

The Chinese University of Hong Kong
Department of Biomedical Engineering

BME Overseas Summer Research Internship (2024-25) and
BME Overseas Summer Research Internship Scholarship (2024-25)

Application Guidelines

A. BME Overseas Summer Research Internship (2024-25)

BME professors will contact potential overseas hosts each year. Students interested in these opportunities are encouraged to apply for CUHK travel scholarships, including the prestigious Charles Kao Overseas Summer Research Scholarships, as well as other scholarships offered by the University and College. As a result, financial support from hosts is not necessary. The list of overseas hosts is included in the application form. More information about this internship is provided below:

1. Eligibility & Criteria

- For full-time Year 3 undergraduate students or
- For full-time Year 2 undergraduate students (Advanced standing entry) and
- Having strong academic performance (with a cumulative GPA of 3.0 or higher) or
- Previous research experience (e.g. completing our engineering summer research internships on campus)

2. Supporting Documents

- A completed application form
- Latest transcript with GPA
- Updated CV
- A personal statement in English of 200 words that elaborates on motivation/objectives for joining this Internship Program
- A preferred project (up to 3)
- The results of the English Test (optional depending on the requirements of the hosting institute)

3. Information Q&A Session

Date	13 December 2024 (Friday)
Time	11:30 AM - 12:30 PM
Venue	ERB Room 1122 (Computer Lab)

4. Important Date

Application Deadline	20 December 2024
Interview by the BME Panel	9 - 10 January 2025
Matching and Nomination to the Hosts	11 - 24 January 2025
Interview and Decision by the Hosts	25 January – 7 February 2025
Official Notification of Acceptance	By the end of February 2025

5. Application Process

- After the BME panel interview, the selection panel, composed of at least two faculty members, will conduct a matching process according to the student's track record. The panel will forward the recommendation to the overseas hosts for further consideration.
- Overseas hosts may choose to interview applicants. Upon mutual agreement between the applicant and the host, the student will receive an official letter of acceptance from the Department.
- If the overseas host decides not to accept the recommended applicant, the Department may consider arranging another potential host, provided that the list of hosts has not been exhausted.
- Upon acceptance into the Research Internships Program, students are expected to:
 - Contact the Hosting Supervisor: Reach out to discuss the details of the research project and confirm the start and end dates (the typical internship duration is 10 weeks).
 - Visa Application Communication: If necessary, liaise with the hosting institution regarding the visa application process.
 - Secure Financial Support: Obtain any required financial assistance from their colleges and/or OAL.
 - Arrange Accommodations and Insurance: Independently organize housing and relevant insurance.
 - Notify Program Coordinator: Inform the Internship Program Coordinator and administrative staff of the finalized start and end dates as soon as they are confirmed.
 - Letter of Recommendation: The Coordinator may provide a letter of recommendation for the student's fellowship and visa application.
 - Student Responsibility: While the Coordinator and admin staff will offer support, it is ultimately the student's responsibility to stay on track throughout the process.
- During the internship, students are expected to:
 - Notify the Coordinator of the Internship Program and Admin staff upon arrival.
 - Provide regular updates to the Coordinator of the Internship Program and Admin staff throughout the internship.

- After completing the internships, students are required to submit a summary report that includes, but is not limited to, the following information:
 - The department, institution, and country where the internship took place
 - The duration of the internship (start and end dates)
 - The projects involved during the internship
 - Achievements from the internship, such as publications or documents resulting from your work, as well as experience sharing with fellow students or juniors interested in internships at the same institution. This may include insights from the preparation stage, work conducted during the internship, or cultural differences encountered.
 - Pictures or videos taken during the internship, whether during leisure time or lab work.
- Students who do not submit a summary report without a valid justification may be ineligible for future Internship Programs hosted by the Department of Biomedical Engineering.
- Late applications will not be considered.
- The department's decisions are final and not subject to review, and the reasons for shortlisting, nominating, granting or refusing to offer an award will not be given.

B. BME Overseas Summer Research Internship Scholarship (2024-25)

BME has offered overseas summer research internship scholarships to encourage and support our students in applying for these internships, enabling them to explore their studies in another country. Students can indicate their preference for different types of Internship Scholarships. The BME Overseas Summer Research Internship Scholarship is listed below for your reference.

Number and Value of Awards

Up to three awards of HK\$20,000 each

(The total amount may vary depending on any scholarships received.)