



香港城市大學  
City University of Hong Kong

Chow Yei Ching School of Graduate Studies  
Research Degree and Professional Doctorate Programmes  
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## Application for Withdrawal from Research Study under Joint Research Supervision Collaboration Scheme

### Notes:

- (1) Students who wish to apply for withdrawal from the Joint Research Supervision Collaboration Scheme are required to submit an application at least two months before the expected exit date. They are required to reimburse studentship/stipend previously released.
- (2) Please complete sections A to E, and submit the completed form to the Chow Yei Ching School of Graduate Studies.
- (3) Please note that students are obliged to settle all outstanding matters with the CityU/USTC-CityU Joint Advanced Research Centre (Suzhou) or Shenzhen Research Institute before withdrawal.

### Section A Personal Particulars (Please tick as appropriate)

Name: \_\_\_\_\_ CityU Student No.: \_\_\_\_\_

Department: \_\_\_\_\_ Campus:  Shenzhen  Suzhou  Home institution

Name of Supervisor at CityU: \_\_\_\_\_ Date Joining the Scheme: \_\_\_\_\_

Home Institution in the Mainland: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

### Section B Reason(s) for Withdrawal from the Scheme

Please attach to this application documentary proof in support of the reason specified below, such as letter issued by the home institution certifying satisfactory completion of research study, confirmation of withdrawal from/termination of study by home institution, etc.

I would like to apply for withdrawal from the Joint Research Collaboration Scheme with effect from \_\_\_\_\_  
for the following reason(s): \_\_\_\_\_ (dd/mm/yyyy)

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### Section C Declaration

1. I have enclosed my CityU student ID card for cancellation. (A written declaration is needed in case the student ID is lost.)
2. I have settled all outstanding matters with the other relevant units of the University and Shenzhen/Suzhou Research Institute (e.g. fees, loans or fines, academic related duties prescribed by the Department, keys, lockers, etc.).
3. I understand that if I withdrew from the scheme without providing a valid reason as confirmed by my Supervisors, **I will be required to reimburse CityU the cumulative dollar amount of the studentship/stipend previously awarded.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Section D Comment by the Supervisors**

Please comment on the student’s academic performance/academic achievements under the collaboration scheme (e.g. papers published, paper presentation at conferences, awards obtained, etc.), if any:

\_\_\_\_\_

The student is required to reimburse CityU the cumulative dollar amount of the stipend previously awarded unless a valid reason is provided.

Please comment on the student’s provided reason, if any:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor, CityU

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor, Home Institution in the Mainland

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Section E Confirmation by the Department**

*\*please delete as appropriate*

I **support / do not support** \* the above comments of the Supervisor as presented in Section D.

- The student concerned has settled all outstanding matters with the Department/School.
- The student concerned has not settled all outstanding matters with the Department/School. Details are provided below.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Department Head/School Dean

\_\_\_\_\_  
Date

**Please return the form to the Chow Yei Ching School of Graduate Studies**

**Section F Decision of Chow Yei Ching School of Graduate Studies (SGS)**

*\*please delete as appropriate*

The student is *required / not required\** to reimburse the cumulative dollar amount of the stipend previously awarded.

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_  
Signature of Associate Dean, SGS

Date : \_\_\_\_\_

**For Suzhou/Shenzhen Research Institute Use Only (Please tick as appropriate)**

Informed the relevant parties of the student’s exit from collaboration scheme on \_\_\_\_\_.

Arrangement has been made to discontinue stipend, if applicable  yes  not applicable.