A. General Information

<table>
<thead>
<tr>
<th>Duration</th>
<th>8 to 12 weeks of attachment from late May to late August 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locations</td>
<td>Australia (Sydney); China (Shanghai); Germany (Berlin and Munich); Japan (Hokkaido and Tokyo)</td>
</tr>
</tbody>
</table>

B. Background

Globalisation in the last two decades has led to rapid changes and increasingly keen competition among talents in different counties. It is, therefore, of paramount importance for students to seize opportunities to broaden their horizons and gain global exposure.

Participating students will stay in the assigned city, working as interns in our internship hosting companies. Through working as an intern in well-selected non-local companies and organizations, students will have valuable experience in working with people from different backgrounds, and learn from different workplace culture and business practices.

C. Aims of Programme

The Global Work Attachment Programme (GWAP) aims to provide valuable platforms for students to:

- immerse in real-life business environment
- broaden their international outlook and develop global perspectives
- develop inter-cultural communication skills through engaging in business practices in overseas work environments and direct interactions with local people in specific countries

D. Eligibility

- Cumulative GPA: 2.8 or above
- Year-2 and Year-3 Undergraduates (Penultimate Year)

Remarks: First and Final-Year Undergraduate Students are NOT eligible to apply for this programme.
### E. Cost and Duration

<table>
<thead>
<tr>
<th>Country</th>
<th>City</th>
<th>Programme Fee</th>
<th>Estimated Period of Stay</th>
<th>Number of weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Sydney</td>
<td>HK$37,500</td>
<td>Early Jun – Mid Aug 2018</td>
<td>9-10</td>
</tr>
<tr>
<td>China</td>
<td>Shanghai</td>
<td>HK$15,000</td>
<td>Early Jun – Early Aug 2018</td>
<td>8-9</td>
</tr>
<tr>
<td>Germany</td>
<td>Berlin</td>
<td>HK$36,500</td>
<td>Early Jun – Late Aug 2018</td>
<td>11-12</td>
</tr>
<tr>
<td></td>
<td>Munich</td>
<td>HK$39,500</td>
<td>Late May – Mid Aug 2018</td>
<td>11-12</td>
</tr>
<tr>
<td>Japan</td>
<td>Hokkaido/Tokyo</td>
<td>HK$25,000</td>
<td>Early Jun – Early Aug 2018</td>
<td>8-9</td>
</tr>
</tbody>
</table>

**Remarks:**

1. Fees include round trip airfare, airport tax & fuel surcharge, airport transfer upon arrival at the internship destination, cost of accommodation (tax included); interview skills and pre-internship training workshops. Please note that the information provided is a rough estimate and subject to change by Career and Leadership Centre (CLC) should the need arise.

2. Students are welcome to state their preferences on the application form. CLC will consider students’ preferences and make the best possible arrangement in handling the applications. Yet, candidates will be considered directly and internship offers will only be confirmed by internship hosting companies.

3. The exact internship periods of different cities are subject to adjustment by the internship hosting companies should the need arise and with mutual consent by CLC.

4. Please note that NO SALARY OR ALLOWANCE should be expected.

5. (For internship in Sydney only) According to the requirements by Australia’s Immigration Department, enrolment in a credit-bearing internship course offered by your college / school / department would be one of the crucial determining factors for granting a visa to pursue an internship in any private companies in Australia. To be eligible for internship in Australia, applicants should ensure that you are enrolled in a credit-bearing course for GWAP.

6. Summer Term 2018 onwards, GWAP students might also enroll in GLE1001 Global Learning Experience (1-credit). Students are requested to pass all stipulated course assessments apart from the ones required in GWAP.

7. Visa fees are NOT included in the programme fees. Students who wish to work as a GWAP intern will need to apply for visas themselves. Visa fees and related expenses according to respective consulates as of 30 Nov 2017 are listed below for your reference:

   - Australia: Electronic Travel Authority charges AUD20 (approx. HK$120) OR Regular visitor visa basic charges AUD140 (approx. HK$840) according to Consulate General of Australia of Hong Kong. The eligibility and cost/additional charges of specific Visas subject to applicants’ nationalities.

   - Germany: Eur$60 (around HK$ 560), according to Consulate General of the Federal Republic of Germany in Hong Kong

   - Japan: JPY ¥ 3,000 (approx. HKD$210), according to Consulate-General of Japan in Hong Kong

   Visa fees and visa approval decisions are to be determined by respective government authorities. There is no guarantee that visas or related documents must be granted.
F. Scholarship Information

Joseph Lau Non-local Internship Awards (JLA)
- Full-time undergraduate students with financial needs
- Participation in an overseas internship for no less than 4 weeks or 150 hours in duration, with internship period ending before their graduation date
- Applicants may at most receive this Award twice over the entire programme of study, while it can be obtained for overseas internship for ONCE only
- For details, please refer to http://www.cityu.edu.hk/sds/clc/InternshipAwards/

CMA Global Work Attachment Awards
- Full-time UGC-funded local undergraduate students who participate in GWAP
- The value of each award shall depend on the internship destination and the overall performance of the candidate throughout the programme, including but not limited to pre-departure and post-internship activities

Global Work Attachment Programme Sponsorship 2018
- Full-time UGC-funded undergraduate students who participate in GWAP
- The value of each award shall depend on the internship destination and the overall performance of the candidate throughout the programme, including but not limited to pre-departure and post-internship activities

Remarks:
1. Each GWAP intern can only apply for and receive at most ONE scholarship listed above.
2. Scholarships are not guaranteed. Students who are interested in applying for any of the above scholarship should submit the application on their own.
3. All scholarships will only be reimbursed upon applicants’ submission of required evaluation documents and satisfactory completion of the Programme. The assessment on whether the applicants satisfactorily complete the Programme will be made together by internship hosting companies and GWAP programme coordinators (please refer to Part G below).

G. Assessment of GWAP interns
GWAP interns will be assessed by respective programme coordinators in respect of their
- Participation in pre-departure meeting and pre-internship training
- Performance of interns during internship period
- Quality of internship interim reflection and final reflective journal submitted
- Participation in post-internship individual and group sharing meetings
H. Timeline and Milestones

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestones</th>
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<tbody>
<tr>
<td>28 Feb 2018</td>
<td>Application Deadline</td>
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<tr>
<td>5 Mar - 7 Mar 2018</td>
<td>Selection Interview</td>
</tr>
<tr>
<td>8 Mar 2018</td>
<td>Preliminary Results Announcement (Programme Admission)</td>
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<tr>
<td>12 &amp; 13 Mar 2018</td>
<td>Information session (Programme Admission) &amp; CV Workshop</td>
</tr>
<tr>
<td>19 Mar 2018</td>
<td>Deadline for Settling the Non-Refundable Deposit (HKD$6,000)</td>
</tr>
<tr>
<td>20 &amp; 21 Mar 2018</td>
<td>Interview Skills Workshops (weekday evenings)</td>
</tr>
<tr>
<td>Mar - Apr 2018</td>
<td>Screening and Selection by Internship Hosting Companies e.g. Telephone/Online Interview (if applicable)</td>
</tr>
<tr>
<td>End of Apr 2018</td>
<td>Finalised Internship Result Announcements</td>
</tr>
<tr>
<td>21-24 May 2018</td>
<td>Pre-departure Training Workshops</td>
</tr>
<tr>
<td>25 May 2018</td>
<td>Pre-Departure Meeting</td>
</tr>
<tr>
<td>Late May - Late Aug 2018</td>
<td>Overseas Internship</td>
</tr>
<tr>
<td>Aug - Sep 2018</td>
<td>Submission of Personal Reflection on Internship Experience</td>
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<tr>
<td></td>
<td>Post-internship Individual and Group Sharing Meetings</td>
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Remarks:
Upon confirmation of programme admission, a deposit of HK$6,000 should be settled on or before specified deadline. The deposit is non-refundable UNLESS no internship positions could be offered to the applicants.

I. Interview Time Slots
Shortlisted candidates will be invited by email to attend interview during the period from 5 Mar 2018 – 7 Mar 2018.

J. Application Methods
To apply, please complete the online application form and submit the documents before deadline. Late or incomplete submission will not be considered.
Apply now: [Online application](#)
You may click [here](#) for sample CV.

K. Application Deadline
28 February 2018 (Wed)

L. Enquiries
General enquiries should be directed to Career and Leadership Centre (Tel.: 3442 5591 or Email: [clc.careercentre@cityu.edu.hk](mailto:clc.careercentre@cityu.edu.hk))