THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Request for Appointment of Part-time Research Assistant
(for Outside-time (OT) Research Postgraduate Students)

Notes:
1. Please attach the appointee’s personal particulars/application form/cv. A copy of Budget Requisition confirming availability of funds should be attached.
2. Non-local students must hold a valid No Objection Letter (NOL) issued by the Hong Kong Immigration Department. Please attach a copy of the NOL where applicable and a copy of passport/travel document with a valid visa to stay in Hong Kong.
3. The appointee will continue to be eligible for medical coverage as provided for by the University in the capacity as a full-time postgraduate student.
4. To comply with the requirements of the Hong Kong Immigration Department and the Minimum Wage Ordinance, please keep records of the number of hours worked (logged daily) by the students taking up on-campus jobs for inspection purpose upon request.

Part A

1. Student Name: ______________ Last Name Other Name ______________ Student I.D. No.: ______________
2. Department/Office: ______________
3. Full-time Postgraduate Program Enrolled: ☐ MPhil ☐ PhD ☐ Others: ______________
4. Student Status: ☐ Full time Regular Student ☐ Full time Continuing Student
5. Thesis Supervisor(s): ______________
6. Period of Appointment: From ______________ to ______________
7. Appointment Type: ☐ Part-time @ 17 hours per week
                           Others: ______________
8. Salary: ______________ per month fixed BR No.: ______________

Part B: Approval Signature(s)

Project Manager / PI* ______________ Date: ______________

Head of Department/Office/Dean* ______________ Date: ______________

*Where the Department Head is the PI, the Dean will be the approving authority.

HRO/PR-3 (7/2011)