What is university education?

- Theory ≠ Practical
- Learn to face/solve problems & uncertainty
- Vocational training vs Thinking/Methodology training (Learn to learn)
- Attitude determines Altitude
How can internship help?

Difference of 1st year salary & job opportunities
Academic status of IAS / CES

- FS4002 (IAS) 3 credits
- FS4001 (CES) 8 credits
- Compulsory registration
IAS (FS4002)

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACE</td>
<td>CA3504 / FS4002</td>
</tr>
<tr>
<td>BME</td>
<td>FS4002</td>
</tr>
<tr>
<td>EE</td>
<td>Engineering Training II</td>
</tr>
<tr>
<td>MNE</td>
<td>FS4002</td>
</tr>
<tr>
<td>MSE</td>
<td>FS4002</td>
</tr>
<tr>
<td>SEEM</td>
<td>FS4002</td>
</tr>
<tr>
<td>CHEM</td>
<td>FS4002</td>
</tr>
<tr>
<td>MA</td>
<td>FS4002</td>
</tr>
<tr>
<td>PHY</td>
<td>FS4002</td>
</tr>
</tbody>
</table>

The status of FS4002 in a programme or how each programme recognizes the IAS and OIS is dependent upon individual programme requirements. Any related queries should be directed to students’ parent department.
CES (FS4001)

- FS4001 cannot be used to fulfil the GE requirement of any programme

- Credit distribution:
  - Sept batch (8/12 months): Sem A (4CUs) + Sem B (4CUs) + Summer (0CUs)
  - Jan batch (8 months): Sem B (4CUs) + Summer (4CUs)
  - Jan batch (12 months): Sem B (4CUs) + Summer (0CU) + Sem A (4CUs)
Online Application

- **12 – 13 March (Tue & Wed)**
  
  **Start:** 00:00 12 March (Tue)  
  **End:** 24:00 13 March (Wed)

* DO NOT apply before 00:00 12 March  
* NO new posts will be uploaded during the application period.
Student Account activation

- Account Activation email (Oct 2018) & {27 Feb 2019}

- To view job posts and apply IAS/CES

- MUST study the job details and choose before you apply
Dear Francis I,

If you are interested in applying for IAS/CES, please activate your user account via the following link:

[Activate User Account]

You may use the activated user account to:

i) Access the training vacancy to see the job details.

ii) Start up the application of IAS / CES in CEC webpage.

Students who have activated the account for OIS application do not need to activate the account again.

*Application Period: 12-13 Mar 2019, late application will not be accepted.

For Online Application, please use Internet Explorer only to access the system.

**IAS/CES Information sessions schedule (2019)**

Co-operative Education Centre is inviting you to the IAS/CES Information sessions. If you can’t attend the session of your department, you may join the sessions of other departments. For non-Cantonese speaking students, you can choose the English Speaking Session or come to CEC for individual consultation provided that there’s a time clash with your class.

For Student of College of Science, please feel free to join any one session.
Account Activation

Please enter your password in the following Account Activation Form and then submit to us. Upon receiving the form, you have a right to access Job Vacancy Area and OIS/IAS/CES application under CEC web site. Thank you.

- Student ID: 10000009
- Password: 
- Retype Password: 

[Submit]
Account Activation

Your student account has been activated successfully.
You are now allowed to access the Job Vancancy and OIS/IAS/CES application areas on CEC web site.

Close
An email notification,

Student Activation: Password For Your Account

-----Original Message-----
From: Co-operative Education Centre [mailto:secentre@cityu.edu.hk]
Sent: Thursday, February 28, 2019 3:06 PM
To: Mr. Silas FOO <Silas.Foo@cityu.edu.hk>
Subject: Student Activation: Password For Your Account

Your password for OIS/IAS/CES application is xxxxxxxx.
Vacancy browsing

- Mark the selected post codes for application

- Start application (use IE)
CityU materials scientist receives prestigious international and local awards
25 February 2019

One of the top scientists at City University of Hong Kong (CityU) has been recognised by international and local awards for his cutting-edge research achievements.
Co-operative Education Centre

The mission of the Centre is to provide co-operative education for our students in conjunction with industry, local, Mainland China and overseas. We aim to nurture a new generation of engineering professionals and industrial leaders who possess an international perspective and the solid ability and foresight to steer the society forward amidst the fast changing society and technological advancements, locally and in the region.

Co-operative education provides an ideal platform for us to work closely with industry in areas of hi-technology development, research breakthroughs and talent pool cultivation. We currently offer three internship programmes: Co-operative Education Scheme, Industrial Attachment Scheme and Overseas Internship Scheme. Several hundreds of industrial and research projects have been completed through the students under the supervision of their mentors at work to create a win-win situation.

Our platform also enables employers to post their recruitment advertisements, which facilitates students' job hunt. The Centre also provides support to students in career planning through organizing career talks, career fairs and company visits so that students get to know the industry. We look forward to further extending our industry network and strengthening our collaboration with industry to achieve our mission and to equip our students well for the future.
Industrial Attachment Scheme (IAS)

Vacancies

Department of

Architecture and Civil Engineering
Biomedical Engineering
Chemistry
Computer Science
Electronic Engineering
Materials Science and Engineering
Mathematics
Mechanical Engineering
Physics
Systems Engineering and Engineering Management
# Industrial Attachment Scheme (IAS)

Department of Architecture and Civil Engineering

## Vacancies (Post still open)

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arcadis Asia Ltd.</td>
<td>2</td>
</tr>
<tr>
<td>Carrier Hong Kong Limited</td>
<td>10</td>
</tr>
<tr>
<td>Castco Testing Centre Limited</td>
<td>5</td>
</tr>
<tr>
<td>Chevalier (Construction) Co., Ltd.</td>
<td>2</td>
</tr>
<tr>
<td>China State Construction International Holdings Limited</td>
<td>6</td>
</tr>
<tr>
<td>Chubb Hong Kong Limited</td>
<td>30</td>
</tr>
<tr>
<td>Everlight Engineering Co., Ltd.</td>
<td>1</td>
</tr>
<tr>
<td>For Testing Only</td>
<td>2</td>
</tr>
<tr>
<td>Hsin Chong Construction Company Limited</td>
<td>5</td>
</tr>
<tr>
<td>Kai Shing Management Services Limited</td>
<td>4</td>
</tr>
<tr>
<td>Keio Engineering Co., Ltd.</td>
<td>6</td>
</tr>
<tr>
<td>Ko's Electrical Engineering Limited</td>
<td>2</td>
</tr>
<tr>
<td>MAJESTIC ENGINEERING CO LTD</td>
<td>4</td>
</tr>
<tr>
<td>Modern Terminals Limited</td>
<td>2</td>
</tr>
<tr>
<td>Ove Arup &amp; Partners Hong Kong Limited</td>
<td>2</td>
</tr>
<tr>
<td>REC Engineering Company Limited</td>
<td>3</td>
</tr>
<tr>
<td>Rider Levett Bucknall</td>
<td>10</td>
</tr>
<tr>
<td>Urban Property Management Limited</td>
<td>2</td>
</tr>
</tbody>
</table>
Job Posts

- Company background / job details
- Location / travelling mode
- Duration / working days
- Scholarship / Allowance (Minimum, subsidy…)
- Extension (CES FS4001…)
- Special requirement (green card, swimming…)

21
<table>
<thead>
<tr>
<th>Post Code</th>
<th>I18-TC081-01-HK</th>
<th>I18-TC081-02-MC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Quantity Surveying Department</td>
<td>To be advised</td>
</tr>
<tr>
<td>Post</td>
<td>Summer Trainee</td>
<td>Summer Intern</td>
</tr>
<tr>
<td>Project Title</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td>Job Description</td>
<td>Assist the Project Quantity Surveyor in pre &amp; post contract services works</td>
<td>Quantity surveying duties</td>
</tr>
<tr>
<td>No. of Vacancies</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Remarks</td>
<td>5 days work (8:30am - 5:30pm)</td>
<td>RLB will provide accommodation and air-tickets</td>
</tr>
<tr>
<td>Duration</td>
<td>9 weeks</td>
<td>9 weeks</td>
</tr>
<tr>
<td>Travelling Mode</td>
<td>Work in HK only</td>
<td>Station outside PRD</td>
</tr>
<tr>
<td>Working Location</td>
<td>Shaukeiwan</td>
<td>Beijing</td>
</tr>
<tr>
<td>Eligible Applicants</td>
<td>ACE</td>
<td>ACE</td>
</tr>
<tr>
<td>Programme</td>
<td>BSS</td>
<td>BSS</td>
</tr>
<tr>
<td>Specific Requirement</td>
<td>-</td>
<td>RLB will provide accommodation and air-tickets</td>
</tr>
</tbody>
</table>

Notes:
- The Job Description for the post in Hong Kong includes assisting the Project Quantity Surveyor in pre and post contract services works.
- The travelling mode for the post in Beijing is station outside PRD.
- RLB will provide accommodation and air-tickets for the post in Beijing.
<table>
<thead>
<tr>
<th>AFCD - Wetland Park (Exhibition Section)</th>
<th><a href="http://www.afcd.gov.hk">www.afcd.gov.hk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Post Code</strong></td>
<td>I18-TC096-01-HK</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Exhibition Section</td>
</tr>
<tr>
<td><strong>Post</strong></td>
<td>Summer Intern (IT/AV)</td>
</tr>
<tr>
<td><strong>Project Title</strong></td>
<td>Operation of IT / AV exhibits, AV Theatre, program work for interactive games and visitor data for the Hong Kong Wetland Park</td>
</tr>
<tr>
<td><strong>Job Description</strong></td>
<td>- Assist in development/modification of program for interactive games, reporting and analysis visitor data; - Assist in daily operation and maintenance of theatre and IT/AV hardware; and - Assist in website revamp project.</td>
</tr>
<tr>
<td><strong>No. of Vacancies</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Remaining Vacancies</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>9 weeks</td>
</tr>
<tr>
<td><strong>Travelling Mode</strong></td>
<td>Work in HK only</td>
</tr>
<tr>
<td><strong>Working Location</strong></td>
<td>Hong Kong Wetland Park, Tin Shui Wai</td>
</tr>
<tr>
<td><strong>Eligible Applicants</strong></td>
<td>EE/MA/MBE</td>
</tr>
<tr>
<td><strong>Programme</strong></td>
<td>BECE/BEINFE/BSCM/BEMFSE</td>
</tr>
<tr>
<td><strong>Specific Requirement</strong></td>
<td>Knowledge on the use of IT and AV equipment is required; experience on programming techniques on interactive games, basic knowledge of website development, analysis visitor data, and basic knowledge on electronic device and circuit design is an advantage.</td>
</tr>
</tbody>
</table>
| **Remarks**                            | * No allowance  
* 44 hours per week on shift basis  
* Non-Profit Making Organization  
* No allowance; Subsidy will be provided upon successful completion of internship |
What is CES?

### 8 - 12 months placement program

<table>
<thead>
<tr>
<th>Dept (typical)</th>
<th>Application period</th>
<th>Training Period</th>
<th>Duration (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEEM/MBE/BME</td>
<td>12-13 March</td>
<td>Sept – Apr/Aug</td>
<td>8-12</td>
</tr>
<tr>
<td>EE/CHEM/MA/MSE/PHY</td>
<td>Aug</td>
<td>Jan – Aug/Dec</td>
<td>8-12</td>
</tr>
</tbody>
</table>

Industrial placement component (FS4001)
Industry-based project as FYP (except for MA students)
Subsidy

- China travel allowance (daily travel/station)
  HK$1,000/month

- Subsidy outside PRD
  HK$11,000 ceiling

- Non-profit making organizations
  Top up to HK$4,000/month
Application

Online application

Eligibility

1. Penultimate year students. Full-time undergraduates, local or non-local, in College of Engineering.
2. Self-financed students should alert Co-op Centre at the time of accepting an offer. There is important implication in the tuition fee and funding support.
3. For non-local students, the final approval rests with the Immigration Department of HKSAR.
IMPORTANT:

1. Please check the job post from CEC’s webpage first before you start your application. You can only view the job number BUT NOT the job details from this site.
2. **DO NOT** let this system lay idle for more than 30 minutes; or else, you need to start all over again.
3. Recommend to use IE (Internet Explorer) for application.

Note for Applicants:

The information provided will be used for internship recruitment, processing and related purposes. It may be disclosed to companies registered at the CEC database for purposes relating to recruitment and appointment.

For correction of or access to personal data after submission of the application form, please contact staff of CEC.

We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.
The page you are about to access contains the personal files of candidates applying for Industrial Attachment Scheme (IAS) / Co-operative Education Scheme (CES) / Overseas Internship Scheme (OIS). Access is enabled in order that respective parties can view the information to facilitate the IAS/CES application, interview and placement processes.

In case the link has pointed you to personal files that are not intended for your information, please stop viewing them, do not make use of any information contained therein, delete the corresponding email/link, and inform the Co-operative Education Centre by phone (3442-626) or by email (secentre@cityu.edu.hk) immediately.

I agree the above statement
I disagree the above statement

Continue
Please complete the following resume and submit to us for department screening.

**Section A: Personal Particulars**

(This system may not support simplified Chinese. Please use CSC Student-Lan.)

- **Name (English)**: CHAN Tammy
- **Student ID**: 10000052
- **Student Type**: Non-UGC/Self-Financed
- **Gender**: Female
- **Department**: Please select...
- **Programme**: Please select...
- **Year**: Please select...
- **Mobile**: 
- **Home/2nd Contact**: 
- **Address (District)**: -- Hong Kong Island --

Fields marked with an asterisk (*) denote mandatory fields.

**Section B: Academic Results**

- **CGPA**: 

---

[Image showing form with arrows pointing to fields that need to be filled in]
### Section C: Working Experience

<table>
<thead>
<tr>
<th>No</th>
<th>Period</th>
<th>Job Post</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Add*

### Section D: Additional Information

- **Technical knowledge and strengths**
  - (e.g. C++, VB.Net, AutoCAD, Java, Japanese, Putongha, etc.)

- **Extra-curricular activities**

Student can present additional information to the training company during your interview.

### Section E: Declaration, Terms and Conditions

1. I declare that
   - [ ] I am a holder of Hong Kong permanent identity card.
   - [ ] I am a holder of Student Visa. I understand that the final approval of my work placement rests with the Hong Kong Immigration Department.

2. I authorize CEC to extract and attach my academic transcript to the application form to be sent to the training company for consideration.

3. I permit Co-operative Education Centre to release the information contained in/attached to this resume to training companies for student selection purpose under Industrial Attachment Scheme and Co-operative Education Scheme.

4. Once I submit this application, I undertake to participate in the selection interview(s) that follow(s), and if given a placement offer, I shall complete the scheme(s) duly.

5. I understand that IAS participants are NOT allowed to take courses during the Pre-summer Term and/or Summer Term.
Section B: Academic Results

CGPA: 3.2

Section C: Working Experience

<table>
<thead>
<tr>
<th>No</th>
<th>Period</th>
<th>Job Post</th>
<th>Duties</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sep 2015 to Jan 2017</td>
<td>Private tutor</td>
<td>as tutor for primary students</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jun 2016 to Aug 2016</td>
<td>Sales</td>
<td>ABC Department Store</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sep 2016 to Jan 2017</td>
<td>Student helper</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add

Section D: Additional Information

- Technical knowledge and strengths: C++, JAVA, PHP, Putongua, Korean (e.g. C++, VB.Net, AutoCAD, Java, Japanese, Putongua, etc.)
- Extra-curricular activities: External Secretary - EE Departmental Society

Student can present additional information to the training company during your interview.

Section E: Declaration, Terms and Conditions

1. I declare that
   - I am a holder of Hong Kong permanent identity card.

2. I authorize CEC to extract and attach my academic transcript to the application form to be sent to the training company for consideration.
Please complete the following resume and submit to us for department screening.

Information for Internal Use Only

- **Choice of Internship Mode** *
  - OIS (Overseas Internship Scheme)
  - IAS (Industrial Attachment Scheme)
  - CES (Co-operative Education Scheme)

- **Choice of Training Post For OIS** *(In decreasing order of priority)*
  - Priority 1
  - Priority 2
  - Priority 3
  - Priority 4
  - Priority 5

- **Choice of Training Post For IAS** *
  - Priority 1
  - Priority 2
  - Priority 3
  - Priority 4
  - Priority 5

- **Choice of Training Post For CES** *
  - Priority 1
  - Priority 2
  - Priority 3
  - Priority 4
  - Priority 5

Do you want to try other posts if all your choices failed?

- Yes
- No (If you choose "No", we will not contact you again for IAS/CES/OIS.)
### Information for Internal Use Only

#### Choice of Internship Mode *
- OIS (Overseas Internship Scheme)
- IAS (Industrial Attachment Scheme)
- CES (Co-operative Education Scheme)

#### Choice of Training Post For OIS

<table>
<thead>
<tr>
<th>Priority</th>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

(In decreasing order of priority)

Show Eligible Post

Do you want to try other posts if all your choices failed?
- Yes
- No (If you choose "No", we will not contact you again for IAS/CES/OIS.)

#### Choice of Training Post For IAS *

<table>
<thead>
<tr>
<th>Priority</th>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

(In decreasing order of priority)

Show Eligible Post

#### Choice of Training Post For CES *

<table>
<thead>
<tr>
<th>Priority</th>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

(In decreasing order of priority)

Show Eligible Post

---

<table>
<thead>
<tr>
<th>No</th>
<th>Post Code</th>
<th>Training Company</th>
<th>Vacancy</th>
<th>Post Date</th>
<th>Travelling Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I12-TC100-01-HK</td>
<td>116 Company For Test Only</td>
<td>3</td>
<td>18-02-2012</td>
<td>Work in HK only</td>
</tr>
<tr>
<td>2</td>
<td>I12-TC104-01-MC</td>
<td>118 Company For Test Only</td>
<td>2</td>
<td>18-02-2012</td>
<td>Daily travel outside HK</td>
</tr>
<tr>
<td>3</td>
<td>I12-TC107-01-MC</td>
<td>123 Company For Test Only</td>
<td>1</td>
<td>18-02-2012</td>
<td>Station outside HK, weekly return</td>
</tr>
</tbody>
</table>
Study Plan (For CES application only)

You will normally be released at most 1 day per week for attending classes. Thus, you should not take more than 2 courses each semester. The remaining courses can be taken after Year 3. (excluding FS4001 / FS4003 / FYP)

<table>
<thead>
<tr>
<th>Required Core</th>
<th>Semester A Year 4</th>
<th>Semester B Year 4</th>
<th>Summer Year 4</th>
<th>Semester A Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
</tr>
<tr>
<td>Electives</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
</tr>
<tr>
<td>ELC</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
</tr>
<tr>
<td>CCIV</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
</tr>
<tr>
<td>OOD</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
<td>Courses (____ CUs)</td>
</tr>
</tbody>
</table>

Other Information

1. Have you applied or planned to apply for any other summer activities **this year**, e.g. exchange tour?
   - Yes, please specify the name ___________ and the date ___________ of the activity
   - No

2. Have you ever applied for Overseas Internship Scheme (OIS)?
   - Yes
   - No

3. Are you willing to travel to or station in China if required?
   - Yes
   - No

4. Will you attend / are you attending student exchange in Semester B?
   - Yes, please indicate return date ___________
   - No

5. I have participated in the following internship related activities offered by the Co-operative Education Centre before: (*select one or more*)
   - Industrial Attachment Scheme (Year: ___________)
   - Overseas Internship Scheme (Year: ___________)
   - Co-operative Education Scheme (Year: ___________)
   - None of the above

[Previous] [Next]
Please verify the following resume form and press **SUBMIT** button to continue.

**Section A: Personal Particulars**
- Name (English): STUDENT One
- Name (Chinese): -
- Student ID: 10000001
- Student Type: UGC
- Gender: Female
- Department: ACE
- Programme: BECVSE - BEng Civil and Structural Engineering
- Year: 2
- Mobile: 31222222
- Home/2nd Contact: 22222222
- Address (District): Eastern

**Section B: Academic Results**
- CGPA: 3.00

**Section C: Working Experience**
No working experience(s)

**Section D: Additional Information**
- Technical knowledge and strengths: NA
- Extra-curricular activities: N.A.

**Section E: Declaration, Terms and Conditions**
1. I declare that I am a holder of Hong Kong permanent identity card.
2. I authorize CEC to extract and attach my academic transcript to the application form to be sent to the training company for consideration.
3. I permit Co-operative Education Centre to release the information contained in/attached to this resume to training companies for student selection purpose under the internship schemes offered by the Co-operative Education Centre.
4. Once I submit this application, I undertake to participate in the selection interview(s) that follow(s), and if given a placement offer, I shall complete the scheme(s) duly.
5. I understand that IAS participants are NOT allowed to take courses during the Pre-summer Term and/or Summer Term.

**Information for Internal Use Only**
- Choice of Internship Mode
  - Overseas Internship Scheme (OIS)
  - Industrial Attachment Scheme (IAS)
Choice of Internship Mode
Overseas Internship Scheme (OIS)
Industrial Attachment Scheme (IAS)

Choice of Training Post of OIS
Not Chosen Yet

Choice of Training Post of IAS
1. I18-TC115-01-HK (Arcadis Asia Ltd.)
2. I18-TC083-01-HK (Carrier Hong Kong Limited)
3. I18-TC104-01-HK (Chevalier (Construction) Co., Ltd.)
4. I18-TC105-02-HK (China State Construction International Holdings Limited)
5. I18-TC092-01-HK (Hsin Chong Construction Company Limited)

I will not try other posts if all my choices failed.

Study Plan (For CES application only)

<table>
<thead>
<tr>
<th></th>
<th>Summer Year 3</th>
<th>Semester A Year 4</th>
<th>Semester B Year 4</th>
<th>Summer Year 4</th>
<th>Semester A Year 5</th>
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<td>Required Core</td>
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<td>Electives</td>
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<td>OOD</td>
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<tr>
<td>Total</td>
<td>0 Courses (0 CUs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Information
1. I haven't applied for other summer training programmes.
2. I have applied for Overseas Internship Scheme (OIS).
3. I am willing to travel to or station in China if required.
4. I will attend student exchange in Semester B and return on 22/5/2018.
5. I have participated in the following internship related activities offered by the Co-operative Education Centre before:
   - Industrial Attachment Scheme (Year: 2017)

Acceptance of Important Notices and Privacy Policy

I understand and accept the above “Important Notices and Privacy Policy”

Proofread carefully before you submit
Your resume has been sent to Co-operative Education Centre.
You will receive an email confirmation within 24 hours. If you do not receive the confirmation,
you may contact the following staff to clarify your status:
Francis Yip: cltcyip@cityu.edu.hk / 3442 6177
Silas Foo: fssilas@cityu.edu.hk / 3442 6182
We will contact you once you are shortlisted for the company interview.
Modification of application details

For changing of choices, 12-13 March (must within application period)

For personal data amendment, on or before 22 March.
Please verify the following resume form and press submit button to continue.

**Section A: Personal Particulars**
- **Name (English)**: CHAN Tai Man Andy
- **Name (Chinese)**: 
- **Student ID**: 110003300
- **Student Type**: UGC
- **Gender**: Male
- **Department**: EE
- **Programme**: BEECE - BEng Electronic and Communication Engineering
- **Year**: 3
- **Mobile**: 12345678
- **Home/2nd Contact**: 97654321
- **Address (District)**: Yuen Long

**Section B: Academic Results**
- **CGPA**: 3.20

**Section C: Working Experience**

<table>
<thead>
<tr>
<th>No</th>
<th>Period</th>
<th>Job Post</th>
<th>Duties</th>
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<tr>
<td>1</td>
<td>Sep/2015 to Jan/2017</td>
<td>Private tutor</td>
<td>as tutor for primary students</td>
</tr>
<tr>
<td>2</td>
<td>Jun/2016 to Aug/2016</td>
<td>Sales</td>
<td>ABC Department Store</td>
</tr>
<tr>
<td>3</td>
<td>Sep/2016 to Jan/2017</td>
<td>Student helper</td>
<td></td>
</tr>
</tbody>
</table>

**Section D: Additional Information**
- **Technical knowledge and strengths**: C++, JAVA, PHP, Putongua, Korean
- **Extra-curricular activities**: External Secretary - EE Departmental Society

**Section E: Declaration, Terms and Conditions**
1. I declare that I am the holder of Hong Kong permanent identity card.
2. I authorize CEC to extract and attach my academic transcript to the application form to be sent to the training company for consideration.
3. I permit Co-operative Education Centre to release the information contained in/attached to this resume to training companies for student selection purpose under Industrial Attachment Scheme and Co-operative Education Scheme.
4. Once I submit this application, I undertake to participate in the selection interview(s) that follow(s), and if given a placement offer, I shall complete the scheme(s) duly.
5. I understand that IAS participants are not allowed to take courses during the Pre-summer Term and/or Summer Term.

**Information for Internal Use Only**
- **Choice of Internship Mode**: No Scheme Inserted.
**Student Resume**

**Section A: Personal Particulars**

- **Name (English)**: CHAN Tammy
- **Name (Chinese)**: 陳譚美
- **Student ID**: 10000052
- **Email**: icchan@cityu.edu.hk
- **Gender**: Female
- **Department**: BCH
- **Programme**: BSAB - BSc (Hons) Applied Biology
- **Year**: 2
- **Mobile**: 852-12345678
- **Address (District)**: Kowloon City

**Section B: Academic Results**

- **Transcript File**: [5790711.pdf]
- **Cumulative GPA**: 3.80

**Section C: Working Experience**

No working experience(s)

**Section D: Additional Information**

- **Technical knowledge and strengths**: N.A.
- **Extra-curricular activities**: N.A.
Students need to complete 2 compulsory activities (a final briefing & a training workshop) in late May (IAS & OIS) and late Aug (CES).
# Career and Leadership Centre – Event Calendar (Mar 2019)

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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</thead>
<tbody>
<tr>
<td><strong>SUN</strong></td>
<td>CityU Employers’ Luncheon 2019: Hosting Manners &amp; Networking skills Workshop</td>
<td>Career Planning and Job Market Trends for CHIM Students</td>
<td>Sharpen Your Interview Skills through Group Coaching for EE Students</td>
<td>Composite Recruitment Talk for EE students</td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>How to Write a Winning CV and Cover Letter</td>
<td>Turner &amp; Townsend Limited</td>
<td>Asian Alliance (HK) CPA Ltd</td>
<td><strong>2</strong></td>
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<td><strong>4</strong></td>
<td>Gary Cheng CPA Ltd 15:30 – 17:00 R4009, BOC</td>
<td>Elite-100 Workshop: Assessment Centre (Group 3)</td>
<td>Elite-100 Workshop: Assessment Centre (Group 4)</td>
<td><strong>2019</strong></td>
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<tr>
<td><strong>5</strong></td>
<td>Fuji Xerox (Hong Kong) Limited 15:15 – 16:45 LT-8, YEUING</td>
<td>Elite-100 Workshop: Presentation &amp; Communication Skills in Job Interview (Group 1)</td>
<td>BOP Company Visit: Compaq Limited LT-10, YEUING</td>
<td>Fila Marketing (Hong Kong) Ltd 15:30 – 17:00 Y4302, YEUING</td>
<td><strong>16</strong></td>
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<td><strong>6</strong></td>
<td>MUJI (Hong Kong) Co Ltd 15:30 – 17:00 LT-10, YEUING</td>
<td>Elite-100 Workshop: Presentation &amp; Communication Skills in Job Interview (Group 2)</td>
<td>Television Broadcasts Ltd (TVB)</td>
<td>Elite-100 Workshop: Presentation &amp; Communication Skills in Job Interview (Group 1)</td>
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<td><strong>7</strong></td>
<td><strong>17</strong></td>
<td><strong>18</strong></td>
<td><strong>22</strong></td>
<td>CityU Employers’ Luncheon 2019: Pitching Skills Workshop 15:30 – 17:30</td>
<td><strong>23</strong></td>
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<td><strong>8</strong></td>
<td><strong>10</strong></td>
<td><strong>11</strong></td>
<td><strong>20</strong></td>
<td>CityU Employers’ Luncheon 2019: Pitching Skills Workshop 15:30 – 17:30</td>
<td><strong>24</strong></td>
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<td><strong>9</strong></td>
<td><strong>12</strong></td>
<td><strong>13</strong></td>
<td><strong>21</strong></td>
<td>CityU Employers’ Luncheon 2019: Pitching Skills Workshop 15:30 – 17:30</td>
<td><strong>25</strong></td>
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<td><strong>10</strong></td>
<td>CityU Employers’ Luncheon 2019: Pitching Skills Workshop 15:30 – 17:30</td>
<td>CityU Employers’ Luncheon 2019: Pitching Skills Workshop 15:30 – 17:30</td>
<td>CityU MUN – Final Committee Members’ Event</td>
<td><strong>26</strong></td>
<td><strong>30</strong></td>
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<tr>
<td><strong>11</strong></td>
<td>Pathing my way to Career Success 14:30 – 16:30 Y4302, YEUING</td>
<td>Elite-100 Workshop: Presentation &amp; Communication Skills in Job Interview (Group 3)</td>
<td>Elite-100 Workshop: Presentation &amp; Communication Skills in Job Interview (Group 4)</td>
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<td>Elite-100 Workshop: Presentation &amp; Communication Skills in Job Interview (Group 2)</td>
<td><strong>2019</strong></td>
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</tbody>
</table>

**Venue Remarks:**
- LT-2, YEUING = Li Sun Lecture Theatre, Yeung Kin Man Academic Building
- LT-7, YEUING = Li Wing Lecturer Theatre, Yeung Kin Man Academic Building
- LT-6, YEUING = Po Leung Kuk Lecture Theatre, Yeung Kin Man Academic Building
- R4009, BOC (LIK Complex) = Fan Fung Fooc Student Career Centre, Bank of China (Hong Kong) Complex

For more information:
- Enquiry Hotline: 3442 5501
- For invited students only
- For CityU MUN participants only
- For CityU MUN members only
- For invited students only
### How to Write a Winning CV and Cover Letter

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Language</th>
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</thead>
<tbody>
<tr>
<td>22 Jan (Tue)</td>
<td>2:30 p.m. - 4:30 p.m.</td>
<td>F.A.M. Lecture Theatre (LT-8), Yeung Kin Man Academic Building</td>
<td>English</td>
</tr>
<tr>
<td>13 Feb (Wed)</td>
<td>2:30 p.m. - 4:30 p.m.</td>
<td>2510, Li Dak Sum Yip Yio Chin Academic Building</td>
<td>Cantonese</td>
</tr>
<tr>
<td>5 Mar (Mon)</td>
<td>2:30 p.m. - 4:30 p.m.</td>
<td>3508, Li Dak Sum Yip Yio Chin Academic Building</td>
<td>English</td>
</tr>
<tr>
<td>18 Mar (Mon)</td>
<td>3:30 p.m. - 5:30 p.m.</td>
<td>3508, Li Dak Sum Yip Yio Chin Academic Building</td>
<td>Cantonese</td>
</tr>
<tr>
<td>10 Apr (Wed)</td>
<td>2:30 p.m. - 4:30 p.m.</td>
<td>2510, Li Dak Sum Yip Yio Chin Academic Building</td>
<td>English</td>
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</table>

### Interview Skills Workshops

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Program Name</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>29-Jan (Tue)</td>
<td>2:30 p.m. - 4:30 p.m.</td>
<td>Yeung Kin Man Academic Building</td>
<td>Sharpen Your Interview Skills and Get Hired</td>
<td>English</td>
</tr>
<tr>
<td>21-Feb (Thu)</td>
<td>10:00 a.m. - 5:00 p.m.</td>
<td>Complex</td>
<td>Sharpening Your Interview Skills through Group Coaching</td>
<td>English/ Mandarin</td>
</tr>
<tr>
<td>27-Feb (Wed)</td>
<td>2:30 p.m. - 4:30 p.m.</td>
<td>2510, Li Dak Sum Yip Yio Chin Academic Building</td>
<td>Sharpen Your Interview Skills and Get Hired</td>
<td>Cantonese</td>
</tr>
<tr>
<td>15-Mar (Fri)</td>
<td>3:15 p.m. - 5:15 p.m.</td>
<td>C Y Sun Lecture Theatre (LT-8), Yeung Kin Man Academic Building</td>
<td>Interview Skills Workshop</td>
<td>English</td>
</tr>
<tr>
<td>27-Mar (Wed)</td>
<td>2:30 p.m. - 4:30 p.m.</td>
<td>2510, Li Dak Sum Yip Yio Chin Academic Building</td>
<td>Sharpen Your Interview Skills and Get Hired</td>
<td>Cantonese</td>
</tr>
<tr>
<td>16-Apr (Tue)</td>
<td>2:30 p.m. - 4:30 p.m.</td>
<td>Yeung Kin Man Academic Building</td>
<td>Sharpen Your Interview Skills and Get Hired</td>
<td>English</td>
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</tbody>
</table>

### Aptitude Test (Numerical & Verbal Reasoning) and Assessment Centres Workshops

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Program Name</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-Jan (Tue)</td>
<td>5:30 p.m. - 8:30 p.m.</td>
<td>4208, Li Dak Sum Yip Yio Chin Academic Building</td>
<td>Aptitude Test Workshop</td>
<td>English</td>
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<tr>
<td>19-Feb (Tue)</td>
<td>2:15 p.m. - 4:45 p.m.</td>
<td>5606, Li Dak Sum Yip Yio Chin Academic Building</td>
<td>Aptitude Test Workshop</td>
<td>English</td>
</tr>
<tr>
<td>21-Mar (Thu)</td>
<td>3:30 p.m. - 5:30 p.m.</td>
<td>3508, Li Dak Sum Yip Yio Chin Academic Building</td>
<td>How to Succeed at Assessment Centres</td>
<td>English</td>
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### Career Planning

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Program Name</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-Feb (Thu)</td>
<td>2:30 p.m. - 4:30 p.m.</td>
<td>R4009, Fan Lee Foon Student Career Centre, 4/F, Bank of China (Hong Kong) Complex</td>
<td>Set your Career Goals through Group Coaching</td>
<td>Cantonese</td>
</tr>
<tr>
<td>25-Feb (Mon)</td>
<td>2:00 p.m. - 4:00 p.m.</td>
<td>R4009, Fan Lee Foon Student Career Centre, 4/F, Bank of China (Hong Kong) Complex</td>
<td>Get, Set, Go! Planning for your Career!</td>
<td>English</td>
</tr>
<tr>
<td>12-Mar (Tue)</td>
<td>3:00 p.m. - 4:00 p.m.</td>
<td>Y4302, Yeung Kin Man Academic Building</td>
<td>Career Planning</td>
<td>Cantonese</td>
</tr>
</tbody>
</table>

*Online enrolment and more information will be released a month before each workshop. The content and dates of the workshops are subject to change by CLC should the need arise.*
Enhance Your Employability by Professional Career Coaching
One-on-one Consultation Service by Career and Leadership Centre

We help you with
- Cover letters review
- Job search skills
- Career planning
- Further studies advising
- CV review and advising
- Job application advising
- Occupational profiling
- Internship guidance and opportunities

Make an appointment:
Call us at 3442 5591 during office hours (09:00 - 17:30) on Monday – Friday, except for public holidays. The appointment schedule is updated every Tuesday.

Eligibility:
Current CityU UNDERGRADUATE and RESEARCH POSTGRADUATE students; except College of Business (CB) students

More information at:
Important Date

- Application (12-13 March)
- Departmental Shortlist (18 – 22 March)
- Company Interview (25 March – May)

➤ May contact CEC if no interview notification after 10 April

*Interview in PRD, China –
Check expiry date of Travel Document (回鄉証)
IAS Result Announcement

Departmental shortlist

Company A

Company B

Parallel Interview for 2 companies

Reject

Withdraw offer

Accept

View vacancies (Post still open)" on CEC web

Select the posts you wish to apply for

Email to CEC indicating the Post Code and Training Company

Sign the acceptance of offer within 2 days

Register FS4002

If student declines offer, CEC reserves the right to Fail their FS4002.
CES Result Announcement

After Company Interview

Reject

Withdraw offer

Accept

View vacancies (Post still open)” on CEC web

Select the posts you wish to apply for

Email to CEC indicating the Post Code and Training Company

Sign the acceptance of offer within 2 days

Register FS4001

If student declines offer, CEC reserves the right to Fail their FS4001.

The importance of commitment!
Communication

- Provide a number that we can reach you
- Check email daily: we use the one in AIMS
Other Internship Opportunities / Individual connection

- Job relevancy
- Duration (9 weeks minimum)
- Supervisory visits
- Log book / Mentor’s endorsement
- Deadline 17/5/2018 (Friday)
Other Internship Opportunities

- Co-operative Education Centre :

Other Internship Opportunities

Internship Services > Other Internship Opportunities

Important Notes :

The following internship opportunities posted here are mainly for students who wish to undertake internship during their university years, and do not plan to take part in the internship programmes offered by the Co-op Centre. Unless otherwise stated:

1. Students’ participation in these internship activities will not and cannot be used to replace the internship activities/programmes that the Centre offers;
2. These activities are independent and do not receive the support from the Centre.

- Career & Leadership Centre (CLC, SDS)
- Career & Internship EXPO (13/3/2019)

51 - Joint Institutions Job Information System (JIJIS)
College of Engineering Career Fair

13 companies in Engineering, Construction, Logistics, Communications, Garment & Manufacturing
Blue Zone, 4/F, Yeung Kin Man Academic Bldg

cum

CityU x HKSTP Career & Internship Expo

45 Exhibitors from Science Park offering internship & job opportunities
Purple Zone, 4/F, Yeung Kin Man Academic Bldg

Enquiry: Ir Silas Foo, Manager (External Liaison)
Tel: 3442 6182
FAQs for IAS

- Can I join other summer activities at the same time?
- Can I take pre-summer courses and start IAS 1-2 weeks later?
- Can I take a few days’ off during IAS to go for a personal trip?
## OIS arrangement

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
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<tbody>
<tr>
<td>OIS offer given</td>
<td>Do not apply for IAS</td>
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</tbody>
</table>
| OIS offer being processed but not yet secured | a) Apply IAS – application will not be processed until OIS rejection is confirmed  
b) Quit OIS – inform CEC                      |
| Have not applied OIS                          | Apply IAS                                               |
Preparation for interview

- Company background / job information
- What you have learnt
- Questions & answers
- Dress code
- Be punctual
Prepare yourself

&

Make a difference
Contacts

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E-mail:                secentre@cityu.edu.hk
Website:               www.cityu.edu.hk/cse/cec
Address:               Co-operative Education Centre
                        4A, 4/F Tower 1, To Yuen Building
Thank you