

Process for Establishing Deep Collaboration Projects with Mainland and Taiwan

(For internal reference)

In the process of establishing deep collaboration projects, China Engagement Office shall act as a central coordinating office between the Faculty/School/Department/Units and relevant authorities concerned.

I. Initiation Stage

Ideas of establishing deep collaboration projects initiated via contacts in:

- Visits
- Academic Conference
- Academic Exchange Activities

II. Feasibility Study Stage

Preparation meetings and visits to obtain in-depth knowledge and identify specific areas and/or projects

- Visits and return visits for discussion meetings
- Exploratory visits to/meetings/contacts with relevant officials, e.g. ITC of HKSAR, Ministry of Science & Technology, Ministry of Education etc.

Factors for consideration:

- Previous collaborative relationship, corresponding academic strength, mutual interest, shared vision and presence of champion person etc.

III. Formulation Stage

Formulate and finalize collaboration proposals which shall include but not be limited to

- Missions and objectives
- Establishment of Steering Committee and Academic Committee
- Modes of exchange and collaborations
- Major research areas
- Project leaders and team members
- funding source and budget
- organization structure and management

IV. Approval Stage

Initiating party of CUHK and its partner institution to go through approval procedures

■ Internal

- Approval Procedures for New Academic Partnerships
- Procedure for the Establishment of Joint Research Units with Mainland Partners

■ External

- Protocols in partner institution
- Ministry of Education (if applicable)
- Ministry of Science and Technology (if applicable)

V. Kick-off Stage

Official launch of the collaborative project

- MOU signing & plaque unveiling ceremony
- Logistic arrangement for delegations from partner university
- Publicity

VI. Developmental Stage

■ Meetings

- Steering Committee
- Coordination and progress meetings

■ Activities

- Joint research, joint application of national projects and research grants
- Staff and student exchange
- Retreat conference, seminars and symposium
- Joint publications

New initiatives to grow