

## 1. Acceptance of Offer

### 1.1. Signing of Acceptance of Offer and Student Agreement

You are required to sign and return the Acceptance of Offer and Student Agreement to the Co-operative Education Centre (hereinafter “Centre”) [via email to : [chan.stephanie@cityu.edu.hk](mailto:chan.stephanie@cityu.edu.hk) and name the files: Surname\_Name\_Student No\_Acceptance/Student Agreement] within **THREE** working days from the date the formal offer is made. Once the Acceptance of Offer is signed, the Centre will register you on FS4005 Overseas Internship Scheme in Summer. For EE students, the Centre will inform EE Department to register you on Engineering Training II in Summer. For ACE students, you will be registered on either FS4005 Overseas Internship Scheme or an ACE course as advised by ACE Department. If you withdraw afterwards, the Centre/Department reserves the right to register you on the aforementioned course in Summer Term and assign a failure grade.

### 1.2. Submission of Passport Copy

Please submit the soft copy of your passport (name the file: Host Name\_StuName\_passport) to Miss Stephanie Chan ([chan.stephanie@cityu.edu.hk](mailto:chan.stephanie@cityu.edu.hk)) together with your signed Offer of Acceptance and Student Agreement. When necessary and/or upon request, copy of your passport will be sent to the host institution for the purpose of visa/work permit application, arrangement for accommodation and internal administration. Passports should hold an expiry period of 6 months at least. If your passport is about to expire, make sure you renew it as soon as you can. Otherwise, you will delay your visa application.

## 2. New and Old Contacts

The Centre will provide you with the contact information of other students who are visiting the same institution/country this year, if any, for your convenient contact. Contact information of senior students who visited the same host last year, if any, will also be provided to you so that you can seek advice from them. Accordingly, your contact information will be provided to students of last year, current year and next year.

## 3. Logistics Arrangement

You are reminded NOT to plan for any activities or courses immediately after your exam. If you are attending student exchange in Semester B, you need to make sure that you can attend the Pre-departure Workshop in May and start the internship on time. There will be no start date readjustment and you should not make any request to change the training period or take leave to fit your own schedule. We will only consider schedule change with valid reasons (e.g. problems in visa/flight/accommodation arrangement). Any change in training schedule without the prior approval of the Centre will result in failure of the internship, and the related courses. When this happens, you have to repay the first installment of the subsidy to CityU immediately and the second installment will not be released.

### 3.1. Travel Document and Visa

You are responsible for obtaining the correct visa, passport, and other necessary personal travel documents for study in the other country or territory and will bear the associated cost. The Centre will assist in providing letters of certification where necessary. **Upon obtaining the required visa, you are required to produce a copy to the Center for record.**

### 3.2. Accommodation

Some hosts do not offer assistance in accommodation and you will need to make your own arrangement. Remember that your personal safety is always of prime importance among other considerations like cost of rental. For hosts that offer assistance in accommodation, we can communicate with them for their assistance at the initial stage. All accommodation expenses will be on students' own accounts. You should also check with senior students who went to the same host last year for more information. The Centre will offer assistance if needed.

### 3.3. Flight

You are responsible for making your flight arrangement. While airfare is usually lower for early-bird bookings, there may be a problem on visa application and/or accommodation arrangement. It is advisable to confirm your

flight after the visa is obtained and accommodation is confirmed. In the event that the visa application is unsuccessful, students will have to absorb the related costs.

To minimize disruption to the host, you are advised to plan your trip and travel together with other students who are visiting the same host. AVOID requesting the hosts to pick you up from the airport unless they offer.

In addition, you are advised to check if a visa is required during transit before you confirm an indirect flight, e.g. USA visa is required for taking a transit flight via USA to Canada.

**\*You are required to provide your flight itinerary to the Centre BEFORE confirming the air ticket. This procedure is COMPULSORY. Failure to comply will result in a substantial reduction of CityU subsidy (the minimum reduction will be the amount of the airfare of the confirmed flight).**

### **3.4. Progress Update**

You are required to update the Centre by email on or before **24 April 2020 (Fri)** on the progress of your visa, accommodation and flight arrangement.

## **4. Insurance**

You will be covered by the University's Group Personal Accident Insurance and Group Travel Insurance Policy for students throughout your stay overseas provided that you depart from Hong Kong to the host country. Updated coverage are available at the website of the Finance Office :

[https://www.cityu.edu.hk/fo/studentlan/htm/Stu\\_Insurance.htm](https://www.cityu.edu.hk/fo/studentlan/htm/Stu_Insurance.htm)

In addition to the University's provision, some of the hosts may demand you to purchase medical insurance as appropriate.

## **5. Financial Support**

5.1. A block subsidy will be granted and will be released by 2 equal installments:

First : By mid-May AND only after successful visa application

Second : After full completion of OIS and obtained a "Pass" grade, usually by the end of October

| Region                                    | Subsidy (HKD) |
|---|---------------|
| North America                             | 25,000        |
| Europe                                    | 25,000        |
| Australia                                 | 22,000        |
| Asia (Japan, Korea, Singapore)            | 16,000        |
| Asia (other than Japan, Korea, Singapore) | 11,000        |

5.2. If the host provides any accommodation /airfare /allowance to students, the amount of CityU subsidy will be reduced.

5.3. If you fail to report duty, fail to fulfill the course requirement(s), fail to complete the scheme or fail in the course, the second installment of the subsidy will not be issued and the first installment will have to be returned to CityU in full;

5.4. You are required to provide your bank account information through AIMS for processing of payments. Subsidy could not be released if bank information is not available in AIMS.

## **6. Supervision**

### **6.1. CityU Supervisor**

The Centre will inform you of your CityU supervisor around mid-April. You are required to meet with your CityU supervisor before departure, provide him/her your Training Plan, weekly Training Report and coordinate his/her Skype meeting with your host mentors during your training.

## 6.2. Mentor at the Host Institution/Company

To avoid confusion and possible miscommunication, the Centre will be responsible for liaising with the host institution. Please DO NOT contact your host mentors to discuss your accommodation, travelling and other logistics matters until we inform you when it is the right time to contact them.

## 7. Pre-Attachment Training (PAT), Final Presentation and Debriefing

### 7.1. Pre-Attachment Training (PAT)

You are required to attend the OIS Final Briefing and a Pre-departure Workshop in order to fulfil the Pre-Attachment Training (PAT) tentatively scheduled for **18 May 2020 (Mon)**. **Attendance is COMPULSORY**. Please pencil down this full day and make yourself available.

### 7.2. Final Presentation and Debriefing

You are required to conduct your Final Presentation to your host supervisor on site as well as your CityU supervisor upon your return to Hong Kong during the **last week of August 2020** and attend a **Post-Internship Debriefing Session** tentatively scheduled **for 28 August 2020 (Fri)**. **Attendance is COMPULSORY**.

## 8. Key Dates of OIS

Please take note of the OIS work schedule below:

| Date   | Event   |
|--|---|
| 24 April 2020                                  | <b><u>Progress update</u></b><br>Send the following scanned copies to <a href="mailto:chan.stephanie@cityu.edu.hk">chan.stephanie@cityu.edu.hk</a> . <ul style="list-style-type: none"><li>· Visa, if applicable</li><li>· Information on accommodation</li><li>· Airfare &amp; itinerary (<b>*Mandatory</b>)</li></ul> |
| Mid-May 2020                                   | Release of subsidy (1st installment)  |
| 18 May 2020<br>(Exact date to be confirmed)    | <b><u>Pre-Attachment Training (Compulsory)</u></b> <ul style="list-style-type: none"><li>· OIS Final Briefing</li><li>· OIS Pre-departure Workshop</li></ul>  |
| 24-31 Aug 2020<br>(Exact date to be confirmed) | <b><u>Debriefing and Final Presentation (Compulsory)</u></b> <ul style="list-style-type: none"><li>· Post-Internship Debriefing (tentatively 28 Aug 2020)</li><li>· Final Presentation to CityU Supervisor (last week in August)</li></ul>  |
| Oct 2020                                       | Release of subsidy (2nd installment) upon obtaining a Pass Grade  |

## 9. Enquiries

Miss Stephanie CHAN (Email: [chan.stephanie@cityu.edu.hk](mailto:chan.stephanie@cityu.edu.hk) /Tel: 3442 6172)

Ms Maidie LO (Email: [Maidie.lo@cityu.edu.hk](mailto:Maidie.lo@cityu.edu.hk) / Tel: 3442 9148)

## 10. Personal Data

The Centre reserves the right to retain your Name, Student ID, Department, Programme, Contact Numbers, Address, Internship Scheme(s), Year Attended OIS, Training Company and duration of the attachment in the Centre archive database. The photos and video clippings submitted may be used as promotional materials for OIS. If you object to the arrangement, please send formal request to the Centre to erase your personal data after the internship is completed. Please note that once your data is removed, the Centre will not be able to provide any certification or reference regarding your internship in the future.

Co-operative Education Centre  
City University of Hong Kong

Disclaimer:

This attachment is solely for the use of its intended recipients and may contain personal, confidential and privileged information. It must not be reproduced or distributed without permission of the sender.