IAS 2020 / CES 2021
Information Day

Co-operative Education Centre
March 2020
Economic situations

- China vs US trade conflict
- Novel Coronavirus disease
- Social unrest in Hong Kong
- Uncertainty about the future
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 1\textsuperscript{st} year salary & job opportunities
Academic status of IAS / CES

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

Compulsory registration
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.

<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>
</tbody>
</table>
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

9 – 12 March (Mon to Thu)

Start: 00:00 9 March (Mon)
End: 24:00 12 March (Thu)

* DO NOT apply before 00:00 9 March
* NO new posts will be uploaded during the application period.
Student Account activation

- Account Activation email (Oct 2019) & {Feb 2020}

- To view job posts and apply IAS/CES

- MUST study the job details and choose before you apply
IAS / CES Account Activation

Dear FOO Silas,

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: 9-12 Mar 2020, late application will not be accepted.

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

IAS/CES Information sessions schedule (2020)

As City University is implementing E-learning until further notice, IAS/CES Information sessions cannot be held inside campus as in the past. Please refer to the following link for the power point of the information session. If you have any queries about IAS/CES, please contact

Mr Francis Yip on 3442-6177 (cityuip@cityu.edu.hk).

Mr Silas Foo on 3442-6182 (silas.foo@cityu.edu.hk).

With best regards,

Co-operative Education Centre
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: 10000020
- 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

To: Mr. Sihas FOO

Co-operative Education Centre <secentre@cityu.edu.hk>

Your password for OIS/IAS/CES application is Abc13579.

Disclaimer: This email (including any attachments) is for the use of the intended recipient only and may contain confidential information and/or copyright material. If you are not the intended recipient, please notify the sender immediately and delete this email and all copies from your system. Any unauthorized use, disclosure, reproduction, copying, distribution, or other form of unauthorized dissemination of the contents is expressly prohibited.
Vacancy browsing

- Mark the selected post codes for application

- Start application (use IE)
News & Achievements

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.
The mission of the Centre is to work with industry, local and overseas, to provide co-operative education for students. The Centre aims to nurture a new generation of engineering professionals and industrial leaders with a global outlook who are capable of meeting the challenges in this fast changing world. The Centre currently offers three major internship programmes for students:

- Co-operative Education Scheme (CES)
- Industrial Attachment Scheme (IAS)
- Overseas Internship Scheme (OIS)
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)

- Castco Testing Centre Limited
- Gammon Construction Limited
- Harbour City Estates Limited
- Hip Hing Construction Co., Ltd.
- Ove Arup & Partners Hong Kong Limited
- Rider Levett Bucknall
- Vibro (H.K.) Limited
- Yau Lee Construction Company Limited

Total Vacancies: 20
Total Vacancies: 20
Total Vacancies: 1
Total Vacancies: 19
Total Vacancies: 2
Total Vacancies: 12
Total Vacancies: 7
Total Vacancies: 1

Castco Testing Centre Limited

<table>
<thead>
<tr>
<th>Post Code</th>
<th>120-TC072-01-HK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Physical Laboratory &amp; Chemical Laboratory</td>
</tr>
<tr>
<td>Post</td>
<td>Internship Trainee</td>
</tr>
<tr>
<td>Project Title</td>
<td>Nil</td>
</tr>
<tr>
<td>Job Description</td>
<td>Sample preparation, data processing and reporting</td>
</tr>
<tr>
<td>No. of Vacancies</td>
<td>20</td>
</tr>
<tr>
<td>Remaining</td>
<td></td>
</tr>
<tr>
<td>Vacancies</td>
<td>20</td>
</tr>
<tr>
<td>Duration</td>
<td>10-12 weeks</td>
</tr>
<tr>
<td>Travelling Mode</td>
<td>Work in HK only</td>
</tr>
<tr>
<td>Working Location</td>
<td>Fanling</td>
</tr>
<tr>
<td>Eligible Applicants</td>
<td>ACE/MSE</td>
</tr>
<tr>
<td>Programme</td>
<td>BECEG/BSSURV/BEMAE</td>
</tr>
<tr>
<td>Specific Requirement</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td>HKS50/hour Please advise internship period</td>
</tr>
</tbody>
</table>

Gammon Construction Limited

<table>
<thead>
<tr>
<th>Post Code</th>
<th>120-TC050-01-HK</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Gammon Construction Limited</td>
</tr>
<tr>
<td>Post</td>
<td>Gammon Fellow</td>
</tr>
</tbody>
</table>

www.gammonconstruction.com
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>120-TC034-02-MC</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>To be advised</td>
</tr>
<tr>
<td>Project Title</td>
<td>Summer Intern (Beijing)</td>
</tr>
<tr>
<td>Job Description</td>
<td>Quantity surveying duties</td>
</tr>
<tr>
<td>No. of Vacancies</td>
<td>2</td>
</tr>
<tr>
<td>Remaining Vacancies</td>
<td>2</td>
</tr>
<tr>
<td>Duration</td>
<td>9 weeks</td>
</tr>
<tr>
<td>Travelling Mode</td>
<td>Station outside PRD</td>
</tr>
<tr>
<td>Working Location</td>
<td>Beijing</td>
</tr>
<tr>
<td>Eligible Applicants</td>
<td>ACE</td>
</tr>
<tr>
<td>Programme</td>
<td>BSSURV</td>
</tr>
<tr>
<td>Specific Requirement</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td>- 5 days work</td>
</tr>
<tr>
<td></td>
<td>- Training period: 8 weeks</td>
</tr>
<tr>
<td></td>
<td>- For Year 3 student</td>
</tr>
<tr>
<td></td>
<td>- RLB will provide accommodation and air-tickets</td>
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<tbody>
<tr>
<td>Department</td>
<td>To be advised</td>
</tr>
<tr>
<td>Project Title</td>
<td>Summer Intern (Shanghai)</td>
</tr>
<tr>
<td>Job Description</td>
<td>Quantity surveying duties</td>
</tr>
<tr>
<td>No. of Vacancies</td>
<td>4</td>
</tr>
<tr>
<td>Remaining Vacancies</td>
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<tr>
<td>Duration</td>
<td>9 weeks</td>
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<tr>
<td>Travelling Mode</td>
<td>Station outside PRD</td>
</tr>
<tr>
<td>Working Location</td>
<td>Shanghai</td>
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<tr>
<td>Eligible Applicants</td>
<td>ACE</td>
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<tr>
<td>Programme</td>
<td>BSSURV</td>
</tr>
<tr>
<td>Specific Requirement</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
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<tr>
<td></td>
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<td></td>
<td>- For Year 3 student</td>
</tr>
<tr>
<td></td>
<td>- RLB will provide accommodation and air-tickets</td>
</tr>
</tbody>
</table>
What is CES?

8 - 12 months placement program

<table>
<thead>
<tr>
<th>Dept (typical)</th>
<th>Training Period</th>
<th>Duration (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main round</td>
<td>Sept – Apr/Aug</td>
<td>8-12</td>
</tr>
<tr>
<td>Second round</td>
<td>Jan – Aug/Dec</td>
<td>8-12</td>
</tr>
</tbody>
</table>

Industrial placement component (FS4001)
Industry-based project as FYP
Subsidy

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

- Subsidy outside PRD (if company can’t provide transportation, accommodation & allowance)
  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.

User Logon

Logon ID
Password

Logon

Forget Password?
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 (3442-6226) 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

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

Name (English): CHAN Tammy

Name (Chinese): [Blank]

Student ID: 10000052 *

Student Type: [UGC] [Non-UGC/Self-Financed] *

Gender: [Male] [Female] *

Department: [Please select...]

Programme: [Please select...]

Year: [Please select...]

Mobile: [Blank] *

Home/2nd Contact: [Blank] *

Address (District): -- Hong Kong Island -- *

Section B: Academic Results

CGPA: [Blank] *
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.
Name (English): CHAN Tai Man Andy
Name (Chinese):  
Student ID: 11000000
Student Type: UGC
Gender: Male
Department: EE
Programme: BEECE
Year: 3
Mobile: 12345678
Home/2nd Contact: 87654321
Address (District): Yuen Long

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>
</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>
</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>

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.
   - 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.
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>
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</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)

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)

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>
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<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)

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.)
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 that 2 courses each semester. The remaining courses can be taken after Year 3. (excluding FS4001 / FS4003 / FYP)

<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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</thead>
<tbody>
<tr>
<td>Required Core</td>
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</tr>
<tr>
<td>(Courses CUs)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Electives</td>
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<td></td>
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<tr>
<td>(Courses CUs)</td>
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<td>ELC</td>
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<tr>
<td>(Courses CUs)</td>
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<td>CCIV</td>
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</tr>
<tr>
<td>(Courses CUs)</td>
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<td>OOD</td>
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</tr>
<tr>
<td>(Courses CUs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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
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>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>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
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<td></td>
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<tr>
<td>OOD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0 Courses (0 CUs)</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

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, 9-12 March (must within application period)

For personal data amendment, on or before 20 March.
Section A: Personal Particulars

- Name (English): CHAN Tai Man Andy
- Name (Chinese): 
- Student ID: 11000000
- 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>
</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>
</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, Putoonguo, Korean
- Extra-curricular activities: External Secretary - EE Departmental Society

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 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 imposed
# Student Resume

## Section A: Personal Particulars

- **Name (English)**: CHAN Tammy
- **Name (Chinese)**: 陳譚美
- **Student ID**: 10000052
- **Email**: lcchan@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](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).
Call 3442 5591
To make an appointment

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 (9-12 March)
- Departmental Shortlist (16 – 20 March)
- Company Interview (23 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

Accept

Withdraw offer

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
Requirements for other internship opportunities / individual connection

- Job relevancy
- Duration (9 weeks full time minimum)
- Supervisory visits
- Log book / Mentor’s endorsement
- Deadline 15/5/2020 (Friday)
Other Internship Opportunities

- Co-operative Education Centre:
  https://www.cityu.edu.hk/ceng/co-operative-education-centre/other-internship-opportunities

<table>
<thead>
<tr>
<th>Internship Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Attachment Scheme (IAS)</td>
</tr>
<tr>
<td>Co-operative Education Scheme (CES)</td>
</tr>
<tr>
<td>Training Company Registration</td>
</tr>
<tr>
<td>Overseas Internship Scheme (GIS)</td>
</tr>
<tr>
<td>Other Internship Opportunities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner Institutions</td>
</tr>
<tr>
<td>Outgoing Exchange Students</td>
</tr>
<tr>
<td>Incoming Exchange Students</td>
</tr>
<tr>
<td>Exchange Coordinators</td>
</tr>
<tr>
<td>Student Exchange Club</td>
</tr>
</tbody>
</table>

**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 (4/3/2020)

Joint Institutions Job Information System (JIJIS)
Career & Internship Fair

4/3/2020 to 12/3/2020
## OIS arrangement

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIS offer given</td>
<td>Do not apply for IAS</td>
</tr>
</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

IAS/CES

Mr Silas Foo 34426182
Mr Francis Yip 34426177

Fax: 34420293

E-mail: secentre@cityu.edu.hk

Website: https://www.cityu.edu.hk/ceng/co-operative-education-centre

Address: Co-operative Education Centre
B6518, YEUNG Bldg.
Thank you