# IAS 2022 / CES 2023 Information Day

Co-operative Education Centre

March 2022

# 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 1st year salary & job opportunities

# Academic status of IAS / CES

- FS4002/3002/2002 (IAS) 3 credits
- FS4001 (CES) 8 credits
- Compulsory registration

# IAS (FS4002)

| Department | Course Registration |
|---|---|
| ACE | FS4002/CA3504/CA3508 |
| BME | FS4002 |
| EE | Engineering Training EE4090/FS4002 |
| MNE | MNE3123 |
| MSE | FS4002 |
| SEEM | FS4002 |

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

Wed 24/2/2021 4:35 PM

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

**Important: OIS/IAS/CES Account Activation**

To Mr. Silas FOO

Notes for online application procedure.pdf
522 KB

Co-operative Education Centre 協作教育中心

On-line Workflow Management System

CityU 香港城市大學 City University of Hong Kong

# 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 (cltcyip@cityu.edu.hk).

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

Co-operative Education Centre 協作教育中心

On-line Workflow Management System

Logon User: 10000012 | 24 Feb 2021 (Wed) 05:23:51 PM

# 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

© Co-operative Education Centre, CityU. All Rights Reserved.

# 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

© Co-operative Education Centre, CityU. All Rights Reserved.

# Student Activation: Password For Your Account

Student Activation: Password For Your Account - Mes...

File | Message | Acrobat | Tell me what you want to do...

Delete | Reply | Reply All | Forward | Respond | Sensitivity | Quick Steps | Move | Tags | Chinese Conversion | Editing | Zoom | Send to OneNote | OneNote

Tue 2/3/2021 12:07 PM

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

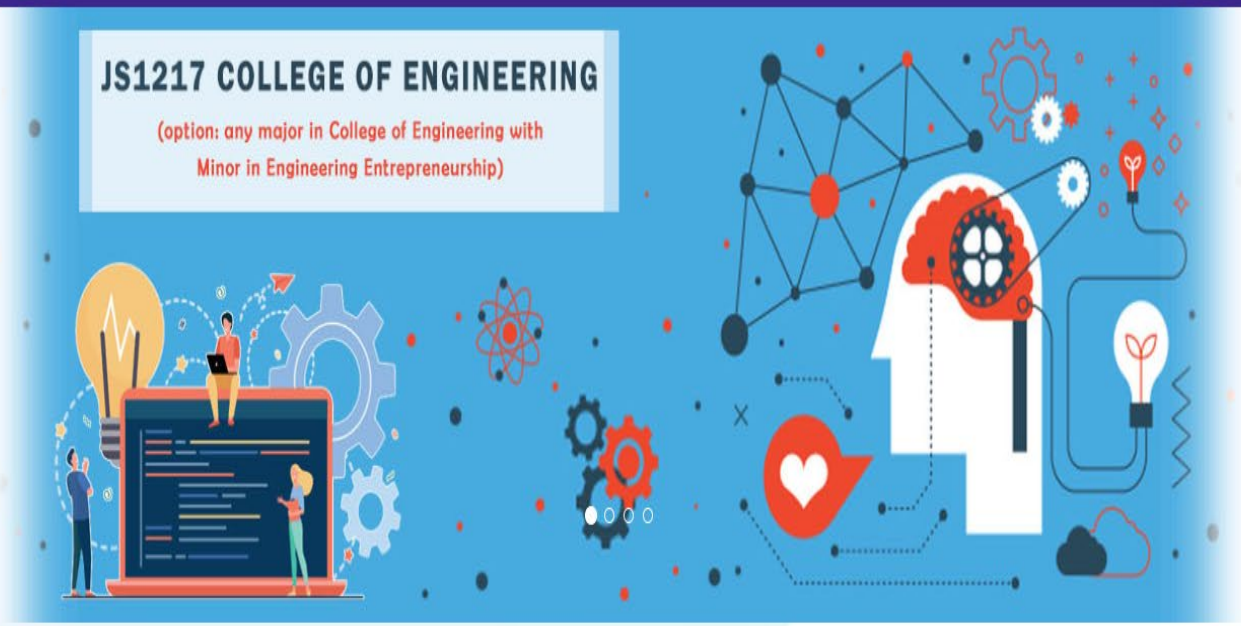
  (use IE

or Chrome )

College of Engineering
香港城市大學
City University of Hong Kong

About Us ▾ Teaching & Learning ▾ Research ▾ Student Life ▾ Co-operative Education Centre ▾ News ▾

Bright Future Engineering Talent Hub ▾




## News & Achievements

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



# Co-operative Education Centre

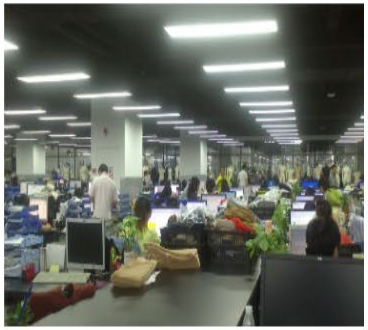
## Co-operative Education Centre

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)

STEM Internship (ITC) 2020

Co-operative Education Scheme (CES)



Industrial Attachment Scheme (IAS)

Oversea Internship Scheme (OIS)

Training Company Registraion

Other Internship Opportunities

# Industrial Attachment Scheme (IAS)

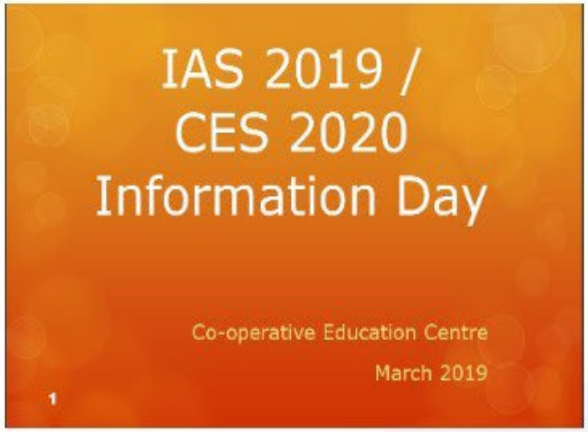
About the Scheme

Course Registration

Work Schedule

Application

IAS Vacancies




Powerpoint file from IAS / CES Information Session

https://cec.se.cityu.edu.hk/wfms/signon.asp?target=vacancy&id=B618AB883EA80C510F1A8F33053A8E54

College of Science and Engi... | cityu.edu.hk | cityu.edu.hk | Locksmith Tools,lockpick,Tra...

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

**User Logon**

Logon ID

Password

Logon

EN 11:18 26/2/2014

# 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-A.HK Limited — Total Vacancies: 1
- VSL Hong Kong Limited — Total Vacancies: 2
- Yau Lee Consctruction Co. Ltd — Total Vacancies: 5

| **Beria Consultants Limited** | www.beria.com.hk |
|---|---|
| Post Code | I21-TC015-01-HK |
| Department | Head office |
| Post | Quantity Surveyor Trainee |
| Project Title | Quantity Surveying |
| Job Description | performing various quantity surveying, project management, valuation or appraisal-related activities |
| No. of Vacancies | 2 |
| Remaining Vacancies | 2 |
| Duration | 10-12 weeks |
| Travelling Mode | Work in HK only |
| Working Location | Fortress Hill, Hong Kong |
| Eligible Applicants | ACE |
| Programme | BSSURV |
| Specific Requirement | |
| Remarks | |

# Job Posts

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

| | |
|---|---|
| Post Code | I21-TC064-02-MC |
| Department | To be advised |
| Post | Summer Intern (Beijing) |
| Project Title | To be advised |
| Job Description | Quantity surveying duties |
| No. of Vacancies | 2 |
| Remaining Vacancies | 2 |
| Duration | 9 weeks |
| Travelling Mode | Station outside PRD |
| Working Location | Beijing |
| Eligible Applicants | ACE |
| Programme | BSSURV |
| Specific Requirement | - CGPA: 3.00 or above |
| Remarks | - 5 days work<br>- Training period: 7 June – 30 July 2021 (8 weeks)<br>- For students expected year of Graduation in 2022<br>- RLB will provide the air-ticket and accommodation |

| | |
|---|---|
| Post Code | I21-TC064-03-MC |
| Department | To be advised |
| Post | Summer Intern (Shanghai) |
| Project Title | To be advised |
| Job Description | Quantity surveying duties |
| No. of Vacancies | 6 |
| Remaining Vacancies | 6 |
| Duration | 9 weeks |
| Travelling Mode | Station outside PRD |
| Working Location | Shanghai |
| Eligible Applicants | ACE |
| Programme | BSSURV |
| Specific Requirement | |
| Remarks | - 5 days work<br>- Training period: 7 June – 30 July 2021 (8 weeks)<br>- For students expected year of Graduation in 2022<br>- CGPA: 3.00 or above<br>- RLB will provide the air-ticket and accommodation |

# CES

## What is CES?

8 - 12 months placement program

| Dept (typical) | Training Period | Duration (months) |
|---|---|---|
| Main round | Sept – Apr/Aug | 8-12 |
| Second round | Jan – Aug/Dec | 8-12 |

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

| Event | |
|---|---|
| Before application | • Co-operative Education Centre will send students a link in March for account activation. |
| Application | Early March 2020<br>• No new posts will be uploaded during the application period.<br>• 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.<br>• For enquiry about online application, please contact Mr Francis Yip (3442-6177). |
| Department screening | • Departments will arrange interviews for their students.<br>• Selection is based on attitude, team-building ability, maturity, commitment and academic performance. |
| Company interview April – May | • Shortlisted students will be notified of the interview details by email. Students are achieved 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.<br>• Students are allowed to apply for two posts simultaneously until they accept an offer from a company.<br>• The staff of the Co-operative Education Centre will accompany the student to the interview if conducted in China. Please have a |

Co-operative Education Centre 協作教育中心

On-line Workflow Management System

25 Feb 2021 (Thu) 03:35:11 PM

***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 recuritment, processing and related purposes. It may be disclosed to companies registered at the CEC database for purposes relating to recuritment 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?

Co-operative Education Centre 協作教育中心

On-line Workflow Management System

25 Feb 2021 (Thu) 03:37:01 PM

The page you are about to access to 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

23 Feb 2012 (Thu) 05:28:13 PM

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 *
  Surname First Name (example: CHAN Tai Man)
- 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 Conact: *
- Address (District): -- Hong Kong Island -- *

Fields marked with an asterisk * denote mandatory fields.

## Section B: Academic Results

- CGPA: *

## Section C: Working Experience

| No | Period | Job Post | Duties |
|---|---|---|---|
| 1 | / to / | | |

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.

Reset Next

| | |
|---|---|
| Name (English) | CHAN Tai Man Andy * |
| | Surname First Name (example: CHAN Tai Man) |
| Name (Chinese) | |
| Student ID | 11000000 * |
| Student Type | (●) UGC ( ) Non-UGC/Self-Financed * |
| Gender | (●) Male ( ) Female * |
| Department | EE * |
| Programme | BEECE * |
| Year | 3 * |
| Mobile | 12345678 * |
| Home/2nd Conact | 87654321 * |
| Address (District) | Yuen Long * |

Fields marked with an asterisk * denote mandatory fields.

## Section B: Academic Results

CGPA 3.2 *

## Section C: Working Experience

| No | Period | Job Post | Duties | Delete |
|---|---|---|---|---|
| 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 | | |

+ Add

## Section D: Additional Information

Technical knowledge and strengths:
C++, JAVA, PHP
Putongua, Korean

(e.g. C++, VB.Net, AutoCAD, Java, Japanese, Putongha, 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.

Co-operative Education Centre 協作教育中心
College of Science and Engineering
On-line Workflow Management System

24 Feb 2012 (Fri) 09:40:49 AM

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 | Post Code |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

*(In decreasing order of priority)*

Show Eligible Post

**Choice of Training Post For IAS** *

| Priority | Post Code |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

*(In decreasing order of priority)*

Show Eligible Post

**Choice of Training Post For CES** *

| Priority | Post Code |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

*(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.)

Online Workflow Management System

Co-operative Education Centre 協作教育
College of Science and Engin
On-line Workflow Manag

Please complete the following resume and su

## Information for Internal Use Onl

**Choice of Internship Mode** *

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

**Choice of Training Post For OIS**

| Priority | Post Code |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

*(In decreasing order of priority)*

Show Eligible Post

**Choice of Training Post For IAS** *

| Priority | Post Code |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

*(In decreasing order of priority)*

Show Eligible Post

**Choice of Training Post For CES** *

| Priority | Post Code |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

*(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.)

Page Tools

Online Workflow Management System - Windows Internet Explorer

https://cec.se.cityu.edu.hk/wfms/student/jobs2.asp?id=01630B20A2BDC1057A10DB9804CBF2248418688F1F8E8677

| No | Post Code | Training Company | Vacancy | Post Date | Travelling Mode |
|---|---|---|---|---|---|
| 1 | I12-TC100-01-HK | 116 Company For Test Only | 3 | 18-02-2012 | Work in HK only |
| 2 | I12-TC104-01-MC | 118 Company For Test Only | 2 | 18-02-2012 | Daily travel outside HK |
| 3 | I12-TC107-01-MC | 123 Company For Test Only | 1 | 18-02-2012 | Station outside HK, weekly return |

Close

Done Internet 100%

## 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)

| | Summer Year 3 | Semester A Year 4 | Semester B Year 4 | Summer Year 4 | Semester A Year 5 |
|---|---|---|---|---|---|
| Required Core | Courses (CUs) | Courses (CUs) | Courses (CUs) | Courses (CUs) | Courses (CUs) |
| Electives | Courses (CUs) | Courses (CUs) | Courses (CUs) | Courses (CUs) | Courses (CUs) |
| ELC | Courses (CUs) | Courses (CUs) | Courses (CUs) | Courses (CUs) | Courses (CUs) |
| CCIV | Courses (CUs) | Courses (CUs) | Courses (CUs) | Courses (CUs) | Courses (CUs) |
| OOD | Courses (CUs) | Courses (CUs) | Courses (CUs) | Courses (CUs) | Courses (CUs) |

## 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 contiue.

## 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 Conact 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 Attachement 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)

| | Summer Year 3 | Semester A Year 4 | Semester B Year 4 | Summer Year 4 | Semester A Year 5 |
|---|---|---|---|---|---|
| Required Core | | | | | |
| Electives | | | | | |
| ELC | | | | | |
| CCIV | | | | | |
| OOD | | | | | |
| **Total** | **0 Courses (0 CUs)** | | | | |

### 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

Previous Submit

5 Mar 2018 (Mon) 11:05:16 AM

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.

Close

# Modification of application details

For changing of choices, 7-13 March (must within application period)

For personal data amendment, on or before 20 March.

Co-operative Education Centre 協作教育中心
College of Science and Engineering
On-line Workflow Management System

24 Jan 2017 (Tue) 03:08:53 PM

Please verify the following resume form and press **SUBMIT** button to contiue.

## 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 Conact | 87654321 |
| 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<br>Putongua, 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 Joined

# Student Resume

Resume send to Training Company

## 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. |

Close

# Pre-attachment Training

- 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:**
http://www6.cityu.edu.hk/caio/city-u/page.asp?id=3

CityU
香港城市大學
City University of Hong Kong

# Important Date

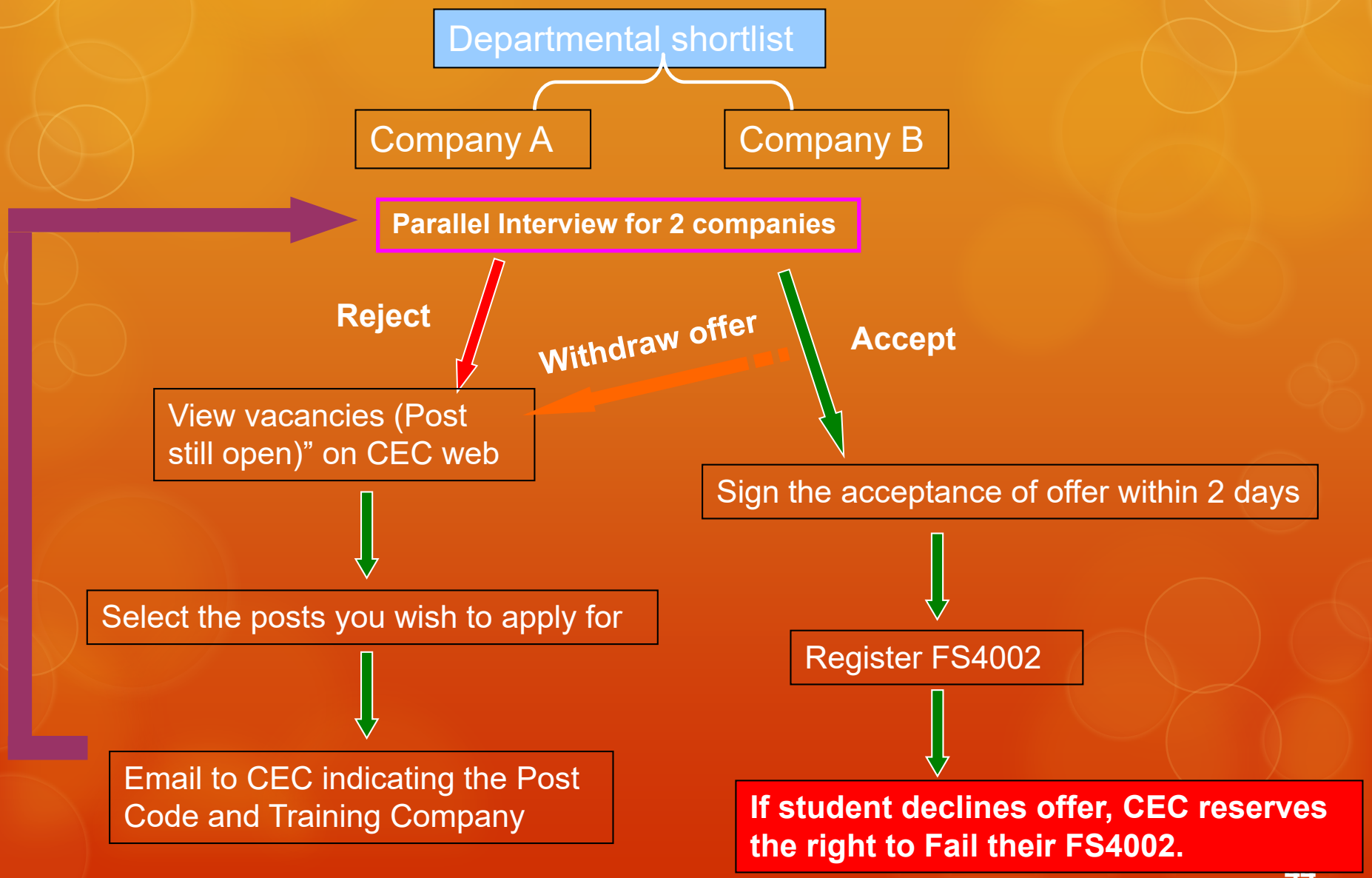
- Application (7-13 March)
- Departmental Shortlist (16 – 21 March)
- Company Interview (22 March – May)

➔ May contact CEC if no interview notification after 9 April

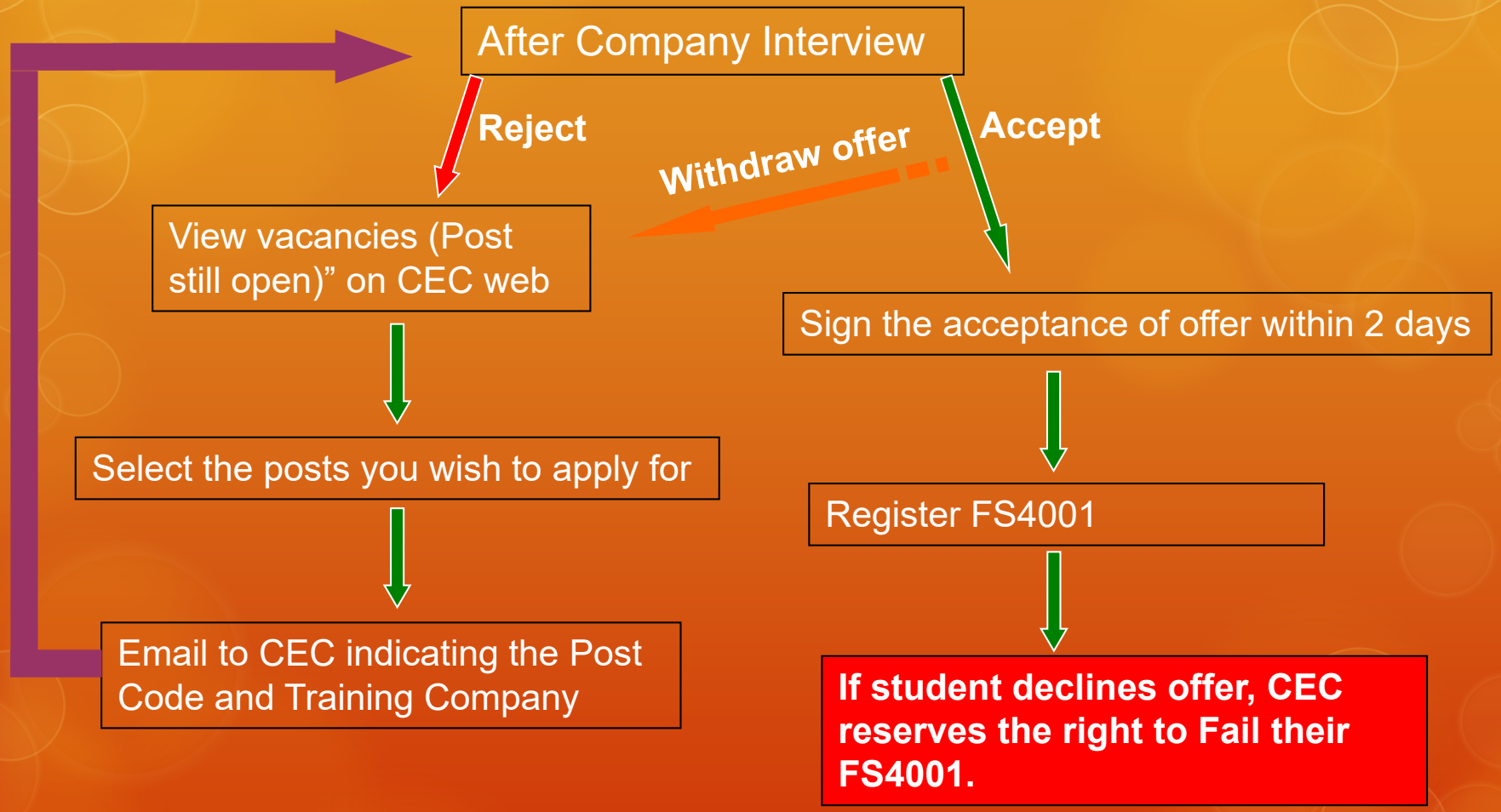
*Interview in PRD,China –

Check expiry date of Travel Document (回鄉証)

# IAS Result Announcement



# CES Result Announcement




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

About Us | Teaching & Learning | Research | Student Life | Co-operative Education Centre | News | Bright Future Engineering Talent Hub

Co operative Education Centre / Other Internship Opportunities

## Other Internship Opportunities

1. The following internship activities will not and cannot be used to replace the internship schemes that the Centre offers;
2. These following activities do not receive the support from the Co-operative Education Centre.

Disclaimer: City University of Hong Kong does not bear any liability, damage and/or claim of any nature arising from, or in any way related to students' participation in any of these programmes and activities.

| Company | Post | Application Deadline |
|---|---|---|
| MTR | Student Internship Programme 2022-2023 | 25 Mar 2022 |
| Hong Kong Cyberport Management Company Limited | Youth Start-up Internship Programme | End of Mar 2022 |
| Hong Kong Life Sciences Society | Life Sciences Summer Internship Program 2022 | 14 Mar 2022 |
| HSBC | 2022 HK Student Placement | 18 Apr 2022 |
| Hip Hing Construction Co., Ltd. / Vibro (HK) Ltd | Summer Internship Program | 31 Mar 2022 |
| Sanfield (Management) Ltd | Various position for Engineering Graduate | None |
| ASM HK | Interns (2021 - 2022, 20+ Openings) | None |
| SOCIF Limited | Software Engineering Intern (Summer) | TBA |
| Hong Kong Science and Technology Parks Corporation (HKSTP) | Internship Link | None |
| Deloitte Touche Tohmatsu | Consulting Technology Associate Internship | None |
| AIESEC | Global Talent<br>Poster Details | None |
| Honeywell | JD - IT Intern(2-3 months) | None |

- Career & Leadership Centre (CLC, SDS)
- Career Fair
- STEM Internship
- Joint Institutions Job Information System (JIJIS)

# OIS arrangement

| Scenario | Action |
|---|---|
| OIS offer given | Do not apply for IAS |
| OIS offer being processed but not yet secured | a) Apply IAS – application will not be processed until OIS rejection is confirmed<br>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 |
| | Mr Fred Wu | |
| Fax: | 34420293 | |
| E-mail: | secentre@cityu.edu.hk | |
| Website: | https://www.cityu.edu.hk/ceng/co-operative-education-centre | |
| Address: | Co-operative Education Centre<br>B6518, YEUNG Bldg. | |

# Thank you