

Overseas Internship Scheme 2019 – IMPORTANT NOTES

1. Acceptance of Offer

Please come to the Co-operative Education Centre (hereinafter “Centre”) to sign the Acceptance of Offer and Student Agreement within **THREE** working days from the date the formal offer is made. Once you have signed the Acceptance of Offer, 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.

2. Submission of Documents

Please submit the soft copy of your passport (name the file: Company Name_StuName_passport) to Miss Wayne Li (secentre@cityu.edu.hk) of our office **BEFORE** you come to sign the Acceptance of offer. 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.

3. New and Old Contacts

The Centre will provide you with the contact information of other students who are visiting the same institution/company/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.

4. 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 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 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.

4.1. Visa

You are responsible for the visa application and the associated cost. The Centre will assist in providing letters of certification where necessary.

4.2. 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.

4.3. Flight

You are responsible for making your flight arrangement. Airfare is usually lower for early-bird bookings. However, you are advised to ensure that your visa is approved and accommodation is arranged before confirming your flight. You will be charged a handling fee by the airline for any

changes after the flight is confirmed. 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 seek approval on your flight itinerary from the Centre BEFORE you confirm it. 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).**

4.4. Progress Update

You are required to update the Centre by email on or before **26 April 2019 (Fri)** on the progress of your visa, accommodation and flight arrangement.

5. Financial Support

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

- First: May 2019 and only after successful visa application
- Second: After full completion of OIS, usually in 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 students fail to report duty or fail to complete the scheme, the second installment will not be issued and the first installment will have to be returned to CityU in full.
- 5.4. Please provide your bank account information through AIMS for processing of payments. All payments will be credited to the bank account you provided. No cheques will be issued.

6. Supervision

6.1. CityU Supervisor

The Centre will inform you of your CityU supervisor around April. You are required to meet with your CityU supervisor before departure 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 **21 May 2019 (Tue)**. **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 in the **last week of August 2019** (exact date to be advised) and attend a **Debriefing Session** tentatively scheduled **for 28 Aug 2019 (Wed)**. **Attendance for both sessions is COMPULSORY.**

8. Key Dates of OIS

Please take note of the OIS work schedule below:

Date	Event
26 April 2019	<u>Progress update</u> Send the following scanned copies to secentre@cityu.edu.hk . <ul style="list-style-type: none">· Visa, if applicable· Information on accommodation· Airfare & itinerary (*Prior approval is required before confirmation)
Mid-May 2019	Release of subsidy (1st installment)
21 May 2019	<u>Pre-Attachment Training (Compulsory)</u> <ul style="list-style-type: none">· OIS Final Briefing· OIS Pre-departure Workshop
27-31 Aug 2019	<u>Debriefing and Final Presentation (Compulsory)</u> <ul style="list-style-type: none">· Debriefing (tentatively 28 Aug 2019)· Final Presentation (between 27-31 Aug 2019)
Oct 2019	Release of subsidy (2nd installment)

9. Enquiries

Miss Wayne LI (Email: Wayne.li@cityu.edu.hk /Tel: 3442 7735)

Ms Maidie LO (Email: 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

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