

Application Procedures for Summer Internships/Training Places of the HKSAR Government 2023

Various bureaux/departments of the HKSAR Government offer internship / training opportunities under Post-Secondary Student Summer Internship Programme / Vacation Training Scheme. All **full-time non-graduating local students** may apply for summer internships and/or training places of the HKSAR Government via Career and Leadership Centre (CLC). Applicants should submit their duly completed applications according to the application method(s) stated in respective job notices: either through **direct application** or **referral by CLC** (i.e. Applications must be sent through CLC). The job notices are available in:

- **JobPlus** – AIMS >> Student Services Menu >> JobPlus Vacancies >> Search for Summer Job/ Internship

1. Direct Application

Students should check the application documents required by the government departments/ divisions posted on the website of Civil Service Bureau: <https://www.csb.gov.hk/english/recruit/7.html#>

Please send the completed form *direct* to the government department concerned.

2. Referral by Career and Leadership Centre

- All full-time non-graduating local students are eligible to apply for summer internships by taking into account of their study plans and availability. Academic study for graduation should come first.
- Please refer to the job postings in JobPlus and observe the application deadline set by CLC. Kindly note that for internship positions to be referred by CLC, we will designate a specific job reference number (e.g. S0001_ZC) and the **application deadline will be set on 3 working days (excluding Saturday and Sunday) prior to the deadline set by the government departments** for nomination purpose.
- **Applications will only be accepted by CLC after that specific job notice has been posted up on the JobPlus platform in AIMS.** Student are advised to:
 - Check carefully from the job notice whether you could meet the job requirements (i.e. eligible courses, computer skills, year of study, etc).
 - Application form can be downloaded from JobPlus Vacancies in AIMS (different government departments may use different forms, please refer to respective job advertisement postings)
 - Please make sure you use the correct application form and **quote the respective job reference number (e.g. S0001_ZC) and write down your Student ID number** on the top right-hand corner of the form to facilitate processing of your application.
 - Complete the application form properly. Avoid abbreviations and codes.
 - Submit the completed application form and required documents (if necessary) in ***soft copy*** to Career and Leadership Centre before 5:00 pm of the application deadline set by CLC via email <CLC.CareerCentre@cityu.edu.hk>. **Only soft copy is required.** Hard copies putting in the collection box outside SDS Service Counter may not be received and/or considered.
 - ***Late submission will not be considered.***
 - If you do not hear from us within 2 weeks of the application closing date, you may assume that your application has been unsuccessful

3. Reporting your Government Summer Internship Experience to CLC

To facilitate our Centre to tabulate successful applicants in securing summer internship as part of your learning experience, please complete and return the attached template to our Centre by email to clc.careercentre@cityu.edu.hk (email subject: HKSAR Government Summer Internships/Training Places Experience) by **31 August 2023**. The information will be kept confidential and definitely would help us streamline our application procedures with various government departments (see *Appendix*).

Appendix : Particulars of Interns recruited under Post-Secondary Student Summer Internship Programme 2023

Student Name	Student ID	Student Status (Local / Non-Local)	Student Type (UGC / Non-UGC)	Department	Programme of Study	Internship Start Date (dd/mm/yyyy)	Internship End Date (dd/mm/yyyy)	Duration (days/months)	Type of Job (Internship/ Summer Job /PT-Job)	Hosting Organization	Job Position (if any)	Work Location	Monthly Allowance Offered (HKD), if any	Contact Phone Number	Email Address	Remarks
<i>Example Chan Tai Man</i>	51234567	<i>Local</i>	<i>UGC</i>	<i>MGT</i>	<i>Bachelor of Business Administration in Human Resources Management</i>	<i>01/06/2023</i>	<i>31/08/2023</i>	<i>3 months / 92 days</i>	<i>Internship</i>	<i>Efficiency Unit, Chief Secretary for Administration's Office</i>	<i>Summer Intern (Customer Service)</i>	<i>Hong Kong</i>	<i>10,500 / month</i>	<i>91234567</i>	<i>chantaiman@my.cityu.edu.hk</i>	