Economic situations

- Covid19
- Ukraine crisis
- China vs US trade conflict
- Economic situation 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

- FS4002/3002/2002 (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>FS4002/CA3504/CA3508</td>
</tr>
<tr>
<td>BME</td>
<td>FS4002</td>
</tr>
<tr>
<td>EE</td>
<td>Engineering Training EE4090/FS4002</td>
</tr>
<tr>
<td>MNE</td>
<td>MNE3123</td>
</tr>
<tr>
<td>MSE</td>
<td>FS4002</td>
</tr>
<tr>
<td>SEEM</td>
<td>FS4002</td>
</tr>
</tbody>
</table>

The status of FS4002 in a programme or how each programme recognizes the IAS 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

7 – 13 March (Mon to Sun)

Start: 00:00 7 March (Mon)
End: 24:00 13 March (Sun)

* DO NOT apply before 00:00 6 March
Student Account activation

- Account Activation email {2 March 2022}

- To view job posts and apply IAS/CES

- MUST study the job details and choose before you apply
Co-operative Education Centre <secentre@cityu.edu.hk>

Important: OIS/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: 6-12 Mar 2021, late application will not be accepted.*

**IAS/CES Information sessions schedule (2021)**

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.

IAS 2021 / CES 2022 Information Day

For those who wish to bring in their internship offers as IAS, please refer to page 47 of the power point for the general requirements.

If you have any queries about IAS/CES, please contact:

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

Mr Silas Fao on 3442-6183 (silas.fao@cityu.edu.hk).
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: 10000012
- Password:
- Retype Password:

[Reset] [Submit]
Account Activation

Your student account has been activated successfully.
You are now allowed to access the Job Vacancy and OIS/IAS/CES application areas on CEC web site.
Co-operative Education Centre <secentre@cityu.edu.hk>

Student Activation: Password For Your Account

To Mr. Silas FOO

Your password for OIS/IAS/CES application is  xxxxxx

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 or Chrome)
Co-operative Education Centre

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)
Industrial Attachment Scheme (IAS)

Vacancies

Department of

Architecture and Civil Engineering (last modified on 25 February 2021)
Biomedical Engineering (last modified on 25 February 2021)
Chemistry
Computer Science
Electrical Engineering (last modified on 25 February 2021)
Materials Science and Engineering (last modified on 25 February 2021)
Mathematics
Mechanical Engineering (last modified on 25 February 2021)
Physics
Systems Engineering and Engineering Management (last modified on 25 February 2021)
**Industrial Attachment Scheme (IAS)**

Department of Architecture and Civil Engineering

**Vacancies (Post still open)**

- Beria Consultants Limited
  - Total Vacancies: 2
- Carrier HK Limited
  - Total Vacancies: 6
- Chubb Fire & Security
  - Total Vacancies: 18
- Everlight Engineering Company Limited
  - Total Vacancies: 8
- Guardian Fire Engineers & Consultants, Ltd
  - Total Vacancies: 3
- Harbour City Estates Limited
  - Total Vacancies: 1
- Hip Hing Construction Company Limited
  - Total Vacancies: 17
- Ove Arup & Partners Hong Kong Limited
  - Total Vacancies: 2
- Rider Levett Bucknall
  - Total Vacancies: 12
- Tactful Building Co., Ltd
  - Total Vacancies: 2
- Vibro (H.K.) Limited
  - Total Vacancies: 4
- VS-AHK Limited
  - Total Vacancies: 1
- VSL Hong Kong Limited
  - Total Vacancies: 2
- Yau Lee Construction Co. Ltd
  - Total Vacancies: 5

<table>
<thead>
<tr>
<th><strong>Beria Consultants Limited</strong></th>
<th><a href="http://www.beria.com.hk">www.beria.com.hk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Post Code</strong></td>
<td>I21-TC015-01-HK</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Head office</td>
</tr>
<tr>
<td><strong>Post</strong></td>
<td>Quantity Surveyor Trainee</td>
</tr>
<tr>
<td><strong>Project Title</strong></td>
<td>Quantity Surveying</td>
</tr>
<tr>
<td><strong>Job Description</strong></td>
<td>performing various quantity surveying, project management, valuation or appraisal-related activities</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>10-12 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>Fortress Hill, Hong Kong</td>
</tr>
<tr>
<td><strong>Eligible Applicants</strong></td>
<td>ACE</td>
</tr>
<tr>
<td><strong>Programme</strong></td>
<td>BSSURV</td>
</tr>
<tr>
<td><strong>Specific Requirement</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Remarks</strong></td>
<td></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...)
<table>
<thead>
<tr>
<th>Post Code</th>
<th>I21-TC064-02-MC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>To be advised</td>
</tr>
<tr>
<td>Post</td>
<td>Summer Intern (Beijing)</td>
</tr>
<tr>
<td>Project Title</td>
<td>To be advised</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>- CGPA: 3.00 or above</td>
</tr>
<tr>
<td>Remarks</td>
<td>- 5 days work</td>
</tr>
<tr>
<td></td>
<td>- Training period: 7 June – 30 July 2021 (8 weeks)</td>
</tr>
<tr>
<td></td>
<td>- For students expected year of Graduation in 2022</td>
</tr>
<tr>
<td></td>
<td>- RLB will provide the air-ticket and accommodation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Code</th>
<th>I21-TC064-03-MC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>To be advised</td>
</tr>
<tr>
<td>Post</td>
<td>Summer Intern (Shanghai)</td>
</tr>
<tr>
<td>Project Title</td>
<td>To be advised</td>
</tr>
<tr>
<td>Job Description</td>
<td>Quantity surveying duties</td>
</tr>
<tr>
<td>No. of Vacancies</td>
<td>6</td>
</tr>
<tr>
<td>Remaining Vacancies</td>
<td>6</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>Shanghai</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>- CGPA: 3.00 or above</td>
</tr>
<tr>
<td>Remarks</td>
<td>- 5 days work</td>
</tr>
<tr>
<td></td>
<td>- Training period: 7 June – 30 July 2021 (8 weeks)</td>
</tr>
<tr>
<td></td>
<td>- For students expected year of Graduation in 2022</td>
</tr>
<tr>
<td></td>
<td>- RLB will provide the air-ticket and accommodation</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. Full-time undergraduates students, local or non-local, in College of Engineering.
2. They should be in their penultimate year at the time of application.
3. For non-local students, the final approval rests with the Immigration Department of the HKSAR.
4. Students on outbound exchange programme in Semester B can apply through the online system. However, students who can attend the interviews in Hong Kong will stand a higher chance. The IAS must begin in early June. There is little room for adjustment to meet individual needs.
5. Students pending offers of the Overseas Internship Scheme and wish to apply for the IAS as backup should submit an application in March. The Co-operative Education Centre will withhold their IAS applications until rejection/withdrawal from OIS is confirmed.

Important notes

<table>
<thead>
<tr>
<th>Event</th>
<th>Important notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before application</td>
<td>Co-operative Education Centre will send students a link in March for account activation.</td>
</tr>
<tr>
<td>Application</td>
<td>Early March 2020</td>
</tr>
<tr>
<td></td>
<td>• No new posts will be uploaded during the application period.</td>
</tr>
<tr>
<td></td>
<td>• Students shall apply online and the Online System is best viewed with MS Internet Explorer. The receiving time recorded by the system will be observed. Late application will NOT be processed.</td>
</tr>
<tr>
<td></td>
<td>• For enquiry about online application, please contact Mr Francis Yip (3442-8177).</td>
</tr>
<tr>
<td>Department screening</td>
<td>Departments will arrange interviews for their students.</td>
</tr>
<tr>
<td></td>
<td>Selection is based on attitude, team-building ability, maturity, commitment and academic performance.</td>
</tr>
<tr>
<td>Company interview May</td>
<td>Shortlisted students will be notified of the interview details by email. Students are advised to check their email regularly to make sure that they do not miss the interview date. The interview notification can be a short as one evening.</td>
</tr>
<tr>
<td></td>
<td>Students are allowed to apply for two posts simultaneously until they accept an offer from a company.</td>
</tr>
</tbody>
</table>
|                        | The staff of the Co-operative Education Centre will accompany the student to the interview if conducted in China. Please have a
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: 10000012
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 (3442-5226) or by email (secence@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

Name (Chinese)  

Student ID  
10000052

Student Type  
UGC  Non-UGC/Self-Financed

Gender  
Male  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  

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>
</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
  - 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**
  - Priority: 1-5
  - Post Code: (In decreasing order of priority)

- **Choice of Training Post For IAS** *
  - Priority: 1-5
  - Post Code: (In decreasing order of priority)

- **Choice of Training Post For CES** *
  - Priority: 1-5
  - Post Code: (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.)
<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>

**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>

**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>
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<tr>
<td>4</td>
<td></td>
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<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**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>

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.)

---

**Co-operative Education Centre**
College of Science and Engineering

Please complete the following resume and submit it.
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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Core</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses (CU)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses (CU)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ELC</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses (CU)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CCIV</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses (CU)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OOD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses (CU)</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:  
   - Industrial Attachment Scheme (Year: )  
   - Overseas Internship Scheme (Year: )  
   - Co-operative Education Scheme (Year: )  
   - None of the above
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 Attachement 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>
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<td>OOD</td>
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<tr>
<td>Total</td>
<td>0 Courses (0 CUs)</td>
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</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, 7-13 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 - BE Eng Electronic and Communication Engineering
- Year: 3
- Mobile: 12345678
- Home/2nd Conact: 97654321
- Address (District): Yuen Long

Section B: Academic Results
- CGPA: 3.20

Section C: Working Experience
- No. Period: Job Post: Duties
  1. Sep/2015 to Jan/2017: Private tutor: as tutor for primary students
  2. Jun/2016 to Aug/2016: Sales: ABC Department Store
  3. Sep/2016 to Jan/2017: Student helper

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 CEEC 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 signed
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
- 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).
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 (7-13 March)
- Departmental Shortlist (16 – 21 March)
- Company Interview (22 March – May)

-May contact CEC if no interview notification after 9 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

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

Accept

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

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
Requirements for other internship opportunities / individual connection

- Job relevancy
- Duration (9 weeks full time minimum)
- Supervisory visits
- Log book / Mentor’s endorsement
- Deadline 13/5/2022 (Friday)
Other Internship Opportunities

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

- Career & Leadership Centre (CLC, SDS)
- Career Fair
- STEM Internship
- Joint Institutions Job Information System (JIJIS)
### 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
<table>
<thead>
<tr>
<th>Contacts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IAS/CES</td>
<td>Mr Silas Foo 34426182</td>
</tr>
<tr>
<td></td>
<td>Mr Francis Yip 34426177</td>
</tr>
<tr>
<td></td>
<td>Mr Fred Wu</td>
</tr>
<tr>
<td>Fax:</td>
<td>34420293</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:secentre@cityu.edu.hk">secentre@cityu.edu.hk</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="https://www.cityu.edu.hk/ceng/co-operative-education-centre">https://www.cityu.edu.hk/ceng/co-operative-education-centre</a></td>
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<tr>
<td>Address:</td>
<td>Co-operative Education Centre</td>
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<tr>
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<td>B6518, YEUNG Bldg.</td>
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Thank you