

Special Notes on Work-Study Programme

Work Study Programme are designated for students who have completed the penultimate year of study and are interested to take a gap year for engaging in a one-year internship.

A student taking the work study programme will involve in a supervised training in the participating company normally for 12 months. The training normally commences in May/June, right after the completion of the penultimate year of study. The company will provide a structured training programme, with proper supervision, by which the student can acquire a wide range of skills and be well exposed to practical working environment. During the one-year internship period, students will be employed as a contract staff of the company and entitled to a monthly salary and subjected to the protection of the labour ordinance of the HKSAR.

Recruitment, application and selection

In general, the recruitment for Work-Study Programme starts in January every year. Employers interested to offer Work-study internship will post the job on PIP around that time and usually arrange recruitment talk during the period from January to April to give students more information about the job opportunities. Students will submit their job application directly to employers, following the application method as indicated by the employers on the job posting on PIP. Where applicable, employers would contact shortlisted students for selection procedures and inform the successful candidates directly.

Activities	Month of the Year
Recruitment Talk	January-April (during the 2 nd semester)
Application Period	From January to May
Interviews	From January (after the application deadline) - June
Offers made by employers	From February - June
Employment Period	12-15 months (the starting date can be immediately after the 2 nd term course examinations)

Approval procedures

If an employer offers the Work-Study opportunity to a student, the student must inform his/her Department the details of the job and the employment conditions, before accepting the subject job offer. Department will review the internship

engagement, including but not limited to, the background of the employer, the nature of work, the engagement terms and conditions to determine if the placement is suitable for Work-Study. The student should obtain a formal endorsement from the Department to certify the Work-Study is recognized before committing to the employer. Once the Department issues a formal endorsement, the student cannot change employer without justifying reason acceptable by the Department.

For students to note:

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:

Internship Period: from to

Salary:

For employers to note:

When offering a Work-Study internship to a selected candidate, the employer is recommended to ask the student to obtain an approval letter from the University. The engagement may then be qualified for fulfilling part of the exemption requirements

from the Mandatory Minimum Wage and the Mandatory Provident Fund regulations as stipulated in Labour Ordinance.

When employing non-local student as an intern, employers are reminded to check if the student is permitted to be employed in Hong Kong by asking them to present the valid “no objection letter” issued by the Immigration Department.

For departments to note:

Department should compile a list of students who are eligible for Work-Study Programme every September and send them to the relevant PIP colleague (pipjob@cuhk.edu.hk).

Upon acceptance of students to engage in Work-Study Programme, please email the below information to PIP (pipjob@cuhk.edu.hk)

- o Department
- o Student’s name
- o Student’s ID
- o Job ID if job been posted in PIP
- o If job not been posted in PIP, Company name, job title, salary, job period

(Starting from 2022-23, departments are not required to input the approval records into the system)

OR fill in this webform:

<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13642448>

Requirements for Completing the Work Study Programme

All students registered for the Work Study Programme should complete either HKIE Log Book or [Completion Report](#) on Work Study Programme.

FAQ for Work-Study Programme

General Information

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2. Is the Work-study Programme compulsory to all Engineering

Extension of Study Period

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

students?

Application Procedures

1. What is the schedule of applying for the Work-study Programme?
2. Can a student look for his/her own employer for Work-study internship by himself/herself?

Acceptance of Offers

1. What should a student do if a company makes an internship offer to him/her directly?
2. Can a student accept more than one internship offer?

Mandatory Provident Fund

1. Does a Work-Study student need to enroll in a MPF Scheme?

Working Permit for Non-local Students

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

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

Student Grant/Loan Application

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

MTR Student Travel Scheme

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

Performance Assessment

1. What does a Work-Study student need to do at completion of the internship?
2. In case a Work-Study student finds problem during the internship, whom could he/she approach for assistance?

DISCIPLINARY ACTION

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

General Information

Q.1 What are the benefit for joining the Work-study Programme?

The benefits will include:

- to gain exposure to an engineering working environment and the industry
- to get more hands-on experience for doing final year project
- to be better equipped for future career

Q.2 Is the Work-study Programme compulsory to all Engineering students?

No. It is an optional programme for engineering students. Any student who is pursuing his/her penultimate year of studies may opt to participate in the Work-Study programme before enrolling in the final year.

Application Procedures

Q.1 What is the schedule of applying for the Work-study Programme?

Activities	Month of the Year
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Q.2 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>

Acceptance of Offers

Q.1 What should a student do if a company makes an internship offer to him/her directly?

If an employer offers an internship opportunity to a student applying for Work-Study, the student must inform his/her Department the details of the job and the employment conditions, before accepting the subject job offer. Department will review the internship engagement, including but not limited to, the background of the employer, the nature of work, the engagement terms and conditions to determine if the placement is suitable for Work-Study. The student should obtain a formal endorsement from the Department to certify the Work-Study is recognized before committing to the employer. Once the Department issues a formal endorsement, the student cannot change employer without justifying reason acceptable by the Department.

- ◆ To apply for approval from department, the student should provide the following information to department:

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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:

Internship Period: from to

Salary:

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.

Mandatory Provident Fund

Q.1 Does a Work-Study student need to enroll in a 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>

Working Permit for Non-local Students

Q.1 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.

Extension of Study Period

Q.1 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.2 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.

Student Grant/Loan Application

Q.1 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.

MTR Student Travel Scheme

Q.1 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'.

Performance Assessment

Q.1 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.2 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.

DISCIPLINARY ACTION

Q.1 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.