

HONG KONG METROPOLITAN UNIVERSITY

Guidelines on the Katie Shu Sui Pui Charitable Trust — Research Training Fellowship

1. Aims

The Katie Shu Sui Pui Charitable Trust — Research Training Fellowship [舒小佩慈善基金 — 研究培訓獎學金] (hereafter the “Fellowship”) aims to enhance the research culture and academic status of Hong Kong Metropolitan University (HKMU), by providing research training and experience to eligible taught postgraduate degree students at HKMU through engaging them in staff projects. The Fellowship provides financial support to the above group of students to support their studies. Recipients of the Fellowship should conduct research work which leads to publication of quality refereed journal papers under the supervision of HKMU staff, and the staff in return benefit from the contribution of the recipients to their research. Only applied research projects are supported by the Trust.

2. Amount and allocation

For each one-year period, the maximum number of approved research projects under the Fellowship is ten, and this maximum number is subject to review by the University and/or the Trust. Each approved research project under the Fellowship is given a total of HK\$100,000 for the recipient. For each project, the Fellowship recipient takes part in the project of staff member(s) who serve as the supervisor(s) of the recipient. The work for a project can be shared by a maximum of two recipients. When there are two recipients, the amount of Fellowship granted to the project shall be increased to HK\$130,000. The amount to be shared by each of the recipients is decided by the supervisor(s) according to the proportion of work allocated to each of the recipients. A recipient may only work on one project of the Fellowship at any one time. The Fellowship is paid to each recipient on a quarterly basis, and the last quarterly payment to the recipient(s) will be paid only after the project report has been approved by the Assessment Panel of the Fellowship.

3. Eligibility

Recipients of the Fellowship must take part in research projects and be supervised by staff members within the Fellowship period. The eligibility of the Fellowship recipients and staff supervisors are as follows:

3.1 Fellowship recipient

- An eligible recipient of the Fellowship must be a current full-time student¹ of a taught postgraduate degree programme² of HKMU;
- Having agreed to fulfill the responsibilities specified in section 4.1.
- A recipient can only work for one project in one year and receive the Fellowship for a maximum of two years through two projects consecutively.

¹ The earliest start date of the Fellowship should be the commencement date of the student’s postgraduate study as defined by the University. A prospective student who is close to completing his or her application to be an HKMU taught postgraduate degree student OR has been admitted to the HKMU taught postgraduate degree programme and waiting for the first semester to start may also apply.

² Any student of a taught postgraduate non-degree programme (leading to a non-degree qualification, for example, a postgraduate diploma or postgraduate certificate) is not eligible to be a Fellowship recipient.

3.2 Supervisor of Fellowship recipient(s)

- An eligible supervisor of Fellowship recipient(s) should be full-time academic staff of the University at the rank of Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer, or Assistant Lecturer.³
- Having a research project as principal investigator, which may involve academics from other institutions as collaborators, with sufficient research work to be carried out by a recipient for the one-year Fellowship period;
- Possessing adequate research equipment and facilities for the research project;
- Having agreed to fulfill the responsibilities specified in section 4.2.
- For each project, there can be at most two academic staff of the University serving as the supervisors (one of them as co-supervisor) of Fellowship recipient(s).
- In the event that the staff supervisor(s) leave the University for any reasons during the Fellowship period, another full-time academic staff of the University who fulfills the eligibility requirements of being a staff supervisor will be appointed by the relevant School to take over and complete the unfinished project, and fulfill the publication requirements. In the application form of the staff supervisor(s), the back-up academic should put in his/her signature to indicate his/her agreement to serve as the replacement in case the staff supervisor(s) leave the post.

4. Responsibilities of Fellowship recipients and supervisors

4.1 Fellowship recipient

Within the Fellowship in any 12-month period, the terms below apply:

- The recipient should carry out at least 12 hours and no more than 18 hours of work in the project per week on average as assigned by the supervisor(s).
- When there are two recipients working together for a project, their total work hours per week should be at least 15 and no more than 22 on average but none of them should be expected to work individually for at least 9 hours and no more than 13 hours per week on average in the project.
- The recipient should take part in the project according to the approved project outline and complete the project in good progress.
- The recipient should produce *at least one paper*, with the supervisor(s) or the recipient as the first/principal author, for a refereed journal.
- If a recipient cannot complete the project, the recipient may be barred from applying for any Fellowship project of the Katie Shu Sui Pui Charitable Trust for one year.

4.2 Supervisor of Fellowship recipient(s)

The supervisor should:

- Interview candidates to be recipient of the proposed project to ensure that the selected candidate has the required abilities and is suitable for completing tasks of the project;
- Carry out the project according to the approved project outline and complete the project in good progress;
- Assign research work to be carried out by the Fellowship recipient(s) throughout the Fellowship period;⁴
- Provide supervision to the recipient(s), including research training of knowledge and skills for carrying out the research work assigned to the recipient(s) and writing the paper(s);

³ Deans and Chair Professors are not eligible to be supervisors of this Fellowship. If the supervisor is an Assistant Lecturer, an additional full-time academic staff member at the rank of Lecturer or above must also be involved in the project as co-supervisor.

⁴ A supervisor can have recipient(s) of the Fellowship for only one project under his/her supervision at any one time (except for special cases approved by the Assessment Panel of the Fellowship).

- Complete the paper(s) and submit it/them to refereed journal(s) within one month after the end of the Fellowship period.
- The supervisor has the responsibility to ensure the completion of the project. If a project cannot be completed, the relevant staff may be barred from serving as a supervisor/co-supervisor for any Fellowship project of the Katie Shu Sui Pui Charitable Trust for one year.

5. Application procedures

5.1 Preparation of staff research projects

The research projects that Fellowship recipients are involved in are proposed by the staff who are eligible to be a supervisor of Fellowship recipients. The staff should complete the relevant application form available at the website of the Office of Research Affairs and Knowledge Transfer (ORA). In the form, the staff should provide the following information:

- a. title and objectives of the research project⁵,
- b. significance of the research project,
- c. research method(s) of the project,
- d. tasks to be completed by a Fellowship recipient throughout the Fellowship period, and
- e. expected deliverables of the research project.

Each proposed project is taken up normally by one applicant, but a project can be shared by at most two eligible applicants. Information about the projects and contact information of the staff can be accessed by applicants of the Fellowship.

For projects which require safety/ethical clearance, staff must have obtained safety/ethical approval before the start date of the Fellowship. Application for research safety/ethical approval, with endorsement by the relevant Dean, should be submitted to ORA together with the project outline form. Guidelines and application forms related to safety/ethical review are available at the relevant webpages of ORA ([safety review](#) and [ethical review](#)).

5.2 Application for the Fellowship

To apply for the Fellowship, an applicant should choose a research project available for the Fellowship, contact the relevant staff and discuss with the staff further details regarding the research project.

The staff should conduct an interview with the applicant(s) by explaining to him/her the work in the project and to ensure the selected applicant(s) is capable of completing the project properly. If any skills are needed for carrying out the project, the staff should ensure that the applicant(s) possess the skills or the staff will provide the training required. If the staff agrees to be the supervisor of the applicant, the applicant should complete an application form available at the website of ORA, obtain the supervisor's endorsement in the form, and submit the form to ORA. The application is first considered by relevant School. After School's endorsement has been obtained, ORA passes the application to the Assessment Panel of the Fellowship for approval.

After the decision on a Fellowship application has been made by the Assessment Panel, ORA notifies the applicant of the result, and specifies the start date of the Fellowship period if the application is successful. The Fellowship recipient should take part in the supervisor's project from the start date.

⁵ The research project proposed by staff should be a new project that is not funded by any other grants. The title of the project will be title of the paper to be produced in the proposed project.

In general, no Fellowship recipient is allowed to change his/her supervisor during the Fellowship period. Nevertheless, upon mutual agreement, the Fellowship recipient, the current supervisor and the new supervisor⁶ may submit an application together to the Assessment Panel via ORA for having a new supervisor and changing the current supervisor to be a co-supervisor. The Fellowship period for the recipient will not be extended because of any supervisor change. The Fellowship recipient should complete the research tasks assigned by the new supervisor, including the preparation of the paper before the end of the Fellowship period.

The Assessment Panel expects that (a) the title of the published paper should be the same as that indicated in the application form⁷ and (b) the authors of the paper should include *only* the staff supervisor (and/or the replacement colleague in case the staff supervisor leaves his post), the co-supervisor (if any), and the Fellowship recipient(s) of the project.⁸ Under normal circumstances, the aforementioned guidelines must be strictly followed and adding other co-authors to the journal article is not allowed. In case the staff supervisor or the Fellowship recipient plans to submit paper(s) that are not in line with (a) and/or (b), he/she must submit an application (by a memo stating his/her reasons) to the Assessment Panel via ORA for prior approval.

6. Acknowledgement

The Fellowship must be acknowledged in all publications derived from research supported by the Fellowship.⁹ Both the supervisor and the Fellowship recipient must specify HKMU as their affiliation. Either the supervisor or the Fellowship recipient must be the first/principal author of the publications. In all publications derived from research supported by the Katie Shu Sui Pui Charitable Trust — Research Training Fellowship, the Fellowship should be acknowledged in the following format:

‘The work described in this paper was supported by the Katie Shu Sui Pui Charitable Trust — Research Training Fellowship (Project Reference No.).’

7. Assessment and approval of applications

All applications are considered for approval by the Assessment Panel of the Fellowship. The resolutions of the Panel will be made through document circulations among its members. The Panel has sole discretion in approving the applications.

8. Reporting

Within one month after the end of the Fellowship period, the recipient(s) and the supervisor should submit a report together with the paper(s) generated from the research project via ORA to the Assessment Panel for endorsement on completion of the research project. The report should include outcomes of the research work and the supervisor assessment of the recipient’s performance, together with the paper(s) produced and the record of their submission to refereed

⁶ The new supervisor must not have another project under the Fellowship as a supervisor.

⁷ If more than one refereed journal paper will be produced, one of the papers will carry the title of the project. In case the project title is not used as the title of any of the papers from the project, prior approval is necessary.

⁸ If there is no co-supervisor and there is only one Fellowship recipient in the project, the paper should have only two authors; and in case there are two Fellowship recipients in the project, there will be only three authors. If there is a co-supervisor and there is only one Fellowship recipient, there will be three authors, and in case there are two Fellowship recipients in the project, there will be only four authors. Requests for additional authors will not be accepted.

⁹ The Fellowship should normally be the ONLY funding support for the publication. In case the supervisor, co-supervisor or the Fellowship recipient(s) intends to acknowledge another funding support, prior approval from the Assessment Panel is necessary.

journal(s). The Fellowship recipient's performance is taken into account by the Panel when the recipient applies for another round of the Fellowship.

9. Patent applications and royalty sharing

In case the deliverable generated from the research can be commercialized and lead to a patent, the ownership of the patent should follow the plan as specified in the [Policy on Intellectual Property](#) of the University.

If any invention from the research leads to any royalty, the income should be shared between the supervisor and HKMU according to the [Policy on Intellectual Property](#).

10. Enquiries

General enquiries concerning the Fellowship can be sent to Ms Candy Leung of ORA at chileung@hkmu.edu.hk.

Personal Data (Privacy) Notice

You must provide the personal data required by the application form. The information is required for research administration and the consideration of the Assessment Panel of the Katie Shu Sui Pui Charitable Trust — Research Training Fellowship in regard to your application. The University will keep such data confidential. Failure to supply such information may result in the application not being considered.

You have the right to request access to and the correction of the personal data. If you wish to do so, please write to:

Secretary, Assessment Panel of the Katie Shu Sui Pui Charitable Trust — Research Training Fellowship
Office of Research Affairs and Knowledge Transfer
Hong Kong Metropolitan University
Homantin, Kowloon, Hong Kong

Updated in May 2024