

Campus Internship Scheme

Recruiting Units Briefing Session

Recruiting Units Application
for AY 2022/23



15 Sep 2022

**Recruiting Unit
Applications**

62

92

**Student
Applications**

622

**Approved
Vacancies**

97% of the recruiting units find the student interns' performances **good** or **excellent**.

“The student's **pre-event's preparation** and the **post-event administration** support make the entire event **smoother**”

“The student **understood the tasks assigned well** and was able to deliver **good quality end product**. Her **cheerful attitude** is definitely an add on.”

Campus Internship Scheme (CIS)

Objectives

- To enhance students' understanding of the work environment and their long-term personal and professional development
- To facilitate students' career exploration and add value to their employability
- To offers support to colleagues with helping hands as well as opportunities to educate our students

Job Nature (varies: Data analysis, Event/ project coordination, Website development, Research, Social Media Management, Translation/ Editing/ Writing, etc.)

❌ One-off ❌ Only on-site support ✅ Project understanding ✅ Supervision & Review



Campus Internship Scheme (CIS)

Eligibility

- FT UG students
- Non-local FT UG students with No Objection Letter can also apply

Stipend

- \$65/ hour

Job hours

- Min: 150 hours of service/ project is required (~20 full working days)
- Max: 15 hours/ week (term time) (Sunday to Saturday)
- Max: 44 hours/ week (1 Jun – 23 Aug) (Sunday to Saturday)
- Students can take ONLY one appointment at the same time, including CIS, Student Campus Work Scheme and any campus job.

Location

- Primarily within HSUHK Campus
- Consider work from home arrangement under special circumstance as far as practicable

Campus Internship Scheme (CIS)

Projection & Support



Student interns/ year

Max: 100



Each project or job

150 hrs or above



Financial Support

100%

of the student intern hiring cost
(capped at 150 hours of standard
stipend + MPF (if applicable))

=HK\$10,237.50

	Student Campus Work	Campus Internship Scheme
Stipend	\$45 or \$65/ hour	\$65/ hour
Working Hours	No limit 1 Sep – 31 May: Max 15 hours per week 1 Jun – 31 Aug: Max 44 hours per week *Counted from Sunday to Saturday	Min 150 hours 1 Sep – 31 May: Max 15 hours per week 1 Jun – 23 Aug: Max 44 hours per week *Counted from Sunday to Saturday
Job Nature	<ul style="list-style-type: none"> • MC / Event Helper • Photo & Video Editor • Photo & Video Taking • Translation • IT Support • 	<ul style="list-style-type: none"> • Data analysis • Research • Translation / Editing / Writing • Event / project coordination • Social media & Website development, etc. <p>Suggested elements:</p> <ul style="list-style-type: none"> - involved in work meetings - understand the project/ tasks from a more holistic perspective (e.g. rationale of arrangements, workflow, resources allocation, etc.) - clerical support can be included but should not be the only duty

Case 1

Job Responsibilities:

- Develop and execute digital marketing plan
- Creating and maintaining images & banners on existing websites
- Monitoring and continually updating social media
- Photo and video shooting co-ordination
- Maintaining event database

Duration:

1 Oct 2022 – 31 Mar 2023

Campus Intern
(if > 150hrs)

Case 3

Job Responsibilities:

- Handle enquiries
- Provide support to the service counter
- Take care of event logistics arrangement and provide onsite support

Duration:

1 Oct 2022 – 31 Aug 2023

Campus Work
(X Job Nature)

Lack project planning
or event coordination &
out of scheme period

Case 2

Job Responsibilities:

- Schedule meetings and prepare minutes;
- Prepare all required internal forms;
- Monitor the progress of the project, identify and address potential issues;
- Maintain a record of workflow updates
- Coordinate quality controls of the different tasks of the project and ensure they meet the deadlines.

Duration:

1 Oct 2022 – 30 Nov 2022

Campus Work
(< 150hrs)

Case 4

Job Responsibilities:

- Assisting in collecting data from various websites and social media platforms
- Writing up short summaries of research materials
- Translating interview transcript or related materials
- Supporting general administrative tasks of research projects

Duration:

1 Jul 2023 – 31 Jul 2023

Campus Intern
(if > 150hrs)

AY21/22 – approved positions

- Assistant Events Officer
- Digital Marketing Intern
- ITSC Intern
- Marketing Intern
- Project Assistant Intern
- Project Development Intern
- Student Development Intern
(Publicity and Programme Support)
- Creative Digital Marketing Intern
- Event Assistant Intern
- Management Intern
- Marketing Research Intern
- Project Coordinator
- Psychology Assistants
- Student Research Assistant
- Student Translator

Stage 1

CIS application

Recruiting units submit the CIS Application.

Now until 22 Sep (Thu)

Application Approval

- DSA reviews applications from all departments.
- **Maximum** 100 internship vacancies for the whole year - Oct to Aug.
- **Priority** will be given to recruiting units without other financial support on student support hiring.
- **Self-finance programmes/ units** are not be eligible to apply.
- **Track record** of previous round(s) of CIS (if applicable) will be considered.

Late Sep

The Hang Seng University of Hong Kong
Campus Internship Scheme (CIS) - Application Form

RECRUITING UNIT INFORMATION	
Department/ Unit	
Contact Person/ Applicant	
Email	Position
	Tel

INTERNSHIP DETAILS	
No. of vacancy	
Title of Intern, (e.g. Marketing Intern)	
Expected Learning of Student Interns (you can tick multiple items)	<input type="checkbox"/> Analytical and problem-solving skills <input type="checkbox"/> Communication and presentation skills <input type="checkbox"/> Cooperation and interpersonal skills <input type="checkbox"/> Creativity and innovation <input type="checkbox"/> Marketing sense and skills <input type="checkbox"/> Project management skills <input type="checkbox"/> Research skills
Internship Description	(Describe/ list the responsibilities and duties of the internship, including any specific project the intern will be involved in)
Requirements / criteria on interns	
Elements or plans to facilitate students' learning (e.g. orientation, regular meetings, etc.)	

Student Affairs Office
Sep 2022

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CIS Application Form

Stage 2

Job Posting

Recruiting units post the job ad on JINESS directly.

at least **3 working days**
before the job posting period

Students submit online application to recruiting units.

before the application deadline

The screenshot shows a web form for a 'Student Helper' position at the 'Department of Marketing, HSUHK'. It includes fields for 'Ref: J20211129170', 'Position', 'Function', 'Nature', 'Salary', and 'Location'. There is a 'Job Responsibilities' section with bullet points and a 'Job Requirements' section with a 'Qualification' field. An 'Application Method' section at the bottom provides a link to submit the application.

JINESS

Student Recruitment

Recruiting units forward the selected students' information to HRO & SAO with well-arranged working period.

at least **7 working days**
before the job commences

HRO issue letter of appointment and the MPF membership enrolment form to the student/ internship.

before the job commences

Recruiting units are to ask student interns to fill in the pre-internship evaluation form, then send a copy to SAO.

The screenshot shows a 'The Hong Kong University of Science and Technology' 'Campus Internship Scheme - Student Intern Confirmation Form'. It includes sections for 'Personal Particulars', 'Declaration', and 'Recruiting Department/Unit'. There are checkboxes for 'CV screening' and 'Interview held on', and fields for 'Signature', 'Date', and 'CID Ref No.'.

CIS Intern Confirmation Form

Stage 3

Funding Arrangements

Payroll of each month: 100% by University's Support (capped at 150 hours of standard stipend + MPF).

=HK\$10,237.50

Payroll

Students submit their monthly Payroll/ Payment Request Form (Form 26/ 41) to supervisors.

on or before **23rd** of each month

Payroll/ Payment Request Form (Form 26) - MPF required

- Employment period **exceeding 59 days**
- Employment period in **term time (maximum 15 hour/ week)**

Payroll/ Payment Request Form (Form 41) - Non-MPF required

- Employment period **within 59 days**
- Employment period in **summer (assuming minimum 20 hour/ week)**

For hiring non-local students, the payroll request form is required to be submitted along with **an attendance record**.

Attendance Record

Student Campus Work / Internship Scheme Attendance Record						
Name: <u>Chan Tai Man</u>		HSUHK ID No.: <u>S123456</u>				
Period: <u>1/9/2021 - 30/9/2021</u>		Scheme: <u>Student Intern / Student Helper*</u>				
<small>*Please cross out as appropriate</small>						
Week	Day/ Date	Start Time	End Time	No. of Non Paid Lunch Hours	Total No. of Work Hours	Total No. of Work Hours per Week
1	Sun				0.00	10.00
	Mon				0.00	
	Tue				0.00	
	Wed	1/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Thu	2/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Fri	3/9/2021	9:00:00 AM	11:00:00 AM	2.00	
	Sat	4/9/2021			0.00	
2	Sun	5/9/2021			0.00	15.00
	Mon	6/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Tue	7/9/2021			0.00	
	Wed	8/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Thu	9/9/2021			0.00	
	Fri	10/9/2021	9:00:00 AM	5:00:00 PM	7.00	
	Sat	11/9/2021			0.00	
3	Sun	12/9/2021			0.00	15.00
	Mon	13/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Tue	14/9/2021			0.00	
	Wed	15/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Thu	16/9/2021			0.00	
	Fri	17/9/2021	9:00:00 AM	5:00:00 PM	7.00	
	Sat	18/9/2021			0.00	
4	Sun	19/9/2021			0.00	15.00
	Mon	20/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Tue	21/9/2021	9:00:00 AM	11:00:00 AM	2.00	
	Wed	22/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Thu	23/9/2021	9:00:00 AM	11:00:00 AM	2.00	
	Fri	24/9/2021	9:00:00 AM	12:00:00 PM	3.00	
	Sat	25/9/2021			0.00	
5	Sun	26/9/2021			0.00	5.00
	Mon	27/9/2021	9:00:00 AM	11:00:00 AM	2.00	
	Tue	28/9/2021	9:00:00 AM	12:00:00 PM	3.00	
	Wed	29/9/2021			0.00	
	Thu	30/9/2021			0.00	
	Fri				0.00	
	Sat				0.00	
					Total No. of Work Hours	60.00
					Hourly Rate (HK\$)	\$ 65.00
					Amount (HK\$)	\$ 3,900.00

Student:	<u>Chan Tai Man</u>	<u>23/9/2021</u>
	Name (Block Letter)	Signature Date
Checked and Endorsed by:	<u>"Coordinator of Recruiting Unit"</u>	<u>30/9/2021</u>
	Name (Block Letter)	Signature Date

Remark: Completed and duly signed attendance record should be submitted together with Payroll Request Form (Form 26 or Form 41) for non-local students.

Stage 3

Payroll

Recruiting units forward the endorsed payroll/ payment request form **with the designated signature by supervisor/ coordinator** to SAO.

SAO's budget holder **signing the payroll/ payment request form** and send to FO.

FO makes the payment.

Remarks:

If the internship ultimately could not be up to 150 hours, the financial support given already from the university (via SAO cost centre) will be retrieved from the recruiting units, unless with approval from DSA for sound justification as special cases.

on or before **26th** of each month

on the **last day** of each month

on the **7th day (MPF bearing)** and **15th day (Non-MPF bearing)** of each month

Timesheet – payroll/ payment request form

Payroll Request Form - Student/ Part-time Staff/ Additional Teaching Duties
To: Finance Office - Payroll Section

1. A properly signed form should be submitted to the Finance Office no later than the last working day of each month.
2. FO checks the correctness and pay to students/staff/coach by autopay on the 7th calendar day of the following month. Any late submissions will be processed in the next nearest payroll date.
3. For Non-local students, duly signed Attendance Record must be submitted with this form. Any incomplete documents will not be processed.

Name: *Prof/Dr/Mr/Ms/Miss **Chan Tai Man** Student(s): ☒ Local ☐ Non-local (s)
*Staff No./Student No. **S123456** Staff: ☐ Part-time Staff ☐ Full-time Staff
Charging Department: **SAO** Charging Cost Centre: **314** Telephone/Extension No. _____ Project/Course Code: **600064**

A) Hourly Base

Course/Event	Date From	Date To	No. of Hours
Week 1 (Sun-Sat)	1/9/2021	4/9/2021	10
Week 2 (Sun-Sat)	5/9/2021	11/9/2021	15
Week 3 (Sun-Sat)	12/9/2021	18/9/2021	15
Week 4 (Sun-Sat)	19/9/2021	25/9/2021	15
Week 5 (Sun-Sat)	26/9/2021	30/9/2021	5
Total Hours			60
Hourly Rate (HK\$)			65
Amount (HK\$)			3900

(CIS ref no.: XXXXXXXXXXXX)

B) Lump Sum Base

Course/Event	Date From	Date To	Amount (HK\$)
Amount (HK\$)			

Claim Amount (A) + (B) **3800**

Student/Staff signature: **Chan Tai Man** Name _____ Signature _____ Date **23/9/2021**
Prepared by Coordinator(s): **"Coordinator of Recurring Unit"** Name _____ Signature _____ Date **23/9/2021**
Approve by Budget Holder: **"Budget Holder of SAO"** Name _____ Signature _____ Date **30/9/2021**

(1) Student helpers/interns must be existing HSI/HK registered students. For conditions of engagement, please read the information available at Student Affairs Office website (http://stan.hku.edu.hk/our-services/careers/internship_job) before completing this payment request form.
(2) Non-local students cannot work more than 15 hours each week during term-time (1 Sep - 31 May).
(3) Coordinator should verify the attendance record and suggested to keep for audit purpose if not submitted to the Finance Office.

*Delete as appropriate
For Finance Office Use:
Check by: _____ Review by: _____

Stage 4

Performance Review & Certificate

Recruiting units conduct performance review with the student interns, and forward the performance evaluation to SAO:

- supervisor's feedback + students' reflection
- meeting with student interns is encouraged

SAO issue the certificate based on FO's record by students request.

Termination/ Resignation

Recruiting units notify HRO & SAO with reasons of termination, if applicable.

Not more than **10 working days** after the job end

Oct of subsequent year

Not more than **3 working days** after the Resignation or Termination

Evaluation Form (Supervisor)

This form is used by supervisors to evaluate student interns. It includes sections for Student Particulars, Recruiting Unit Details, and Student Learning. The Student Learning section contains a table for rating various aspects of the student's performance.

STUDENT PARTICULARS				
Student name	(in English)			
Student ID				
Programme of study	Year of study			
Internship period	From / / To / / (dd/mm/yyyy)			
Job title				
Job description				
RECRUITING UNIT DETAILS				
Recruiting Unit				
Contact details of supervisor	(Name) (Position)			
(Contact no.)	(Email)			
STUDENT LEARNING				
To what extent do you agree with the following statement related to student's performance in the internship?				
	Strongly agree	Neutral	Strongly disagree	N/A
Student made contributions to his/her internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student could apply the skills and knowledge learnt in university during this internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student was provided with adequate job varieties during the internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pre/ Post-Internship Evaluation Form (Students)

This form is used by students to evaluate their internship experience. It includes sections for Student Particulars, Recruiting Unit Details, and Internship Learning Experience. The Internship Learning Experience section contains a table for rating various aspects of the student's experience.

STUDENT PARTICULARS				
Student name	(in English)			
Student ID				
Programme of study	Year of study			
Internship period	From / / To / / (dd/mm/yyyy)			
RECRUITING UNIT DETAILS				
Recruiting Unit				
Contact details of supervisor	(Name) (Position)			
(Contact no.)	(Email)			
INTERNSHIP LEARNING EXPERIENCE				
To what extent do you agree with the following statements?				
	Strongly agree	Neutral	Strongly disagree	N/A
I made contributions to my internship organization/company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I could apply the skills and knowledge learnt in university during this internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tasks assigned to me were within my ability and the scope of my knowledge base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was provided with adequate job varieties during the internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidance and support from my supervisors and co-workers were sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have become more confident in my future career after this internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Modifications from previous rounds

Agreement on potential financial arrangement

Before applying for CIS, recruiting units and respective budget holders shall understand and declare acceptance of the potential financial arrangement if the internship hours of the student interns **exceed the approved hours/ could not meet the required 150-hour service** by:

- Providing cost centre and account code for exceeded internship hours/ financial support given retrieval during application stage with budget holder's signature.
 - Extra hiring cost for exceeding internship hours cases will be charged to the respective cost centre and account code.
 - Retrieval will be made to the respective cost centre and account code by FO for insufficient internship hours cases unless with approval by DSA with sound justification as special cases.

Letter of Appointment:

The end date of internship on Letter of Appointment is standardised to be **23 Aug 2023**.

- A student who completes his/ her CIS internship earlier than the contract period end date and wish to **engage in another campus work** (including but not limited to CIS), shall inform HRO to proceed early completion of contract procedure and consult about the follow-up arrangement.
- Recruiting units who wish to hire the same student for different positions under another approved CIS application shall consult HRO before recruitment.

Modifications from previous rounds

Declaration on CIS Confirmation Form:

Selected students are required to declare if they **are currently under any contract (letter of appointment)** issued by HSUHK as a student helper/ student intern in this AY (**until 23 Aug**).

- Appointment **should NOT** be made to students who are working under other offices/ units in HSUHK.

Eligibility for Recruiting Unit:

Self-finance programmes/ units are **not eligible** for application.

Potential issues & suggestions

1. Insufficient internship hours

Recruiting units are responsible to ensure the internship hours of student intern(s) meet the minimum requirement of 150-hour service.

Suggestions:

- Plan of regular work schedule and communicate with the student intern(s) in advance
- Insert the record from the monthly payroll forms into an excel for future easy checking
- Start the internship as early as possible

2. Internship hours exceeding approved hours

Recruiting units are responsible to ensure the internship hours of student intern(s) do not exceed the approved hours during application stage.

Suggestions :

- Insert the record of monthly payroll forms into an excel for easy checking
- Get approval from budget holder in advance
- Check if there is available budget of their own to pay for the extra hiring cost

1																				
2	SID	Name	Programme	Year	Start Date	End Date	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Hrs	Remained hrs
3									18.5	6.5	35	12	6.5	22	21.5	28			150	0
4								1	9	5	32	25	26	25	27				150	0
5									0	3			22	4	6			115	150	0
6									3				18	4	6			119	150	0

Potential issues & suggestions

3. Delayed payroll arrangement

It is the recruiting units' responsibility to submit payroll request forms to SAO by the designated date each month for the student interns to get paid on time in order to comply with legislative requirement.

Suggestions:

- Remind student interns to submit the payroll request forms on time for review and endorsement
- Check thoroughly if the marked timesheet is accurate
- Only to pay student interns via FO

4. Hiring same student intern

Recruiting units who wish to hire the same student for different positions under another approved CIS application shall consult HRO before recruitment.

Suggestion:

- Consult HRO before recruitment

Timeline

CIS Applications

Deadline: 22 Sep (Thu)

CIS Result Announcement

Latest by 10 Oct (Mon)

First day of job posting (if applicable)

After the CIS result announcement

Recruiting Units confirm the selected students and send information to HRO & SAO

At least 7 working days prior to job commencement

Internship starts

After signing Letter of Appointment

Internship period

Within the period stated in the Letter of Appointment and no later than **23 Aug 2023 (Wed)**

After completing the internship, recruiting units forward the performance evaluation to SAO

Within 10 working days upon completion of internship

Important Notes for Recruiting Units

- Detailed planning of work schedule for students' best learning and for 150-hour of work requirement
- Provide suitable on-the-job training, guidance, and regular feedback to the students
- In order to obtain University's financial support, recruiting units have to fulfill all the requirements mentioned in the policy, including but not limited to:
 - At least 150 working hours for student interns
 - Submit the Payroll/ Payment Request Forms to SAO by designated dates
 - Provide an assessment on performance of the students and submit the below forms to SAO in a timely manner
 - ✓ Campus Internship Scheme – Evaluation Form (Supervisor)
 - ✓ Campus Internship Scheme – Pre- and Post-internship Evaluation Forms (Student)
- **KEY DATE:**
 - **22/9 (Thu) – Application Deadline** (application form with signature by budget holder to careers@hsu.edu.hk / Mr. Manson Wong of SAO)

FAQ

Can the student interns handle sensitive issues or student data?

Recruiting units are reminded to set relevant policies and guidelines for students whose job duties may involve handling of sensitive issues, such as data processing, cash handling, etc. and for jobs that may require students to work under hazardous environment. In any case, student interns should refrain from handling personal data and academic records of other students/ graduates.

Does the recruitment unit need to provide a work station with computer to the student intern?

The work station arrangement is to be compromised between the student interns and the recruiting units, yet it would be great to have a stable seat within the office and ITSC will try their best to arrange computer for the interns accordingly. If stable seat is not available in the office, seats at counter or adjacent meeting room is an option. If the recruiting units and interns find it suitable, interns can work in public areas within the campus or even work from home (WFH) and just come back for meeting as appropriate.

We also suggest recruiting units to arrange work from home for your CIS interns under special circumstances as far as practicable. Nevertheless, recruiting units shall have their discretion to arrange face-to-face work arrangement for the interns when necessary and with safety concern being one of the key considerations, such arrangement should be agreed by both parties.

FAQ

If the internship arrangement can't meet the minimum 150 working hours at last, will there be any financial implications?

While the monthly payroll/ payment is charged to the cost centres of Student Affairs Office, if the internship hours finally are not up to 150 hours as required by CIS, the financial support offered to recruiting units during monthly payroll already will be retrieved from their respective cost centres unless with approval by DSA with sound justification as special cases.

Can I hire another intern at the time of termination of/ resignation from internship?

Recruiting units are not allowed to hire replacing intern at the time of terminating/ receiving resignation of interns. In the meantime, recruiting units are to provide sound justification with support about the incompleteness of internship arrangement to CIS administrator, which would be sent to DSA for further consideration of waiver of financial support retrieval.

Can the project details be changed after the CIS application is approved?

The job nature and minimum hours of the actual internship should be mostly consistent to the CIS application; however, it is understandable that details may need to be adjusted when the internship is to be actualized. It is recommended that the job advertisement to be posted on JINESS should include specifications consistent to the actual work duties in order to have applicants' expectations well managed.

Q & A

For more info:



Thank You