

Notes for students

1. To apply for approval from department, the student should provide the following information to department:

| Company's information | |
|------------------------------|---------------------|
| Name of Company: | |
| Company's Address: | |
| Company's Contact Person: | |
| Tel.: | |
| Email: | |
| Student's information | |
| Student Name: | |
| Student I.D.: | |
| Student HKID/Passport No.: | |
| Job Offer Terms: | |
| Job Position: | |
| Job Description: | |
| Internship Period: | From _____ To _____ |
| Salary: | |

2. Engineering student who is being approved by its Major Department for suspension of studies to undertake Work-Study should complete the entire training and working period as initially prescribed by the employer and agreed upon by the Department. Any student who has genuine reason(s) which make him/her not able to complete the entire employment period must obtain prior approval from the Department before tendering his/her resignation to the company. If a student quits the Work-Study Programme without prior approval from the Department, a remark of "did not complete the work-study programme / internship programme" will be recorded on the student's academic transcript.

FAQ for Work-Study Programme

Q.1 Can a student look for his/her own employer for Work-study internship by himself/herself?

Not recommended. The Work-study Programme is arranged by the Placement and Internship Programme(PIP). The placement for a Work-study student must be endorsed by the Department of the subject student.

Students should apply for Work-Study internship listed at PIP website: <http://pip.erg.cuhk.edu.hk>.

Q.2 Can a student accept more than one internship offer?

No. This Programme does NOT allow any student to accept more than one offer. To be fair to other students, once a student accepts an offer, he/she is not allowed to accept any further offer from any employer. In addition, after signing the employment contract, the Work-Study student is required to send (by email or fax) a copy of the contract to his/her own Department for record purpose.

Q.3 Does a Work-Study student need to enroll in a Mandatory Provident Fund (MPF) Scheme?

Yes. A Work-Study student will be employed by a company for more than 60 days. He /she will be entitled to a monthly salary and will normally be subject to the protection of the Labour Ordinance of the HKSAR. Therefore, MPF requirements are applicable to Work-study students. However, there are exemptions for non-local students under certain conditions. Students and employers are recommended to check the exact conditions from <http://www.mpfa.org.hk>

Q.4 Does a non-local student need to apply for a working visa before joining the Work-Study Programme?

No. Non-local students possessing valid “No Objection Letter” from Immigration Department, HKSAR, may be qualified to undertake Work-Study. In case of doubt, students are recommended to bring their No Objection Letter to check with the office of their academic department. Please refer to Immigration Policy on Study for Non-local students faq: <http://www.immd.gov.hk/eng/faq/imm-policy-study.html> (Q25)

If a non-local student receives scholarship from the University, he/she further needs to complete a form of undertaking obtainable from the Admissions office.

Q.5 Does a Work-Study student need to extend his/her studying period with the Registration Section of the University?

Yes. Work-Study student is required to extend his/her study period by e.g. 1 year. To avoid mishandling by individual student, the Department will process on behalf of the student and provide a full list of all the Work-Study students to the Registration Section. This is another reason why the student must obtain prior approval from Department in order for the subject internship to be recognized.

Q.6 Does a Work-Study student need to pay the tuition fee for the following year?

No. A Work-Study student does not need to pay the tuition fee during the year when being employed as an intern in the industry. However, the student will need to pay a retention fee (about HK\$300 per semester). If the student does not receive the corresponding notice for payment in September (1st term) and January (2nd term), the student should contact the Registration Section at 3943-8964 directly.

Q.7 Can a student, who has applied for the Work-study programme, delay the application for the Government Financial Assistance Scheme?

Yes. The Office of Student Affairs (OSA) allows the student to submit the application after the deadline if he/she is still waiting for an offer from the employer. However, the student is required to complete the form (provided by OSA) to explain the reason of their delay. For the detailed arrangement, please call OSA at 3943-7205.

Q.8 Is a Work-Study student eligible to apply for student Octopus card?

No. A Work-Study student cannot apply for student Octopus card. According to the MTR guidelines, only a full-time student who attends a recognized institution and receives not less than 20 hours of academic instruction each week for 30 weeks or more per calendar year, is eligible to apply for Octopus card with 'student status'.

Q.9 In case a Work-Study student finds problem during the internship, whom could he/she approach for assistance?

The student is encouraged to seek advice from his/her supervisor(s) at the employer organization. At the same time, the student may approach the University Supervisor, normally a professor, who is assigned by the Department to oversee the student during the training. The University Supervisor will visit at least once to the employer to collect the feedback or comments from both the company and the student.

Q.10 What does a Work-Study student need to do at completion of the internship?

When an internship is completed, the Work-Study student registered for the programme should submit a Completion Report as required by the corresponding department of study. Students are advised to check the exact and detailed requirements from their own department.

The internship experience acquired in Work-Study may be recognized by HKIE as recognized training. Students may check for the details at HKIE website.

Q.11 Can a Work-Study student quit the training placement any time?

No. A Work-Study student has to complete the entire training and working period as initially prescribed by the employer and agreed upon by the Department. Any student who quits the Work-study Program without obtaining prior approval from the Department may face disciplinary action.