

Campus Internship Scheme

Student Briefing Session

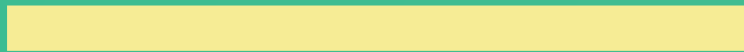
2022/23 Opening



21 Oct 2022

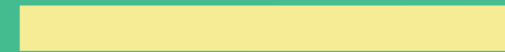
**Student
Applications**

622



**Student
Interns**

83



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

Around **80%** of the students found their **capabilities improved** after the internship!

97% of the students agree that they have become **more confident** in their **future career** after the internship!

How was the experience?

Students

- Inspiration for future career path
- Put my knowledge into practice
- Felt valued and loved while working there
- Kind and understanding colleagues

Recruiting units

- Helped a lot on design work
- Contributed ideas on promotion
- Excellent communication skills
- Showed great commitment and competence for the internship job

100



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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

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)



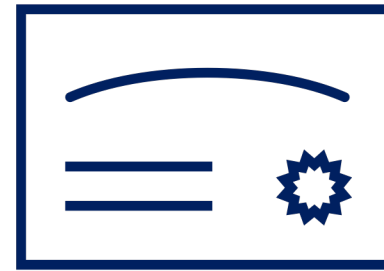
Student interns/ year

Max: 100



Each internship

150 hrs or above



Student fulfilling all the CIS requirements* can obtain a

Certificate

Campus Internship Scheme (CIS)

Eligibility

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

Salary

- \$65/ hour

Job hours

- Min: 150 hours of service/ project is required
- Max: 15 hours/ week (term time)
- Max: 44 hours/ week (1 Jun 2023 – 23 Aug 2023)
- Students can take ONLY one appointment at the same time, including CIS, Student Campus Work Scheme and any other campus job

Location

- Primarily within HSUHK Campus

Min Total Salary: \$65 x 150hr = **\$9,750**

Upcoming Positions – 2022/23

- Assistant Event Officer
- Computing Intern
- Creative Digital Marketing Intern
- Digital Marketing Intern
- English Language Centre Assistant
- Event Coordinator
- Event & Creative Media Intern
- Finance Intern
- Library Intern
- Management Intern
- Marketing Intern
- Project Assistant (Intern)
- Project Management Intern
- Psychology Assistants
- Residential College Operational Intern
- Social Media Copywriter Intern
- Student Development Intern
- Student Research Assistant
- Technical Support Intern
- Website Management Intern

Various Recruiting Units – 2022/23

- Advancement and Alumni Affairs Office
- Centre for Teaching and Learning
- Dept. of Accountancy
- Dept. of Art & Design
- Dept. of Chinese
- Dept. of Computing
- Dept. of Economics and Finance
- Dept. of English
- Dept. of Management
- Dept. of Marketing
- Dept. of Social Science
- Finance Office
- Honours Academy
- Library
- School of Business
- Student Affairs Office

Timeline

CIS Intern Recruitment **STARTING NOW**

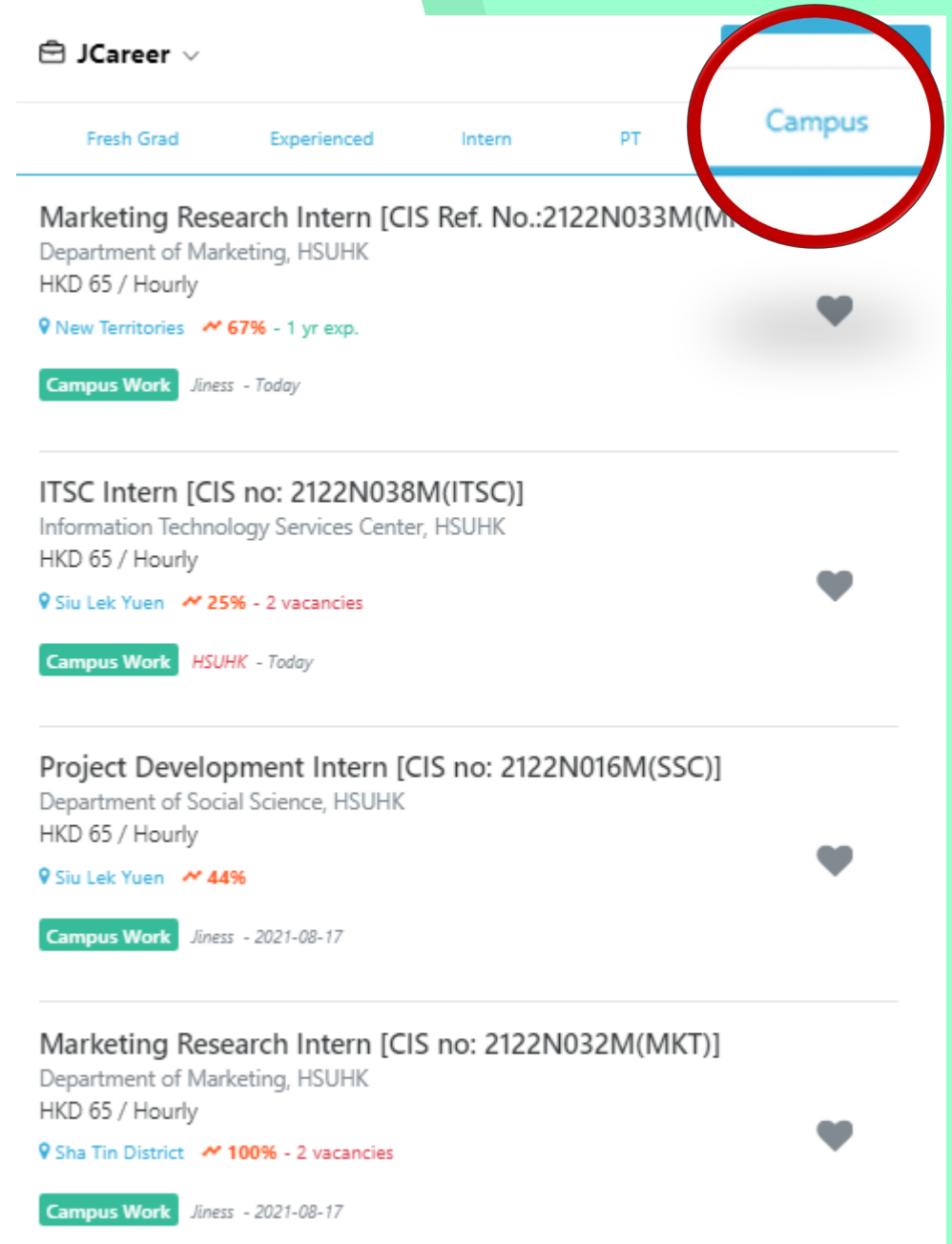
Internship Start	Varies with positions
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Internship Period	Varies with positions
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CIS application

- A list of CIS projects will be listed on the CIS webpage regularly after the internship vacancy is approved.
https://sao.hsu.edu.hk/our-services/careers/internship_job/campus-internship-scheme/
- Recruiting units will then post the internship vacancies on JINESS weeks before their internship period based on their recruitment needs.
<http://jiness.hsu.edu.hk/>
- All HSUHK students meeting the eligibility requirements may apply for CIS positions on JINESS by attaching their resumes or related documents directly to respective recruiting units



JCareer

Fresh Grad Experienced Intern PT **Campus**

Marketing Research Intern [CIS Ref. No.:2122N033M(M)]
Department of Marketing, HSUHK
HKD 65 / Hourly
📍 New Territories 📈 67% - 1 yr exp.
Campus Work Jiness - Today

ITSC Intern [CIS no: 2122N038M(ITSC)]
Information Technology Services Center, HSUHK
HKD 65 / Hourly
📍 Siu Lek Yuen 📈 25% - 2 vacancies
Campus Work HSUHK - Today

Project Development Intern [CIS no: 2122N016M(SSC)]
Department of Social Science, HSUHK
HKD 65 / Hourly
📍 Siu Lek Yuen 📈 44%
Campus Work Jiness - 2021-08-17

Marketing Research Intern [CIS no: 2122N032M(MKT)]
Department of Marketing, HSUHK
HKD 65 / Hourly
📍 Sha Tin District 📈 100% - 2 vacancies
Campus Work Jiness - 2021-08-17

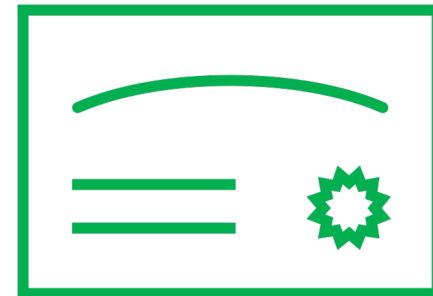
Evaluation

- submit the “CIS - Pre-Internship Evaluation Form (Student)” by the first day of internship commencement to their supervisors;
- submit the “CIS - Post Internship Evaluation Form (Student)” to their supervisors within 10 working days after the internship completion;
- obtain satisfactory performance in the “CIS - Evaluation Form (Supervisor)”

Certificate

To fulfill all the requirements of CIS and to obtain a certificate, interns have to:

- submit the
 - “CIS - Pre-Internship Evaluation Form (Student)” &
 - “CIS - Post Internship Evaluation Form (Student)”
- obtain satisfactory performance in the
 - “CIS - Evaluation Form (Supervisor)”
- submit
 - at least 3 photos demonstrating their internship learning to SAO for future promotion usage



Payroll

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

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

FO makes the payment

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

FO Form 26

HKAS 香港恒生大學
THE HANG SENG UNIVERSITY
OF HONG KONG

Payment Request for Student Helper/Part-time Staff
Additional Teaching Duties
To Finance Office - Payroll Section

A properly signed form should be submitted to the Finance Office no later than the last working day of each month.
PO checks the correctness and pay to students/staff each by suggested bank transfer or cheque every two weeks (twice a month). Any late submission will be processed in the next nearest payroll date.

Name: ***Pan De-ho Alex** Sofia Li Students: ☒ Part-time Staff ☐
Staff No./Student No. PO (50%) Extension No. Telephone Extension No. 904 (50%)
Charging Department SAC (50%) Charging Cost Center 314 (50%) Project Course Code: 6000

A) Hourly Base

Course Event	Date From	Date To	No. of Hours
Campus Internship Scheme	15/8/2021	31/8/2021	150.00
Total Hours:			150.00
Monthly Rate (HK\$)			65.00
Amount (HK\$)			\$7,500.00

B) Lump Sum Base

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

Student Staff signature: _____ Date _____ Signature _____ Date _____ att _____
Signature _____
Approved by Coordinator (C): _____ Name _____ Signature _____ Date _____ att _____
Prepared by Coordinator (if applicable): _____ Budget Holder: Patrick Lam (PO) Principal 1/9/2021
Elmer Lee (SAC) Officer 1/9/2021
Approve by Budget Holder: _____ Name _____ Signature _____ Date _____
Signature _____

(must be one of charging cost centre)
(must be HK registered student / or coordinator of departmental / academic staff; please read the information available at Student Affairs Office website (<http://soa.hku.hk>) has with our service courses internship job-student-campus-wood-scheme-a before completing this payment request forms.
(2) Coordinator should verify the hours worked. A dental attendance record is suggested to keep for audit purpose.

* Date of approval: _____ Review by:
For Finance Office Use:
Check by: _____

mark you weekly hours worked
from Sunday to Saturday as a week

Payroll/ payment request form



Important Remarks for Students

- Students **should not apply for a Campus Internship if they are not available nor eligible**. For example, they have accepted another campus work offer at the same period of time.
- 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 academic year (until 23 Aug 2023) on the CIS Confirmation Form.
- Students should observe the working hours and internship period in the letter of appointment. They **should not work beyond the pre-set working hours without instruction from their supervisors**.
- Students have to **submit payroll request form to their supervisors for endorsement by 23rd of each month**, so that they could receive the stipend of the completed hours of that month by 7th (MPF bearing) or 15th (Non-MPF bearing) of the following month.
- 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 the Human Resources Office to proceed **early completion of contract procedure** and consult about the follow-up arrangement.

B. DECLARATION 聲明	
I DECLARE that the information given in support of this application is accurate and complete. I am aware that the University reserves the right to cancel my internship at any time if the information given in this application is found untrue or incomplete. 本人聲明所提供的申請資料，均屬正確，並無遺漏。本人得悉若有虛報或資料不全，校方有權在任何時候取消本人的實習資格。	
<input type="checkbox"/> I undertake that I shall NOT work for more than one office/department under the same period (under any schemes) and shall NOT work for more than 15 hours a week during fall/spring term (1 Sep to 31 May) nor 44 hours a week during summer term (1 Jun to 23 Aug). 本人聲明清楚學生不能同時受聘多於一個部門，並在學期內 (9月1日至5月31日) 每星期工作不應超過 15 小時及暑假期間 (6月1日至8月23日) 每星期工作不應超過 44 小時。	
Please tick ONE of the declarations below:	
<input type="checkbox"/> I declare that I am NOT under any contract (letter of appointment) currently issued by HSUHK as a student helper/ student intern in this academic year (till 23 August). 本人聲明現正沒有在履行由香港恒生大學於這個學年 (直至 8 月 23 日) 為學生工作人員/ 實習生所發出的合約。	
<input type="checkbox"/> I am notifying that I AM under a contract (letter of appointment) currently issued by HSUHK as a student helper/ student intern in this academic year (till 23 August), but I have ended my service on _____ (end date) for _____ (office/ department) before taking up this new internship position. 本人現正在履行由香港恒生大學於這個學年為學生工作人員/ 實習生所發出的合約 (合約期直至 8 月 23 日)，但接受這份新實習工作前，已於 _____ (日期) 完成 _____ (部門) 所委派的工作。	
Student Intern's Signature 實習生簽名: _____	Date 日期: _____

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Q & A

For more info:



Thank You