Received by/on

Input by/on

**For Office Use**

|  |  |  |
| --- | --- | --- |
| **Requester Information** | | |
| Date | To be filled | |
| Staff Name | To be filled | |
| Staff Signature | To be filled | |
| Funding Type | MRS  Consultancy/Others | |
| Account Balance (HK$) | HKD | (Balance can be checked via <https://mrs.comp.polyu.edu.hk/>) |

Type of Request

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Appointment of Research or Project Personnel/ Student Assistant** | | | | | |
| Name of Appointee |  | | | | |
| Post / Mode |  | | | Full Time 󠄀 󠄀 󠄀 󠄀  Part Time 󠄀 󠄀 | |
| Appointment Period |  | | | | |
| Monthly / Hourly Salary |  | | | | |
| Amount Requested |  | | | | |
| **2. Recruitment/ Extension of Research Student** | | | | | |
| Name of Student |  | | | | |
| Amount Requested |  | | | | |
| **(a) Recruitment of Research Student** | | | | | |
| Programme / Study Mode | MPhil 󠄀 󠄀 󠄀 󠄀 󠄀  PhD | | | Full Time 󠄀 󠄀 󠄀 󠄀  Part Time 󠄀 󠄀 | |
| Funding Source | FTE 󠄀  Joint-PhD 󠄀  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **(b) Extension of Research Student** | | | | | |
| Normal Study Period End Date |  | | | | |
| Maximum Study Period End Date |  | | | | |
| Extension Period | From |  | To | |  |
| **3. Conference Attendance/Duty Function** | | | | | |
| Name of Activity | ACM MobiCom 2025 | | | | |
| Place | Hong Kong, China | | | | |
| Period | From | 4 Nov 2025 | To | | 8 Nov 2025 |
| Amount Requested | HKD xxxxx | | | | |
| **4. Hosting of Visitor** | | | | | |
| Name of Visitor |  | | | | |
| Visit Period | From |  | To | |  |
| Package Offered |  | | | | |
| Amount Requested |  | | | | |
| **5. Miscellaneous / Others** | | | | | |
| Please specify |  | | | | |

|  |  |
| --- | --- |
| Endorsed/ Approved by | |
|  |  |
| Chairman, DRC | Head, COMP |