**Note**

**Overseas research attachment of 6 months or less will be approved by Programme Director. Attachment exceeding 6 months (no more than 12 months) have to be put up to Associate Chair (Academic) for approval. Attachment which exceed one year have to be put up via the School Chair to Dean, Graduate College for approval.**

1. **To be Completed by Research Student**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Student | : |  | | | |
| Matriculation No | : |  |
| School | : |  | Program | : | PhD / Master’s \*\*\* |
| *\*\*\* Delete where appropriate.* | | | | | |

Research Title

|  |
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|  |

Name of Supervisor(s)

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|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I declare that the research work undertaken during the overseas attachment is meant for my research thesis. | | | | | | |
| Signature | : |  |  | Date | : |  |

1. **To be Completed by Research Student**

|  |  |  |
| --- | --- | --- |
| Overseas Attachment | Start Date  (DD-Month-YYYY) |  |
| End Date  (DD-Month-YYYY) |  |
| Host University or  Research Institute (if applicable) | Name |  |
| Country |  |
| Allowance# | Source of Allowance |  |
| Amount of Allowance |  |
| Details of the attachment (if insufficient space, please attach papers).  **Please attach invitation email from host university (if any) and email approval from your supervisor.** | | |

# Indicate if you are receiving any allowance from host university or host institution overseas.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C.** | **SCHEDULE OF ACTIVITIES FOR OVERSEAS RESEARCH ATTACHMENT**   |  |  | | --- | --- | | **OBJECTIVES OF OVERSEAS ATTACHMENT** | * Describe the purpose of attachment (eg. data collection, visits) * What to be achieved from attachment | | **SCHEDULE DURING ATTACHMENT** | * List schedule of activities during attachment | | **DURATION OF ATTACHMENT (START DATE & END DATE)** |  | | **LOCATION OF ATTACHMENT** | * List location & country of visit during attachment and name of universities or organizations which you will be conducting research during attachment. | | | |  |  | | |
|  |  | | |  |  | |

**D. To be completed by Supervisor**

*Please tick relevant option(s).*

|  |  |
| --- | --- |
| O | I support the overseas research attachment (as indicated above) for the candidate. |
| O | During the period of attachment, please continue the candidate’s monthly scholarship under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify, eg RSS, Project Grant, School). |
| O | During the period of attachment, please stop the candidate’s monthly scholarship under the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify, eg RSS, Project Grant, School). |

|  |  |  |  |  |
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| Name of Supervisor |  | Signature |  | Date |

**E. To be Completed by Programme Director – for leave period less than 6 months**

**To be Completed by Assistant Chair (Graduate and Continuing Education) – for leave period exceeding 6 months**

*Please tick relevant option(s).*

|  |  |
| --- | --- |
| O | I approve the overseas research attachment (as indicated above) for the candidate. |
| O | I approve the continuation of the candidate’s monthly scholarship under the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify, eg Research Scholarship Scheme, Project Grant, etc) during the period of attachment. |
| O | I approve the discontinuation of the candidate’s monthly scholarship under the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify, eg Research Scholarship Scheme, Project Grant, etc) during the period of attachment. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name |  | Signature |  | Date |