

THE HANG SENG UNIVERSITY OF HONG KONG

Senior Management Committee

Revised Policy Guidelines and Procedures for the Student Campus Work Scheme

Student Affairs Office

Purpose

This paper invites Members to consider and approve, if appropriate, the proposed revised hourly rate of the Student Campus Work Scheme (SCWS) effective from 2024/25.

Background

2. Established in 2012, the Student Campus Work Scheme (SCWS) serves as a platform to provide students with invaluable work experience across Schools, Departments, Offices, and Units on campus, thus helping them acquire practical workplace skills that enhance employability and contribute to the university's workforce. The principles and policy guidelines of the SCWS are subject to regular joint reviews by the Student Affairs Office (SAO), Human Resources Office (HRO), and Finance Office (FO) to ensure that students are not involved in excessive work on campus and that the work arrangements fulfil the needs and comply with the statutory requirements of related ordinances.

3. The primary purpose of the SCWS is to provide students with opportunities to gain practical work experience and apply their learning in real-world settings. The scheme is designed to support students' educational and professional development, rather than to offer market-competitive wages.

4. At a recent joint review by the SAO, HRO and FO, it was evident that HSUHK's current rate of HK\$45 is not comparable to the norm, whereas the rate of HK\$65 per hour is. The benchmark rates as of June 2024 include:

- [CityU](#) - HK\$75 per hour
- [CUHK](#) - HK\$64 per hour
- [HKBU](#) - HK\$48 to HK\$66 per hour
- [PolyU](#) - HK\$80 per hour
- [SFU](#) - HK\$50 per hour

Proposed Adjustment to the Hourly Rate of SCWS

5. It is proposed to remove the HK\$45 option and maintain the HK\$65 option unchanged. The Policy Guidelines stipulated in 2015 include two hourly rates for two different job types - "General Tasks (eg., clerical support, event helper, customer service)" at HK\$45 and "Jobs Requiring Specialised Skills (e.g., research, AV/IT support, translation)" at HK\$65. Considering the educational value of the SCWS, it is more appropriate to focus on roles that

facilitate students in applying their professional knowledge and skills in real-world settings. Therefore, the division into general and specialised tasks is unnecessary. With more diversified academic programmes, the professional knowledge and skills that students can contribute have expanded to include areas such as research, AV/IT support, translation, project management, graphic design, content writing, video production, etc.

6. If recruiting units would like to offer different hourly rates for individual projects, prior approval from the Director of Student Affairs is required.

Summary of campus work engagement

7. Two types of campus work engagement, with their duration and weekly working hours, are listed below:

Campus Work	MPF Requirement	Duration of Work <i>(calendar days from the first day to the last day)</i>	Applicable Time Frame	Working Hours <i>(per week)</i>	Service Break <i>(before taking up subsequent campus work)</i>
(A)	MPF-required	Exceed 59 days	1 Sep to 31 Aug	1-15 hours	Nil, but if the subsequent job is Non-MPF-required , 14-day service break is necessary.
		Exceed 59 days and up to 90 days	Summer (1 Jun to 31 Aug)	Possible to work for max. 44 hours	
(B)	Non-MPF-required	59 days or less	1 Sep to 31 May	1-15 hours	14 days
			Summer (1 Jun to 31 Aug)	Possible to work for max. 44 hours	

Appendix 1: Revised Policy Guidelines and Procedures for the Student Campus Work Scheme.

Action Required

8. Members are invited to consider and approve, if appropriate, the proposed adjustment to the hourly rate of the Student Campus Work Scheme for implementation with effect from 2024/25 as listed in paragraph 5.

Student Affairs Office
July 2024

THE HANG SENG UNIVERSITY OF HONG KONG
Revised Policy Guidelines and Procedures for the Student Campus Work Scheme

Purpose

1. This document updates the policy guidelines and procedures that govern the appointment of Student Helpers across the various Schools, Departments, and Units of the University under the Student Campus Work Scheme. These revisions are based on a regular review of similar practices at other universities and operational demands of the university. All staff members are advised to adhere to the following guidelines and procedures when recruiting student helpers on campus.

Principles & Campus Work Categorisations

2. Established in 2012, the Student Campus Work Scheme (SCWS) serves as a platform to provide students with invaluable work experience across Schools, Departments, Offices, and Units on campus, thus helping them acquire practical workplace skills that enhance employability and contribute to the university's workforce. The principles and policy guidelines of the SCWS are subject to regular joint reviews by the Student Affairs Office (SAO), Human Resources Office (HRO), and Finance Office (FO) to ensure that students are not involved in excessive work on campus and that the work arrangements fulfil the needs and comply with the statutory requirements of related ordinances.
3. The primary purpose of the SCWS is to provide students with opportunities to gain practical work experience and apply their learning in real-world settings. The scheme is designed to support their educational and professional development, rather than to offer market-competitive wages.
4. Two types of campus work engagement, with their duration and weekly working hours, are listed below:

Table 1: Summary of campus work engagement

Campus work	MPF Requirement	Duration of Work <i>(in calendar days from the first day to the last day)</i>	Applicable Time Frame	Working Hours <i>(per week)</i>	Service Break <i>(before taking up subsequent campus work)</i>
(A)	MPF-required	Exceed 59 days	1 Sep to 31 Aug	1-15 hours	Nil, but if the subsequent job is Non-MPF-required , 14-day service break is necessary.
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(B)	Non-MPF-required	59 days or less	1 Sep to 31 May	1-15 hours	14 days
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Procedures & Important Notes

5. Important Notes for Recruiting Units have been updated as follows, after reflecting on the operational demands of the University:

- (a) The nature of work assigned to a student helper must be appropriate and safe for the student to undertake. Recruiting Units are responsible for ensuring that the assigned tasks are suitable for students and do not pose any risks.
- (b) Recruiting Units must appoint a supervisor to assign tasks, oversee the student's work, and provide feedback to ensure that students gain meaningful learning experience from their work.
- (c) In recognition of the students' contributions, Recruiting Units are required to adhere to specified hourly rates (**i.e. HKD\$65 per hour from academic year of 2024 – 2025***) when recruiting student helpers. These rates are subject to regular reviews conducted by the Student Affairs Office (SAO) in consultation with the Human Resources Office (HRO) and the Finance Office (FO), to ensure they meet the operational demands of the university.
**Recruiting units are reminded to include contributions to the MPF for Type A Campus Work in their budget planning.*
**If recruiting units would like to offer different hourly rates for individual projects, prior approval from the Director of the Student Affairs Office (SAO) is required.*
- (d) To ensure equal opportunity for all students, all requests to recruit student helpers should be openly advertised. Recruiting Units should submit the request(s) to the Career Planning and Development Section of SAO by completing the Recruitment Form (SAO/CPD/Form1) **at least one week before the job begins**, in order to allow sufficient time for the vacancy to be advertised on the JINESS Portal.
- (e) Recruiting Units should specify the employment period of each on-campus job, including both the start and end dates, as well as the weekly working hours and hourly rates, on the Recruitment Form. The weekly hours are counted from Sunday at 0:00 to Saturday at 11:59.
- (f) Each student is limited to holding only one on-campus job at a time. **Recruiting Units should not appoint students who declare that they have another campus job during or overlapping the same period.**
- (g) To comply with the service break requirements (refer to Table 1), Recruiting Units must not appoint students if the job coincides with the students' period of service break.
- (h) **For Type (A) MPF-required campus work, students can only start their work after the contractual arrangement is completed.**
- (i) Recruiting Units are responsible for reviewing and endorsing the timesheets submitted by student helpers, which must be completed on or before the last day of each month. **The Recruiting Units should ensure that all endorsements and approvals are finalised by the 3rd day of the following month**, enabling the FO to process payments by the 7th day.

6. Important Notes for Students

- (a) Student helpers must be currently registered students at The Hang Seng University of Hong Kong.
- (b) Student helpers must be **Hong Kong permanent residents** or possess the relevant approval to work in Hong Kong. **Non-local students are**

- required to present their “No Objection Letter” (NOL) issued by the Immigration Department during the application process.**
- (c) Each student is **permitted to hold only one on-campus job engagement at a time.**
 - (d) Students should not apply for a job engagement if they are not eligible, for example, if they have accepted another campus job offer during or overlapping the same period or if the job period coincides with their period of service break.
 - (e) Students must adhere to the working hours specified in the job offer and should not work beyond these hours unless instructed by their supervisors.
 - (f) Students are required to **submit their timesheets** for endorsement to their supervisors **on or before the last day of each month.**

Personal Data Privacy Ordinance

7. In compliance with the requirements of the **Personal Data Privacy Ordinance**, Recruiting Units are reminded that:
- (a) **All personal data** collected for the purpose of the recruitment and appointment of student helpers must be used solely for the stated purpose.
 - (b) **Personal data of successful candidates** must be transferred to the HRO and stored securely during the appointment period. The data should be destroyed 7 years after the end date of the job engagement, unless the student has consented to an extended retention period for a specified purpose. Following the expiration of this agreed period, the personal data must be destroyed.
 - (c) **Personal data of all unsuccessful candidates** must be destroyed one month after the successful candidate reports for duty, except in cases where the student has consented to the retention of their personal data for a specified period and a stated purpose. After the period expires, the personal data must also be destroyed.

Implementation

8. The above policy guidelines and procedures are planned to be implemented with effect from the academic year 2024/2025 after approval by the Senior Management Committee (SMC) and will be kept under review periodically, in response to comments received and future changes.

Student Affairs Office
July 2024