit to CUHK should be submitted to the UU Academic Affairs Office and applications for a visit to UU should be submitted to the CUHK Office of Academic Links (OAL). The selected PhD candidate is expected to stay at the visiting institution for a period of 3 to 6 months. The schedule of the visit should be agreed upon by both the sending and receiving faculty, department or institute. The deliverables of the PhD Exchange Programme must be clearly indicated in the application form. All teaching arrangements should be included in the application and agreed and scheduled in advance. The PhD Exchange Programme should take place between January 2016 and December 2016. A report, including an overview of deliverables and follow up activities, should be submitted within one month after the visit has ended to both CUHK and UU. Follow up results of the PhD Exchange Programme will also have to be reported to CUHK and UU after one year.

1. **Organisation**

Selected UU PhD candidates visiting CUHK within the PhD Exchange Programme programme will receive a maximum grant of € 2.500 to cover for their costs. This grant will be transferred to the UU faculty, department or research institute of the PhD candidate. CUHK will provide assistance in finding accommodation on or near campus.

CUHK PhD candidates visiting UU within the PhD Exchange Programme should discuss the CUHK arrangements with CUHK Office of Academic Links.

The sending or receiving UU faculty, department or institute is responsible for arranging all further (financial) provisions of the visit. The practical arrangements for the exchange are the responsibility of the selected candidate.

1. **Application criteria**
	1. Eligibility of application
	2. Programme and expected deliverables of the visit
	3. Clear reference to (externally funded) follow up initiative(s)
	4. Added value of visit for cooperation CUHK and UU
	5. Motivation to nominate the applicant for the programme
	6. Quality of the applicant for the purpose of the visit
	7. Application includes all required documents

**6. Application procedure**

The UU applicant should submit the electronic application (application form and annexes) with reference ‘CUHK-UU PEP 2016 – [surname candidate]’ to Dr. Margreet de Lange of the UU Academic Affairs Office at w.m.delange@uu.nl . An advisory committee will review the proposal. A decision can be expected within 4 weeks after submission of the proposal.

The selection of eligible candidates will primarily be based on the application criteria mentioned above. However, secondarily a fair division among research groups at CUHK and UU can be taken in account.

**7. Applications**

UU applications must be submitted to w.m.delange@uu.nl in **one single pdf-document** electronically by a UU academic staff member and must include:

A) CUHK-UU PhD Exchange programme 2016 application form (see below);

B) Short CV of the applicant;

C) An electronic copy (scan) of an invitation letter, with motivation, from the director/co-supervisor of the host institute;

D) An electronic copy (scan) of a nomination letter, with motivation, form the supervisor of the home institute.

For questions and information regarding the CUHK-UU PhD Exchange programme programme at UU you can contact Dr. Margreet de Lange, programma manager international affairs, E: w.m.delange@uu.nl or T: +31-(0)30-253 3071, at the UU Academic Affairs Office.

For questions and information regarding the CUHK-UU PhD Exchange programme programme at CUHK you can contact Ms. Olivia Kwok, Programme Officer, Office of Academic Links, Room 1303, 13/F, Yasumoto International Academic Park, The Chinese University of Hong Kong, Shatin, NT, Hong Kong. T: (852) 3943 1315, F: (852) 2603 5402, E: oliviakwok@cuhk.edu.hk, [www.cuhk.edu.hk/oal](https://solismail.uu.nl/owa/redir.aspx?C=3SHazi-Zn06rKbmfiiS7--Glo7wKRdAIHaRkaZ_ot_Pw1-wjEZ-ejTH-bigGPFN0vyaA_AkD7Ic.&URL=http%3a%2f%2fwww.cuhk.edu.hk%2foal)

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**APPLICATION FORM**

**CHINESE UNIVERSITY OF HONG KONG**

**AND UTRECHT UNIVERSITY**

**PHD EXCHANGE PROGRAMME 2016**

*Please read the information above before you fill in this form.*

**1. UU PhD applicant**

* Title(s), first name(s), surname:
* Department/Institute:
* Research group:
* Work address:
* Telephone:
* E-mail:
* Website:

**2. UU supervisor**

* Title(s), first name(s), surname:
* Department/Institute:
* Research group:
* Work address:
* Telephone:
* E-mail:
* Website:

**3. Contact person at CUHK**

* Title(s), first name(s), surname:
* Department/Institute:
* Research group:
* Work address:
* Telephone:
* E-mail:
* Website:

**3. Specify discipline and expertise of the UU PhD applicant** (max. 300 words)

**4. Specify tasks and deliverables of the visit** (max. 500 words)

**5. Specify the relevance of visit for the CUHK Focused Areas of Research: Chinese Studies, Biomedical Sciences, Information Sciences, Economics and Finance, and Geoinformation and Earth Sciences and/or the UU strategic themes of Life Sciences, Sustainability, Institutions, and Youth and Identity.** How will the visit contribute to initiate new collaboration in teaching and/or research and/or what specific new (external funded) cooperation projects in education or research will be explored? (max. 500 words)

**8. Specify duration and programme of the visit**

**9. Checklist**

The UU applicant should submit the complete application in **one single pdf-document** to w.m.delange@uu.nl with reference to ‘CUHK-UU PEP 2016 [surname candidate]’**.**

Do note that only complete applications submitted by UU academic staff are considered eligible.

Please check the list below before you submit your application:

□ A) CUHK-UU PhD Exchange programme 2016 application form

□ B) CV of the applicant

□ C) An electronic copy (scan) of an invitation letter, with motivation, from the director/co-supervisor of the host institute

□ D) An electronic copy (scan) of a nomination letter, with motivation, form the supervisor of the home institute.