IAS 2024 / CES 2025 / ITC STEM INTERNSHIP

Information Day

Co-operative Education Centre March 2024
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 an internship help?

• Make a difference of 1st year salary & job opportunities
• Explore your career interest & Plan your career
• Connect with the industry
Internship programmes overview

• **College level**: coordinated by Co-operative Education Centre
  – Industrial Attachment Scheme (IAS)
  – Co-operative Education Scheme (CES)
  – ITC STEM Internship
  – Overseas Internship Scheme (OIS)

• **Department level**
# Internship Schemes by Co-operative Education Centre

<table>
<thead>
<tr>
<th></th>
<th>Industrial Attachment Scheme (IAS)</th>
<th>Co-operative Education Scheme (CES)</th>
<th>ITC STEM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What</strong></td>
<td>Work base training</td>
<td>Work base training</td>
<td>Work base</td>
</tr>
<tr>
<td></td>
<td>• Minimum of 6 weeks</td>
<td>• Industrial final-year project</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 8-12 months placement</td>
<td></td>
</tr>
<tr>
<td><strong>When</strong></td>
<td>Summer (Jun – Aug)</td>
<td>Sept – Apr / Aug</td>
<td>Throughout the year</td>
</tr>
<tr>
<td></td>
<td>1 June – 25 August</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>HK/China/Macau</td>
<td>HK/China/Macau</td>
<td>HK / Overseas*</td>
</tr>
<tr>
<td><strong>Credit Bearing?</strong></td>
<td>Yes. 3 credits.</td>
<td>Yes. 8 credits.</td>
<td>No credit</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td>FS4002 or a course as advised by the Department</td>
<td>FS4001 or a course as advised by the Department</td>
<td>N.A.</td>
</tr>
<tr>
<td><strong>Who</strong></td>
<td>Year 1 – Year 3</td>
<td>Final year</td>
<td>Year 1 – Year 4</td>
</tr>
</tbody>
</table>

* Eligible non-local students who are not exchange-in students can take up internships in Hong Kong only
Credit-Bearing Internship
or Non-Credit-Bearing Internship?
## Industrial Attachment Scheme (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 II/ 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 the student’s parent department.
CES (FS4001)

• FS4001 cannot be used to fulfil the GE requirement of any programme

• Credit distribution:
  o Sept batch (8/12 months): Sem A (4CUs) + Sem B (4CUs) + Summer (0CUs)
  o Jan batch (8 months): Sem B (4CUs) + Summer (4CUs)
  o Jan batch (12 months): Sem B (4CUs) + Summer (0CU) + Sem A (4CUs)
IAS / CES Online Application

• 12 – 16 March (Mon to Sat)

  Start:  00:00 12 March (Mon)
  End:    24:00 16 March (Sun)

* DO NOT apply before 00:00 12 March
Student Account Activation

• Account Activation email (Sent by 8 March 2024)
• To view job posts and apply for IAS/ CES
• MUST study the job details and choose before you apply
Dear Test7,

If you are interested in applying for IAS / CES, please activate your user account via the following link:

Activate User Account

*(IAS is opened for year 1 - 3 students, while CES is for the final year students only)*

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.

*Application Period: 6-12 Mar 2023; the late application will not be accepted.

IAS / CES Information sessions schedule (2023)

Information briefing sessions held from 6 - 8 March. Please refer to the PowerPoint below if you have yet to attend.

IAS 2022 / CES 2023 Information Day

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

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

Fred Wu: fred.wu@cityu.edu.hk / 3442 2807.
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/TAS/CES application under CEC web site. Thank you.

- Student ID: 10000007
- Password
- Retype Password
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.

Close
Student Activation: Password For Your Account

Fri 3/3/2023 10:44 AM
Co-operative Education Centre <secentre@cityu.edu.hk>

Student Activation: Password For Your Account

To  Miss Jessica Ng

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 )
CityU CENG Tech Day 2023
18 February 2023
Application Deadline: 20 January 2023
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

Advanced Design and Systems Engineering  (last modified on 3 March 2023)
Architecture and Civil Engineering  (last modified on 3 March 2023)
Biomedical Engineering  (last modified on 3 March 2023)
Chemistry
Computer Science
Electrical Engineering  (last modified on 3 March 2023)
Materials Science and Engineering  (last modified on 3 March 2023)
Mathematics
Mechanical Engineering  (last modified on 3 March 2023)
Physics
Systems Engineering and Management
## Industrial Attachment Scheme (IAS)

### Department of Electrical Engineering

**Vacancies (Post still open)**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Total Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>A50 Real Assets Limited</td>
<td>1</td>
</tr>
<tr>
<td>Associated Engineers, Limited</td>
<td>4</td>
</tr>
<tr>
<td>Bureau Veritas Hong Kong Limited</td>
<td>4</td>
</tr>
<tr>
<td>BYME Engineering (Hong Kong) Limited</td>
<td>15</td>
</tr>
<tr>
<td>C.W.E Infotech Company Limited</td>
<td>2</td>
</tr>
<tr>
<td>Centre for Intelligent Multidimensional Data Analysis Limited</td>
<td>10</td>
</tr>
<tr>
<td>China CITIC Bank International Limited</td>
<td>2</td>
</tr>
<tr>
<td>China Mobile Hong Kong Company Limited</td>
<td>2</td>
</tr>
<tr>
<td>China State Construction Engineering (Hong Kong) Limited</td>
<td>1</td>
</tr>
<tr>
<td>CITIC Telecom International CPC Limited</td>
<td>4</td>
</tr>
<tr>
<td>Computer And Technologies Resources Limited</td>
<td>2</td>
</tr>
<tr>
<td>Designercity (HK) Limited</td>
<td>4</td>
</tr>
<tr>
<td>Fugro (Hong Kong) Limited</td>
<td>3</td>
</tr>
<tr>
<td>Gene Company Limited</td>
<td>1</td>
</tr>
<tr>
<td>Heraeus Limited</td>
<td>1</td>
</tr>
<tr>
<td>HKT Services Limited</td>
<td>5</td>
</tr>
<tr>
<td>Hong Kong Centre for Cerebro-cardiovascular Health Engineering Limited</td>
<td>5</td>
</tr>
<tr>
<td>IGEARS TECHNOLOGY LIMITED</td>
<td>2</td>
</tr>
<tr>
<td>InnoSpire Technology Limited</td>
<td>5</td>
</tr>
<tr>
<td>IOIO Limited</td>
<td>1</td>
</tr>
<tr>
<td>KBQuest Hong Kong Limited</td>
<td>2</td>
</tr>
<tr>
<td>Leapstack Hong Kong Limited</td>
<td>1</td>
</tr>
<tr>
<td>Lexwave Technology (Hong Kong) Limited</td>
<td>4</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…)

22
| **Job Description** | 1. Base on customer requirement to setup manufacturing process.  
2. Response for control documentation preparation e.g. pFMEA, control lan, MEI, DFM etc.  
3. Response for continuous improvement i.e. quality and output.  
4. As project owner to co-ordinate different internal function teams.  
5. Response for lean projects. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No. of Vacancies</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Remaining Vacancies</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>10-12 weeks</td>
</tr>
<tr>
<td><strong>Travelling Mode</strong></td>
<td>Station outside HK, weekly return</td>
</tr>
<tr>
<td><strong>Working Location</strong></td>
<td>BaoAn Shenzhen</td>
</tr>
<tr>
<td><strong>Eligible Applicants</strong></td>
<td>ADSE/EE/MNE</td>
</tr>
<tr>
<td><strong>Programme</strong></td>
<td>BEITME/BEECE/BEME</td>
</tr>
</tbody>
</table>
| **Specific Requirement** | 1. Good in interpersonal and communication skills, with team spirit  
2. Good in spoken English and conversational Mandarin  
3. Station at BaoAn Shenzhen plant required |
| **Remarks** | 5 days station |
What is CES?

8 - 12 months placement program

<table>
<thead>
<tr>
<th>Department (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 (the 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></th>
</tr>
</thead>
<tbody>
<tr>
<td>Before application</td>
<td></td>
</tr>
<tr>
<td>• Co-operative Education Centre will send students a link in March for account activation.</td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td></td>
</tr>
<tr>
<td>Early March</td>
<td></td>
</tr>
<tr>
<td>• No new posts will be uploaded during the application period.</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>• For enquiry about online application, please contact Miss Jessica Ng (3442-6177).</td>
<td></td>
</tr>
<tr>
<td>Department screening</td>
<td></td>
</tr>
<tr>
<td>• Departments will arrange interviews for their students.</td>
<td></td>
</tr>
<tr>
<td>• Selection is based on attitude, team-building ability, maturity, commitment and academic performance.</td>
<td></td>
</tr>
</tbody>
</table>
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: 10000007
Password: ********

Logon

Forgot 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

- **Name (English)**: SHEUNG Foon Heung
- **Name (Chinese)**: □
- **Student ID**: 10000007
- **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, Futongha, 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 the holder of Hong Kong permanent identity card.
   - I am the 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 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.
Section A: Personal Particulars

Name (English) SHEUNG Foon Heang
Name (Chinese) SHEUNG Po Heng
Student ID 10000007
Student Type USC Non-USC/Self-Financed
Gender Male Female
Department EE
Programme BEng
Year 2
Mobile 12345678
Postal/2nd Contact 87654321
Address (District) Sha Tin

Fields marked with an asterisk * denote mandatory fields.

Section B: Academic Results

CGPA 2.5

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>Jul 2021 / Aug 2022</td>
<td>Sales</td>
<td>7-11 cashier</td>
</tr>
<tr>
<td>2</td>
<td>Jun 2022 / Nov 2022</td>
<td>Student Helper</td>
<td></td>
</tr>
</tbody>
</table>

Section D: Additional Information

Technical knowledge and strengths
AutoCAD, Java, C++, VB.Net, AutoCAD, Java, Japanese, Putonghua, etc.

Extra-curricular activities
External Secretary - EE Department Society

Section E: Declaration, Terms and Conditions

1. I declare that I am a holder of Hong Kong permanent identity card.
2. I authorize CCC 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**
  
<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 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>
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<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>
<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)*

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 than 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>Courses (CUs)</td>
<td>Courses (CUs)</td>
<td>Courses (CUs)</td>
<td>Courses (CUs)</td>
<td>Courses (CUs)</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ELC</strong></td>
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<tr>
<td><strong>CCIV</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>OOD</strong></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
Please verify the following resume form and press SUBMIT button to continue.

Section A: Personal Particulars

- Name (English): SHEUNG Foon Heung
- Name (Chinese): -
- Student ID: 10000007
- Student Type: UGC
- Gender: Female
- Department: EE
- Programme: BEECE - BEing Electronic and Electrical Engineering
- Year: 2
- Mobile: 12345678
- Home/2nd Conact: 87654321
- Address (District): Sham Shui Po

Section B: Academic Results

- CGPA: 2.50

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>Jul/2021 to Aug/2021</td>
<td>Sales</td>
<td>Cashier</td>
</tr>
<tr>
<td>2</td>
<td>Jun/2022 to Aug/2022</td>
<td>Student Helper</td>
<td></td>
</tr>
</tbody>
</table>

Section D: Additional Information

- Technical knowledge and strengths: AutoCAD, Java, Japanese, Putonghua
- 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**
  - Industrial Attachment Scheme (IAS)

- **Choice of Training Post of IAS**
  - 1. 123-TC053-01-MC (test2)

I will 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>
<th>Semester A Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core</td>
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<tr>
<td>Electives</td>
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<tr>
<td>ELC</td>
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<tr>
<td>CCIV</td>
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</tr>
<tr>
<td>CDO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0 Courses (0 CUs)</strong></td>
<td></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 not attend student exchange in Semester B.
  5. I haven’t participated in any internship related activities offered by the Co-operative Education Centre before.

Acceptance of Important Notices and Privacy Policy

- **Important Notices and Privacy Policy**
  - [ ] I understand and accept the above "Important Notices and Privacy Policy"
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:

please feel free to contact Miss Jessica Ng (Phone: 3442 6177, Email: jessica.ng@cityu.edu.hk) or Mr. Fred Wu (Phone: 3442 2807, Email: fred.wu@cityu.edu.hk)

We will contact you once you are shortlisted for the company interview.
Student Registration Result for 2023

Dear SHEUNG Foon Heung,

Thank you for your application. You IAS/CES/OIS application has been received. Should you want to make any changes, please login student application link for modification within application period.

Sincerely yours,

Co-operative Education Centre

Disclaimer: This email (including any attachments) is for the use of the intended recipient only and may contain confidential 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.
Modification of application details

• For changing of choices, **12-16 March** (must within application period)

• For personal data amendment, on or before **19 March**.
Please verify the following resume form and press SUBMIT button to continue.

### Section A: Personal Particulars

- **Name (English)**: SHEUNG Foon Heung
- **Name (Chinese)**: 
- **Student ID**: 10000007
- **Student Type**: UGC
- **Gender**: Female
- **Department**: EE
- **Programme**: BEECE - BEng Electronic and Electrical Engineering
- **Year**: 2
- **Mobile**: 12345678
- **Home/2nd Contact**: 07654321
- **Address (District)**: Sham Shui Po

### Section B: Academic Results

- **CGPA**: 2.50

### 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>Jul/2021 to Aug/2021</td>
<td>Sales</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jun/2022 to Aug/2022</td>
<td>Student Helper</td>
<td></td>
</tr>
</tbody>
</table>

### Section D: Additional Information

- Technical knowledge and strengths: AutoCAD, Java, Japanese, Putongha
- 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 CIEC 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.
# Student Resume

## Section A: Personal Particulars

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (English)</td>
<td>CHAN Tammy</td>
</tr>
<tr>
<td>Name (Chinese)</td>
<td>陳詠美</td>
</tr>
<tr>
<td>Student ID</td>
<td>10000052</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:lchan@cityu.edu.hk">lchan@cityu.edu.hk</a></td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Department</td>
<td>BCH</td>
</tr>
<tr>
<td>Programme</td>
<td>BSAB - BSc (Hons) Applied Biology</td>
</tr>
<tr>
<td>Year</td>
<td>2</td>
</tr>
<tr>
<td>Mobile</td>
<td>852-12345678</td>
</tr>
<tr>
<td>Address (District)</td>
<td>Kowloon City</td>
</tr>
</tbody>
</table>

## Section B: Academic Results

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript File</td>
<td><a href="5790711.pdf">5790711.pdf</a></td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>3.80</td>
</tr>
</tbody>
</table>

## Section C: Working Experience

No working experience(s)

## Section D: Additional Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical knowledge and strengths</td>
<td>N.A.</td>
</tr>
<tr>
<td>Extra-curricular activities</td>
<td>N.A.</td>
</tr>
</tbody>
</table>
Pre-attachment Training

Students have to complete 2 compulsory activities (a final briefing & a training workshop)

• IAS: 31 May 2024

• CES: 23 August 2024
Career coaching?

- **Career and Leadership Centre**
  Phone: 3442 5591
  Email: clc.careercentre@cityu.edu.hk

- **Co-operative Education Centre**
  Mr. Fred Wu
  Phone: 3442 2807
  Email: fred.wu@cityu.edu.hk
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 (12-16 March)
• Departmental Shortlist (Mid - Late March)
• Company Interview (March – May)
• IAS earliest recommended start date: 3 June 2024 (Mon)
  recommended end date: 23 August 2024 (Fri)

➤ May contact Co-operative Education Centre if no interview notification after 12 April

*Interview in PRD, China –
Check the expiry date of the 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.**
Communication

• Provide a number that we can reach you

• Check email daily: we use the one in AIMS
STEM Internship

• Register internship opening with Career and Leadership Centre (CLC) by email at stem.internship@cityu.edu.hk. Please refer to the above STEM guideline for employer’s eligibility.

• After a student receives the offer from the company, the student should submit the "CENG Application form" at least THREE working days before the internship commencement date.

https://www.cityu.edu.hk/ceng/co-operative-education-centre/itc-stem-internship
Requirements for Other Internship Opportunities / Individual Connection

• Job relevancy
• Duration (6 weeks full time minimum)
• Supervisory visits
• Log book / Mentor’s endorsement
• Deadline 10 May 2024 (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>Company</th>
<th>Post</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASM Pacific Technology Limited</td>
<td>Interns (2022 - 2023, 20+ Openings)</td>
<td>None</td>
</tr>
<tr>
<td>CLSA</td>
<td>Quantitative Researcher, Systematic Trading – PhD - Intern</td>
<td>None</td>
</tr>
<tr>
<td>ATAL Engineering Group</td>
<td>Part-time Internship (sales team)</td>
<td>None</td>
</tr>
<tr>
<td>HKAI Lab</td>
<td>HKAI Lab Portfolio Companies - Job Vacancies (Summer Internship/ Part Time/ Full Time)</td>
<td>Till post would be hired</td>
</tr>
<tr>
<td>ASM HK</td>
<td>Interns (2021 - 2022, 20+ Openings)</td>
<td>None</td>
</tr>
<tr>
<td>SGICIF Limited</td>
<td>Software Engineering Intern (Summer)</td>
<td>TBA</td>
</tr>
<tr>
<td>Hong Kong Science and Technology Parks Corporation (HKSITP)</td>
<td>Internship Link</td>
<td>None</td>
</tr>
<tr>
<td>Deloitte Touche Tohmatsu</td>
<td>Consulting Technology Associate Internship</td>
<td>None</td>
</tr>
<tr>
<td>Honeywell</td>
<td>JD - IT Intern(2-3 months)</td>
<td>None</td>
</tr>
</tbody>
</table>

- Career & Leadership Centre (CLC, SDS)
- Career Fair
- STEM Internship
- Joint Institutions Job Information System (JIJIS)
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  Miss Jessica Ng  3442 6177
     Mr Fred Wu   3442 2807

Fax:  3442 0293

E-mail:  secentre@cityu.edu.hk

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

Address:  Co-operative Education Centre
           B6502, YEUNG Academic Building
Thank you