

## The Hong Kong Polytechnic University Postdoctoral Fellowships Scheme

### **A. Aim of the Scheme**

- To boost the research development of the University by providing support to academic staff and to produce high-impact research outputs.
- To nurture young talents in research and help them to develop their career in the academia.

### **B. Funding Arrangement**

The funding for each successful research proposal allocated from the University should be matched by the Faculty/School Reserve on a ratio of 1:1 with the University's support being capped at a maximum of HK\$350,000 to cover the following expenses:

- a. salary of a Postdoctoral Fellow should not be lower than HK\$25,000 per month for a period of 24 months;
- b. MPF contribution;
- c. conference attendance (a maximum of HK\$15,000).

Faculty/Department may provide additional funding, as they deem appropriate, to support a proposal.

### **C. Eligibility of Principal Investigator (PI)**

All full-time academic staff members in PolyU substantive staff grades mapped to grades "A" to "I" as defined by the UGC (except visiting and temporary academic staff) and those senior executives who are appointed to a non-academic position and are offered a concurrent appointment as academic staff members by the University are eligible to apply to the Scheme as PI.

The research track record of the PI must be strong.

The PI should possess successful experience in supervising PhD students, either in the capacity of Chief Supervisor or Co-Supervisor, and/or Postdoctoral Fellows.

### **D. Qualifications and Requirements of the Fellowship Candidate**

Candidates must have been conferred/obtained the PhD degree or an equivalent qualification from a recognized institution no more than three (calendar) years before the (calendar) year of application (regardless of the date of the degree conferment) or are expected to obtain the PhD degree within six months of the application deadline.

Priority will be given to candidates:

- a. with superior research performance;
- b. whose proposed research topic is associated with the subject of their PhD study;
- c. whose research area is within the area of expertise of the PI; and
- d. whose research area is in line with the research focus of the academic unit.

Nonetheless, for better development of the candidates, and for the building of wider networks, a candidate who is a PolyU PhD graduate and/or will be under the supervision of the same previous Chief Supervisor for the proposed project would be given a lower priority by the selection panel.

In order to encourage team research whereby well-established academic staff work closely with less experienced academic staff to elevate the overall research performance of PolyU, team research approach will be a criterion for selection.

Please note that, according to the *Guidebook for Entry for Employment as Professionals in Hong Kong* issued by the Immigration Department of HKSAR, the General Employment Policy does not apply to nationals of Afghanistan, Cambodia, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and Vietnam. As such, PDF candidates whose nation falls into any of the foresaid areas may be rejected in their applications for work visas in Hong Kong.

#### **E. Selection Criteria**

Applications will be assessed and selected according to the following criteria:

- (a) quality of the research proposal;
- (b) quality of the postdoctoral candidate (please refer to Section D for details); and
- (c) research track record of the PI.

#### **F. Duration of the Fellowship**

It is expected that the normal duration of a Postdoctoral Fellowship will be 24 months. The primary duty of the Postdoctoral Fellow is to conduct the approved research project under the guidance of the faculty member who will act as the PI of the project; and support the PI to produce high-impact research outputs.

For an appointment that is terminated due to unsatisfactory performance of the Postdoctoral Fellow, early departure of the Postdoctoral Fellow/PI or other reasons, no replacement of the Postdoctoral Fellow/PI should be made, the project concerned should be closed with the funding balance clawed back to the Central and the original funding source of matching fund as appropriate.

Extension of the appointment of a Postdoctoral Fellow will be subject to the approval of the D/SRC and should be funded by the relevant academic unit hosting the Postdoctoral Fellow.

#### **G. Application Procedures**

Each eligible staff member is allowed to submit only one application as PI and participate in at most two other applications as Co-I.

There will be two selection panels to consider the applications received under the Scheme, namely, (1) the Science/Engineering Panel and (2) the Non-Science/Engineering Panel. PIs should choose to submit their applications to either panel for consideration.

PIs should forward the completed application forms (Form HR7A and Form RC/PDF) to the FRC via their DRC or to the SRC. All relevant documents such as the CVs of the PI, team member(s) and candidate and interview report should be included in the application.

In his/her CV, the Postdoctoral Fellowship candidate should select up to five of his/her most representative research output items and provide a full list of publications/other research output items for the consideration of the Committees/Panel concerned. If the research output items are journal articles, the impact factor and the ranking of each journal in a discipline according to the latest database should be provided, if practicable. If there are different rankings in different disciplines, the disciplines should be stated. Accepted journal articles can also be provided, but the letters of unconditional acceptance should be attached as evidence. If the candidate is not the first or second author of a journal paper listed in his/her CV, explanation for how he/she is the main contributor should be given.

A Postdoctoral Fellow is required to have his/her PhD or equivalent qualifications in hand when the Fellowship commences. Fellowship must commence within six months of the date on which the Fellowship is awarded. Documentary evidence from the Registry of his/her university confirming the attainment of the PhD or equivalent qualifications may be required.

#### **H. Selection Panel**

The following two selection panels will decide the award of the Fellowships:

##### (1) Science/Engineering Panel

Composition:

- Chairman : RC Chair (or his/her delegate)
- Members : FRC/School Board Chairs or their nominees (FAST, FB, FCE, FENG, FHSS)

##### (2) Non-Science/Engineering Panel

Composition:

- Chairman : RC Chair (or his/her delegate)
- Members : FRC/School Board Chairs or their nominees (FAST, FB, FH, FHSS, SD, SHTM)

RC Chairman would invite FRC/SB Chairs to nominate a pool of colleagues to serve as members of the Selection Panels. Appropriate members would be invited from the pool to consider applications in different rounds of exercise.

Following the practice of RGC, applications submitted by panel members will be considered separately as a batch under the selected panel without participation of the panel members concerned.

The decision of the Selection Panel is final and no appeal will be entertained.

**I. Monitoring**

A final report should be submitted via Form RC/16 to the D/SRC for assessment in the Annual Research Monitoring Exercise which will normally be conducted around May by the RO.

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