

# Guidelines of The Mainland China (Non-GBA) and Global Internship Awards

## About the Awards

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- The Mainland China (Non-GBA) and Global Internship Awards (“Adwards”) aims to provide sponsorship to support students to participate in internships in Mainland China (non-GBA cities) and other global destinations. It offers a valuable platform for students to immerse in real-life business environments to broaden their outlook and perspectives; and to develop their workplace generic skills, especially inter-cultural communication skills and cultural sensitivity through engaging in business practices in different work environments and through direct interactions with local people in Mainland China (Non-GBA Cities) and other global destinations. The Awards is to encourage outstanding students to participate in internships in Mainland China (Non-GBA Cities) and other global destinations during summer holiday break.
- The purpose of the Awards is to help students:
  - Gain valuable work experience and a good understanding of local work culture through working in interning organisations in Mainland China (Non-GBA Cities) and other global destinations;
  - Improve inter-cultural communication skills and cultural sensitivity for effective communication with people from different cultural and backgrounds; and
  - Develop a global vision and outlook to prepare them for careers in Mainland (for Non-GBA Cities) and around the world.
- Awarded students will participate in face-to-face internship activities taking place in Mainland China (Non-GBA Cities) and other global destinations or virtual internship activities under respective enterprises/organisations during summer holiday break (can be either arranged by College/School/Department; or self-solicited by students) with a minimum duration of 4 consecutive weeks to a maximum duration of 10 consecutive weeks. After the internship, students are required to submit internship reflection report and attend a sharing session organised by the University (if any) to consolidate their learning experience and share it with the CityUHK community.
- Awards will be granted subject to satisfactory completion of the internship and evaluations, including positive employer feedback, reflective journals and the required documents.

## Eligibility

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The awards are only offered to outbound internship students who are full-time local undergraduate students. Students who are eligible to receive the award must:

1. attain a cGPA of 3.0 or above (cGPA as at the last Semester A);
2. not receive other monetary sponsorship/subsidy/award from the University (including but not limited to subsidy or allowance from the applicants' College/School/Department) for the same internship;
3. participate in a face-to-face internship activity taking place in Mainland China (Non-GBA Cities) and other global destinations or virtual internship activity under respective enterprises/organisations (can be either arranged by College/School/Department; or self-solicited by students) with a minimum duration of 4 consecutive weeks as well as the internship period ending before their graduation date; and
4. possess versatile abilities and skills, e.g. leadership skill and striving for excellence.

## Value of Awards

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The value for each award is subject to the internship mode and duration:

Internship Mode/Location	Working Period	Award Amount per Student
<b>Face-to-Face Internship</b>		
Mainland China (Non-GBA Cities)	≥ 4 weeks to < 8 weeks	\$20,000
	≥ 8 weeks to < 10 weeks	\$30,000
	10 weeks	\$35,000
Africa, Asia & Others	≥ 4 weeks to < 8 weeks	\$7,500
	≥ 8 weeks to < 10 weeks	\$12,000
	10 weeks	\$13,500
Australia & New Zealand	≥ 4 weeks to < 8 weeks	\$13,000
	≥ 8 weeks to < 10 weeks	\$16,000
	10 weeks	\$18,000
Americas & Europe	≥ 4 weeks to < 8 weeks	\$18,000
	≥ 8 weeks to < 10 weeks	\$21,000
	10 weeks	\$23,000
<b>Virtual Internship</b>		
	≥ 4 weeks to < 8 weeks	\$2,500
	8 weeks	\$5,000

## Application Procedure

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Complete the **Application Form with the below documents**:

1. Document(s) issued by the internship company regarding the confirmation of internship offer, e.g. an internship offer letter/notification email with:
  - Name of hosting company
  - Stated period of internship
  - Signature and company stamp (for internship offer letter only);
2. Latest Academic Transcript;
3. Scanned copy of the FULL set of signed student agreement with ALL pages (click [here](#) to download the form); and
4. Scanned copy of the personal travel insurance purchased by students (i.e. guarantee slip showing students' name and insurance policy number).

## Funding Procedure

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1. Participating students are required to submit **scanned copies** of the following documents **within 4 weeks upon the completion of the internship**:
  - a. **Employer Feedback Form** to be completed by students' direct supervisor at the host organisation:
    - English version (Click [here](#) to download)
    - Chinese version (Click [here](#) to download)
  - b. A **Self-Reflection Report** (in either Chinese or English; a minimum of 500 words in length with at least 2 photos) on internship learning with the following framework (soft copy in Word format and click [here](#) to download):
    - i. Your job duties, contributions and accomplishments
    - ii. Knowledge/ skills/ benefits gained from the internship
    - iii. Insights into the culture and people of the destination
    - iv. Most memorable moment(s) experienced during the internship
    - v. Did you discover your strengths and weaknesses during the internship? And how did you improve your weaknesses?
    - vi. How did the internship experience affect your employability, career planning, future study or life planning?
2. Pre-internship Training  
Successful applicants are required to attend a pre-internship training workshop to be

organised through their department, Career and Leadership Centre and/or the internship organiser before departure.

Workshops conducted both face-to-face and on digital platforms (e.g. LinkedIn Learning or Zoom) would be accepted, and **written proof** of workshop attendance is required before the departure for internship.

### 3. Sharing Session

If invited, successful applicants are required to attend a sharing session organised by the University for experience sharing in non-local internships.

**Note:**

*Students who fail to submit ANY of the required documents stated above and comply with the above requirements may not be given the Awards. The Approving Committee reserves the final discretion on funding disbursement for student internship.*

## Crisis Management Plan for Students Undertaking Overseas Internship

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For students' safety, a Crisis Management Plan is developed by the Critical Incident Management Team (CIMAT) of the University to provide guidelines and procedures to student participants in the event of an emergency while studying and travelling outside of Hong Kong.

In this regard, all CityU enrolled students who participate in an internship programme outside of Hong Kong (i.e. outbound students) are required to observe the following guidelines issued in the Plan:

### **Guidelines for students**

Outbound students should:

1. Consider your health and other personal circumstances when applying for or accepting a place in an overseas programme;
2. Read and get familiar with all materials issued by the programme organiser/sponsor relating to safety, health, legal, environmental, political, cultural, and religious conditions in the host country/city;
3. Provide programme organiser/sponsor with accurate and complete physical and mental health information or any medical emergency. Such information will be treated with the strictest confidentiality and will be shared by the programme organiser on a "need-to-know" basis only;
4. Provide 2 emergency contact numbers of your family, guardian or next of kin to programme organiser/sponsor. By providing the emergency contact numbers, you agree and authorize the

CityU programme organiser/sponsor to release your personal and academic information to a third party within or external to CityU on a “need-to-know” basis;

5. Assume responsibility for taking care of your personal preparation for the programme and participate in pre-departure orientation;
6. Understand and comply with the terms of participation, codes of conduct, rules and regulations of the host institution, as well as laws and customs of the host country/city. While in a foreign country or sovereignty, you are subject to the local laws;
7. Accept responsibility for your own decisions and actions. Ignorance or negligence is never an excuse for violating the laws;
8. Stay vigilant at all times as crime exists in all countries and all cities. Avoid becoming a crime victim;
9. Obtain and maintain appropriate insurance coverage that will cover medical service and medical evacuation;
10. Know how to use the insurance information. Keep a copy of the insurance policy with you at all times and leave the original policy with your family;
11. Make 2 copies of your passport/travel document. Leave one with your family and bring one with you on the trip and keep it separately from your passport/travel document. Whilst you are travelling, protect your passport/travel document;
12. Learn as much as you can about your country/city before you go. Behave in a manner that is reasonable and respectful of the rights and well-being of others, and encourage others to treat you in a similar manner;
13. Develop with your family a plan for telephone or e-mail contact, so that in case of emergency you will be able to communicate with your parents directly about your safety and well-being;
14. Take a credit card or make sure you will have access to additional funds in case of an emergency;
15. Keep the following emergency numbers with you at all times:
  - a. Emergency contact numbers of on-site coordinator and/or your host institution;
  - b. Emergency numbers in the host city/country for police and ambulance;
  - c. Emergency contact numbers of the programme organiser/sponsor in CityU;
  - d. 24-hour CityU Campus Security Hotline (collect calls acceptable): + 852 2788 8888; + 852 3442 8888
  - e. Contact number of the insurance company including the 24/7 SOS hotline;
  - f. 24-hour hotline of Hong Kong Immigration Department: +852 1868;
  - g. Contact number of the nearest Chinese embassy in your host country (if applicable).
16. Please understand that integration into a new culture and learning environment could place particular challenges, both mental and physical, on an individual, if you are currently receiving treatment for any chronic illness it is strongly recommended that you talk with the programme director/leader, counsellor or your doctor about plans to manage your health condition overseas.