IAS 2017 / CES 2018
Information Day

Co-operative Education Centre
January 2017
Economic situations

- Slow economic recovery in US & Europe
- Economic slow down in Mainland China
- High property price & Social problems
- Uncertainty about the future
What is university education?

- Theory ≠ Practical

- Vocational training vs Thinking/Methodology training

- Learn to face/solve problems & uncertainty

- Attitude determines Altitude
How can internship help?

Difference of 1\textsuperscript{st} year salary & job opportunities
Academic status of IAS / CES

- FS4002 (IAS) 3 credits
- FS4001 (CES) 8 credits

Compulsory registration
The status of FS4002 in a programme or how each programme recognizes the IAS and OIS is dependent upon individual programme requirements. Any related queries should be directed to students' parent department.

### IAS (FS4002)

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>FS4002 / AP3245 (Manufacturing Project)</td>
</tr>
<tr>
<td>BMS</td>
<td>FS4002</td>
</tr>
<tr>
<td>BCH</td>
<td>FS4002</td>
</tr>
<tr>
<td>CA</td>
<td>FS4002</td>
</tr>
<tr>
<td>EE</td>
<td>Engineering Training II</td>
</tr>
<tr>
<td>MA</td>
<td>FS4002</td>
</tr>
<tr>
<td>MBE</td>
<td>FS4002</td>
</tr>
<tr>
<td>SEEM</td>
<td>FS4002</td>
</tr>
</tbody>
</table>
CES (FS4001)

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

- Credit distribution:
  - Sept batch: Sem A (4CUs) + Sem B (4CUs) + Summer (0CUs)
  - Jan batch (8 months): Sem B (4CUs) + Summer (4CUs)
  - Jan batch (12 months): Sem B (4CUs) + Summer (0CU) + Sem A (4CUs)
Self-financed students will be required to pay a tuition fee if they take IAS / CES.

Students on self-financed programmes / Self-financed students should contact Co-op Centre for details.
Online Application

- **7 – 8 March (Tue & Wed)**

  **Start:** 00:00 7 March (Tue)
  **End:** 24:00 8 March (Wed)

* DO NOT apply before 00:00 7 March
* NO new posts will be uploaded during the application period.
Student Account activation

- Account Activation email (Oct 2016) & {20 Feb 2017}

- To view job posts and apply IAS/CES

- MUST study the job details and choose before you apply
IAS/CES Account Activation

Dear [Student name],

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

Activate User Account

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.

Students who have activated the account for OIS application do not need to activate the account again.

*Application Period: 10-11 Mar 2015, late application will not be accepted.

For Online Application, please use Internet Explorer only to access the system.

For technical problems, please contact Mr Francis Yip on 3442-6177 (fhcyip@cityu.edu.hk).

For other queries, please contact Mr Silas Foo on 3442-6182 (silas.foo@cityu.edu.hk).

With best regards,

Co-operative Education Centre
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/IAS/CES application under CEC web site. Thank you.

- Student ID
  10000001

- Password
  ••••••

- Retype Password
  ••••••

[Reset] [Submit]
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
An email notification,

**Student Activation: Password For Your Account**

From: Co-operative Education Centre <secentre@cityu.edu.hk>
To: cltcyip@cityu.edu.hk
Cc: 
Subject: Student Activation: Password For Your Account

Your password for OIS/IAS/CES application is mentos4.
Vacancy browsing

- Mark the selected post codes for application

- Start application (use IE)
News & Achievements

5 February 2016

Three CityU scientists win international recognition

Three influential scientists from City University of Hong Kong (CityU) have been named among the world's top researchers in 2015 by Thomson Reuters. Those named are Professor Chen Guanrong, Chair Professor in the Department of Electronic Engineering, Professor Daniel Ho Wing-chong and Professor Zhou Dingxuan, who are both Chair Professors in the Department of Mathematics.

2 February 2016

Robots and nanomedicine

In the latest talk in the President's Lecture Series: Excellence in Academia, Professor Michael Yang Mengshu of the Department of Biomedical Sciences (BMS) at City University of Hong Kong (CityU) discussed the history of DNA and biotechnology. DNA chips for cancer screening, tumours on a chip, and...
Co-operative Education Centre

The Co-operative Education Centre of College of Science and Engineering (CSE) takes charge of most of the co-curricular activities of CSE students. We believe that young people possess diverse potential abilities, waiting to be explored and tapped. Henceforth, the key role of our establishment is to provide students with a variety of learning experiences so that they can see the world around them, explore their potentials and go beyond their own limits.

To help students adopt a global perspective and enhance their personal and career development, we provide students with ample opportunities to participate in academic exchange activities. Our colleagues are keen to cultivate an extensive network of exchange partners and our students can go worldwide.

In addition, we also provide students with a variety of internship programmes, long-term and short-term, local and overseas, industry-based and research-based, to help students apply their classroom learning to real life situations, at the same time, improve their problem solving and interpersonal skills.

Other than academic exchange and internship, students may also choose to do a Cultural and Language Immersion Scheme (CALIS), whereby they can experience life in a foreign culture and learn the language.

All in all, we aim to tap the potentials of our students so that when they graduate, they are fully developed and well equipped in every aspect to start their career life.

Privacy Policy
CSC implements a strict confidentiality policy which governs all the information submitted by students and companies. CSC staff and any relevant persons under a duty of confidentiality to CSC database shall observe the strict confidentiality policy on all information collected from students and companies. We adhere strictly to the privacy policy of City University of Hong Kong.
IAS

Intership Services > Industrial Attachment Scheme (IAS)

- About the Scheme
- Course Registration
- Work Schedule
- Application
- IAS Vacancies
- Results Announcement
- Information for Participants
- FAQ
- Download Forms
- Powerpoint file for IAS/CES Information Session
Industrial Attachment Scheme (IAS)

Vacancies of CSE

Department of

Biology and Chemistry (last modified on 21 February 2014)
Civil and Architectural Engineering (last modified on 24 February 2014)
Electronic Engineering (last modified on 21 February 2014)
English and Communication
Mathematics (last modified on 13 February 2014)
Mechanical and Biomedical Engineering (last modified on 13 February 2014)
Physics and Materials Science
Systems Engineering and Engineering Management (last modified on 21 February 2014)
Industrial Attachment Scheme (IAS)

Department of Biology and Chemistry

Vacancies (Post still open)

- Agriculture, Fisheries and Conservation Department, HKSAR Government (Fisheries Branch)
  - Total Vacancies: 3
- Agriculture, Fisheries and Conservation Department, HKSAR Government (Marine Conservation Division/East)
  - Total Vacancies: 1
- Agriculture, Fisheries and Conservation Department, HKSAR Government (Wetland Park)
  - Total Vacancies: 5
- Compass Technology Company Limited
  - Total Vacancies: 1
- Ove Arup & Partners Hong Kong Limited
  - Total Vacancies: 2

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**Agriculture, Fisheries and Conservation Department, HKSAR Government (Fisheries Branch)**

<table>
<thead>
<tr>
<th>Post Code</th>
<th>I17-TC040-01-HK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Agriculture, Fisheries and Conservation Department (Fisheries Management Division)</td>
</tr>
<tr>
<td>Post</td>
<td>Summer Intern 2017</td>
</tr>
<tr>
<td>Project Title</td>
<td>Training and Development on Local Fisheries Affairs</td>
</tr>
</tbody>
</table>
| Job Description | * To assist in organizing fishermen training programmes and other activities;  
                  * To assist in conducting surveys on fisheries resources and fishing activities in Hong Kong waters;  
                  * To provide data processing and statistical analysis and other related tasks. |
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
# Agriculture, Fisheries and Conservation Department, HKSAR Government (Wetland Park)

**www.afcd.gov.hk**

<table>
<thead>
<tr>
<th>Post Code</th>
<th>I17-TC076-01-HK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Hong Kong Wetland Park (Exhibition Section)</td>
</tr>
<tr>
<td>Post</td>
<td>Summer Intern (Exhibition Section)</td>
</tr>
<tr>
<td>Project Title</td>
<td>Operation of IT / AV exhibits, AV Theatre and develop/modify program for interactive games and visitor data</td>
</tr>
</tbody>
</table>
| Job Description      | * To assist in daily operation of IT/AV Unit; and  
* To develop/modify program for interactive games, reporting and analysis visitor data of Hong Kong Wetland Park |
| No. of Vacancies     | 2                                |
| Remaining Vacancies  | 2                                |
| Duration             | 9 weeks                          |
| Travelling Mode      | Work in HK only                  |
| Working Location     | Tin Shui Wai                     |
| Eligible Applicants  | EE/MA                            |
| Programme            | BECE/BEINFE/BSCM                 |
| Specific Requirement | * Knowledge on the use of IT and AV equipment is required;  
* Experience on programming techniques on interactive games, analysis visitor data, and basic knowledge on electronic device and circuit design is an advantage |
| Remarks              | * 44 hours per week on shift basis  
* Non-Profit Making Organization; No allowance; Subsidy will be provided upon successful completion of internship |
### Compass Technology Company Limited

**Post Code** | I17-TC041-01-HK
---|---
**Department** | R&D
**Post** | Engineering Trainee
**Project Title** | To be confirmed after selection of candidate

**Job Description**
- To conduct failure analysis test
- To assist in material qualification test and report
- To assist in product inspection and R&D related project activities

**No. of Vacancies** | 1
**Remaining Vacancies** | 1
**Duration** | 10-12 weeks
**Travelling Mode** | Work in HK only
**Working Location** | Shatin

**Eligible Applicants** | AP/BCH/EE/MBE
**Programme** | BEMAE/BSCHEM/BEECE/BEMFSE/BEMTE
**Specific Requirement** | Experience in using laboratory equipment is preferred
**Remarks** | 

[Top](#)
What is CES?

8 or 12 months placement program

<table>
<thead>
<tr>
<th>Dept</th>
<th>Application period</th>
<th>Training Period</th>
<th>Duration (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCH/MA</td>
<td>Aug</td>
<td>Jan – Aug</td>
<td>8</td>
</tr>
<tr>
<td>EE/AP</td>
<td>Aug</td>
<td>Jan – Dec</td>
<td>12</td>
</tr>
<tr>
<td>SEEM/MBE</td>
<td>8-9 March</td>
<td>Sept – Apr</td>
<td>8</td>
</tr>
</tbody>
</table>

Industrial placement component (FS4001)
Industry-based project as FYP (except for MA students)
Subsidy

- Benjamin Kwok Donation (IAS & CES)
  HK$1,000/IAS student, 5,000/CES student

- China travel allowance (daily travel/station)
  HK$1,000/month

- Subsidy outside PRD
  HK$11,000 ceiling

- Non-profit making organizations
  Top up to HK$4,000/month
<table>
<thead>
<tr>
<th><strong>Agriculture, Fisheries and Conservation Department, HKSAR Government (Wetland Park)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Post Code</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
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<tr>
<td><strong>Post</strong></td>
</tr>
<tr>
<td><strong>Project Title</strong></td>
</tr>
<tr>
<td><strong>Job Description</strong></td>
</tr>
<tr>
<td><strong>No. of Vacancies</strong></td>
</tr>
<tr>
<td><strong>Remainig Vacancies</strong></td>
</tr>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Travelling Mode</strong></td>
</tr>
<tr>
<td><strong>Working Location</strong></td>
</tr>
<tr>
<td><strong>Eligible Applicants</strong></td>
</tr>
<tr>
<td><strong>Programme</strong></td>
</tr>
<tr>
<td><strong>Specific Requirement</strong></td>
</tr>
</tbody>
</table>
| **Remarks** | * No allowance  
* 44 hours per week on shift basis  
* Non-Profit Making Organization; No allowance; Subsidy will be provided upon successful completion of internship |

**Post Code** | I17-TC076-03-HK |
| **Department** | Education and Community Services Section, Hong Kong Wetland Park |
| **Post** | Summer Intern (Edu and Community Services Sec) |
| **Project Title** | Organisation and Data Analysis of Environmental Conditions of Wetland Park |
| **Job Description** | To assist in the organisation and data analysis of environmental conditions of Wetland Park |
| **No. of Vacancies** | 2 |
| **Remainig Vacancies** | 2 |
| **Duration** | 9 weeks |
| **Travelling Mode** | Work in HK only |
| **Working Location** | Wetland Park, Tin Shui Wai |
| **Eligible Applicants** | BCH |
| **Programme** | BSAB/BSES |
| **Specific Requirement** | |
| **Remarks** | * No allowance  
* 44 hours per week on shift basis  
* Non-Profit Making Organization; No allowance; Subsidy will be provided upon successful completion of internship |
IAS

Internship Services  >  Industrial Attachment Scheme (IAS)

- About the Scheme
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- IAS Vacancies
- Results Announcement
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- FAQ
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- Powerpoint file for IAS/CES Information Session
Application

Eligibility

1. Penultimate year students
2. Full-time UGC-funded or self-financed, local and non-local students attending academic programmes that will lead to CityU undergraduate awards.
3. Self-financed students should alert Co-op Centre at the time of accepting an offer. There is important implication in the tuition fee and funding support.
4. For non-local students, the final approval rests with the Immigration Department of HKSAR
5. Students on exchange programme in Semester B can apply through the online system but need to understand that greater chances will be given to students who can attend interviews in HK. IAS must begin in early June. There will be no adjustment to meet individual needs.
6. OIS candidates: OIS candidates who are still without offers and wish to join IAS need to submit an IAS application in March as other fellow students. Co-op Centre will withhold their IAS applications until rejection/withdrawal from OIS is confirmed.

Application

Before students submit an application, please study the following important notes and refer to work schedule page for details:

<table>
<thead>
<tr>
<th>Event</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before application</td>
<td>Co-op Centre will send students a link for students to activate the student account in the system. Students should have completed THREE Pre-attachment Training activities before starting their IAS. Two of them will be scheduled after students accepted by company.</td>
</tr>
<tr>
<td>Application</td>
<td>No new posts will be uploaded during the application period.</td>
</tr>
<tr>
<td></td>
<td>Students shall apply on-line and the On-line system is best viewed with MS Internet Explorer 6.0 or above and with 1024 × 768 resolution. For enquiry about on-line application, please contact Mr Francis Yip (3442-6177).</td>
</tr>
<tr>
<td>Department screening</td>
<td>Departments will arrange for interview and the shortlists will be posted under Results Announcement.</td>
</tr>
</tbody>
</table>

Selection criteria
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.
Reminder email will be sent afterward
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

(This system may not support simplified Chinese. Please use CSC Student-Lan.)

- Name (English) [CHAN Tammy]
- Surname [ ]
- First Name (example: CHAN Tai Man)
- Name (Chinese) [ ]
- Student ID [10000052] *
- Student Type [ ]
  - UGC
  - Non-UGC/Self-Financed *
- Gender [ ]
  - Male
  - Female *
- Department [ ]
- Programme [ ]
  - Please select... *
- Year [ ]
  - Please select... *
- Mobile [ ] *
- Home/2nd Conact [ ] *
- 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, Putongha, 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 a holder of Hong Kong permanent identity card.
   - I am a 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 Industrial Attachment Scheme and Co-operative Education Scheme.

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.

[Reset] [Next]
Section B: Academic Results

CGPA 3.2

Section C: Working Experience

<table>
<thead>
<tr>
<th>No</th>
<th>Period</th>
<th>Job Post</th>
<th>Duties</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sep / 2015 to Jan / 2017</td>
<td>Private tutor</td>
<td>As tutor for primary students</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jun / 2016 to Aug / 2016</td>
<td>Sales</td>
<td>ABC Department Store</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sep / 2015 to Jan / 2017</td>
<td>Student helper</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section D: Additional Information

Technical knowledge and strengths:
C++, JAVA, PHP, Putongua, Korean

Extra-curricular activities:
External Secretary - EE Departmental Society

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.
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>
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<tr>
<td>3</td>
<td></td>
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<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 IAS** *
<table>
<thead>
<tr>
<th>Priority</th>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>2</td>
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<tr>
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<tr>
<td>4</td>
<td></td>
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<tr>
<td>5</td>
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</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>
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<td>2</td>
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<td>3</td>
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</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)*

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.)
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>
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<td>5</td>
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</tbody>
</table>

(In decreasing order of priority)

Show Eligible Post

Choice of Training Post For IAS *

<table>
<thead>
<tr>
<th>Priority</th>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

(In decreasing order of priority)

Show Eligible Post

Choice of Training Post For CES *

<table>
<thead>
<tr>
<th>Priority</th>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>4</td>
<td></td>
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<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

(In decreasing order of priority)

Show Eligible Post

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 2</th>
<th>Semester A Year 3</th>
<th>Semester B Year 3</th>
<th>Summer Year 3</th>
<th>Semester A Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
</tr>
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</tr>
<tr>
<td>Electives</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
</tr>
<tr>
<td></td>
<td>(□ CUs)</td>
<td>(□ CUs)</td>
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<tr>
<td>ELC</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
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</tr>
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<td></td>
<td>(□ CUs)</td>
<td>(□ CUs)</td>
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<tr>
<td>CCIV</td>
<td>Courses</td>
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<td>Courses</td>
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<td></td>
<td>(□ CUs)</td>
<td>(□ CUs)</td>
<td>(□ CUs)</td>
<td>(□ CUs)</td>
<td>(□ CUs)</td>
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<tr>
<td>OOD</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
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<td></td>
<td>(□ CUs)</td>
<td>(□ CUs)</td>
<td>(□ CUs)</td>
<td>(□ CUs)</td>
<td>(□ CUs)</td>
</tr>
</tbody>
</table>

### Other Information

1. How many CEC Pre-attachment Training activities have you joined?  
   - 0 activities

2. Have you applied or planned to apply for any other summer activities this year?
   - Yes, please specify the name and the date of the activity
   - No

3. Have you ever applied for Overseas Internship Scheme (OIS)?
   - Yes
   - No

4. Are you interested in joining the Co-operative Education Scheme?
   - Yes
   - No

5. Are you willing to travel to or station in China if required?
   - Yes
   - No
Section A: Personal Particulars
- Name (English): Chan Tai Man John
- Name (Chinese): 陳大民
- Student ID: 10000302
- Student Type: UGC
- Gender: Male
- Department: MBE
- Programme: NURH - BSc (Hons) Nuclear and Risk Engineering
- Year: 3
- Mobile: 98765432
- Home/2nd Contact: 23456789
- Address (District): Islands

Section B: Academic Results
- CGPA: 3.00

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>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Section D: Additional Information
- Technical knowledge and strengths: N/A
- 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 Industrial Attachment Scheme and Co-operative Education Scheme.
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
  - Overseas Internship Scheme (OIS)
  - Industrial Attachment Scheme (IAS)

- Choice of Training Post of OIS
  - Not Chosen Yet

- Choice of Training Post of IAS
  1. 114-TC037-01-HK (General Security (HK) Ltd.)

I will try other posts if all my choices failed.
Proofread carefully before you submit

**Choice of Training Post of CES**
1. C13-TC104-01-MC (118 Company For Test Only)
2. C13-TC108-01-HK (120 Company For Test Only)

I will try other posts if all my choices failed.

**Study Plan (For CES application only)**

<table>
<thead>
<tr>
<th>Required Core</th>
<th>Electives</th>
<th>ELC</th>
<th>CCIV</th>
<th>OOD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0 Courses (0 CUs)</td>
</tr>
</tbody>
</table>

**Other Information**
1. I attended 2 CEC Pre-attachment Training Activities.
2. I haven't applied for other summer training programmes this year.
3. I have applied for Overseas Internship Scheme (OIS).
4. I am interested in joining the Co-operative Education Scheme.
5. I am willing to travel to or station in China if required.

**Acceptance of 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:
Francis Yip: cltyip@cityu.edu.hk / 3442 6177
Silas Foo: fssilas@cityu.edu.hk / 3442 6182
We will contact you once you are shortlisted for the company interview.
From: Co-operative Education Centre (mailto:secentre@cityu.edu.hk)  
Sent: Monday, March 03, 2014 3:05 PM  
To: Chan Tai Man John  
Subject: Student Registration Result for 2014

Co-operative Education Centre  
College of Science and Engineering  
On-line Workflow Management System

Student Registration Result for 2014

Dear Chan Tai Man John,

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 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.
Modification of application details

For changing of choices, 7-8 March (must within application period)

For personal data amendment, on or before 17 March.
Section A: Personal Particulars

- Name (English): CHAN Tai Man Andy
- Name (Chinese): -
- Student ID: 11000000
- Student Type: UGC
- Gender: Male
- Department: EE
- Programme: BEECE - BEng Electronic and Communication Engineering
- Year: 3
- Mobile: 12345678
- Home/2nd Contact: 07654321
- Address (District): Yuen Long

Section B: Academic Results

- CGPA: 3.20

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>Sep 2015 to Jan 2017</td>
<td>Private tutor</td>
<td>as tutor for primary students</td>
</tr>
<tr>
<td>2</td>
<td>Jun 2016 to Aug 2016</td>
<td>Sales</td>
<td>ABC Department Store</td>
</tr>
<tr>
<td>3</td>
<td>Sep 2016 to Jan 2017</td>
<td>Student helper</td>
<td></td>
</tr>
</tbody>
</table>

Section D: Additional Information

- Technical knowledge and strengths: C++, JAVA, PHP, Putongua, Korean
- Extra-curricular activities: External Secretary - EE Departmental Society

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 Industrial Attachment Scheme and Co-operative Education Scheme.
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: No Scheme opted
Student Resume

Section A: Personal Particulars

- Name (English): CHAN Tammy
- Name (Chinese): 陳譚美
- Student ID: 10000052
- Email: lcchan@cityu.edu.hk
- Gender: Female
- Department: BCH
- Programme: BSAB - BSc (Hons) Applied Biology
- Year: 2
- Mobile: 852-12345678
- Address (District): Kowloon City

Section B: Academic Results

- Transcript File: [5790711.pdf](#)
- Cumulative GPA: 3.80

Section C: Working Experience

No working experience(s)

Section D: Additional Information

- Technical knowledge and strengths: N.A.
- Extra-curricular activities: N.A.
Pre-attachment Training

- Students need to complete 2 compulsory activities (a final briefing & a training workshop) in late May (IAS & OIS) and late Aug (CES).
<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
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<tr>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>China Mobile Hong Kong Company Limited 14:30 – 16:00 LT-7, AC1</td>
<td>Wells Fargo Hong Kong 15:30 – 17:00 LT-14, AC1</td>
<td>Excel in Group Discussion / Exercise (Cantonese) 14:00 – 18:45 YS-303, AC1</td>
<td>Cathay Pacific Services Ltd 15:30 – 17:00 GS-217, AC1</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Sanfield (Management) Ltd 15:15 – 16:30 G4-302, AC1</td>
<td></td>
<td>Ocean Park Corporation 15:30 – 17:00 LT-14, AC1</td>
<td>Johnson Controls Hong Kong Limited 15:30 – 17:00 Y4-302, AC1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EPP: English Class (Session 10) Class A: 18:00 – 19:30 Class B: 19:45 – 21:15</td>
<td></td>
<td>BOP Workshop: Strong Interest Inventory Test Debriefing 18:00 – 19:45</td>
<td>Elite-100 Workshop: Presentation and Communication Skills in Job Interview 16:00 – 20:00</td>
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<tr>
<td></td>
<td>Sharpen Your Interview Skills and Get Hired (Cantonese) 15:00 – 16:50 LT-10, AC1</td>
<td></td>
<td>Chun Wo Construction &amp; Engineering Co. Ltd 15:30 – 17:00 Y4-302, AC1</td>
<td>Elite-100 Workshop: Interview Tips for Top Jobs 14:30 – 16:30</td>
<td></td>
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<td>12</td>
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<tr>
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<td>Crowe Horwath (CPA) Co Ltd 14:15 – 16:50 LT-3, AC1</td>
<td>Chun Wo Construction &amp; Engineering Co. Ltd 15:30 – 17:00 Y4-302, AC1</td>
<td>Coach Hong Kong Ltd 16:00 – 17:30 LT-14, AC1</td>
<td>DFS Group Ltd 15:30 – 17:00 LT-14, AC2</td>
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<tr>
<td></td>
<td>Industrial Bank Company Limited 14:30 – 16:30 LT-7, AC1</td>
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<tr>
<td></td>
<td>Guru Online 16:00 – 17:30 LT-16, AC1</td>
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<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>HK Aviation Ground Services Ltd 15:15 – 16:45 GS-217, AC1</td>
<td>McDonald’s Restaurants (HK) Ltd 15:00 – 16:30 GS-216, AC1</td>
<td>ATAL Engineering Limited 15:30 – 17:00 YS-303, AC1</td>
<td>How to Succeed at Assessment Centres 15:30 – 17:00 LT-14, AC1</td>
<td>Cathay Pacific Airways Ltd 15:30 – 17:00 LT-8, AC1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BOP Workshop: Strong Interest Inventory Test Debriefing 18:00 – 19:45</td>
<td></td>
<td></td>
<td></td>
<td>How to Write a Winning CV (Cantonese) 15:00 – 16:50 LT-10, AC1</td>
<td></td>
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<tr>
<td>20</td>
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<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>AEON Stores (HK) Co Ltd 15:15 – 16:45 GS-217, AC1</td>
<td>Excel in Group Discussion / Exercise (English) 15:45 – 16:45 YS-303, AC1</td>
<td>Paul Y Engineering Group Limited 15:30 – 17:00 LT-14, AC1</td>
<td>UNIQLO Hong Kong Ltd 15:00 – 17:20 LT-14, AC1</td>
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<td>27</td>
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<td>31</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>City University Employers Luncheon 2016 12:00 – 14:30 Wan Chai</td>
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</tbody>
</table>

For more information:
- Career Preparation Workshop / Seminar - Register through CAP
- Career Preparation Seminar by External Speaker - Register through AIMS
- BOP Workshop / Event - For BOP participants only
- Elite-100 Workshop - For Elite-100 participants only
- EPP Workshop - For EPP participants only
- Recruitment Talk - Walk-in
- Information Session - Walk-in
- Special Event - For invited students only

Enquiries: Please call 3442 5591 or visit our centre (R4005) at 4/F Amenities Building
Important Date

- Application (7-8 March)
- Departmental Shortlist (13 – 17 March)
- Company Interview (20 March – May)

May contact CEC if no interview notification after 6 April

*Interview in PRD, China – Check expiry date of Travel Document (回鄉証)
IAS Result Announcement

Parallel Interview for 2 companies

- Company A
- Company B

Reject

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

Accept

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

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

Accept

Sign the acceptance of offer within 2 days

Register FS4001

If student declines offer, CEC reserves the right to Fail their FS4001.

The importance of commitment!
Communication

- Provide a number that we can reach you

- Check email daily: we use the one in AIMS
Other Internship Opportunities / Individual connection

- Job relevancy
- Duration (9 weeks minimum)
- Supervisory visits
- Log book / Mentor’s endorsement
- Deadline 12/5/2017 (Friday)
Other Internship Opportunities

Internship Services > Other Internship Opportunities

Important Notes:

The following internship opportunities posted here are mainly for students who wish to undertake internship during their university years, and do not plan to take part in the internship programmes offered by the Co-op Centre. Unless otherwise stated:

1. Students’ participation in these internship activities will not and cannot be used to replace the internship activities/programmes that the Centre offers;
2. These activities are independent and do not receive the support from the Centre.

<table>
<thead>
<tr>
<th>Company</th>
<th>Job</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alibaba Entrepreneurs</td>
<td>Alibaba Entrepreneurs Fund Positions for internship</td>
<td>None</td>
</tr>
<tr>
<td>(Career Talk: 27 Oct, 3 Nov, 8 Nov 2016)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GP Electronics (HK) Limited</td>
<td>IT Intern</td>
<td>None</td>
</tr>
<tr>
<td>Travelzoo</td>
<td>Intern - IT and CS Operation</td>
<td>None</td>
</tr>
<tr>
<td>MTR Corporation Limited</td>
<td>Engineering Intern</td>
<td>31 Jan 2017</td>
</tr>
</tbody>
</table>
FAQs for IAS

- Can I join other summer activities at the same time?
- Can I take pre-summer courses and start IAS 1-2 weeks later?
- Can I take a few days’s off during IAS to go for a personal trip?
# OIS arrangement

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIS offer given</td>
<td>Do not apply for IAS</td>
</tr>
</tbody>
</table>
| OIS offer being processed but not yet secured | a) Apply IAS – application will not be processed until OIS rejection is confirmed  
|                                               | b) Quit OIS – inform CEC                                               |
| Have not applied OIS                          | Apply IAS                                                             |
Preparation for interview

- Company background / job information
- What you have learnt
- Questions & answers
- Dress code
- Be punctual
Prepare yourself

&

Make a difference
## Contacts

<table>
<thead>
<tr>
<th></th>
<th>IAS/CES</th>
<th>OIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Mr Silas Foo</td>
<td>Ms Calenina Yu</td>
</tr>
<tr>
<td>Contact</td>
<td>34426182</td>
<td>34426180</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td>34420106</td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
<td><a href="mailto:secentre@cityu.edu.hk">secentre@cityu.edu.hk</a></td>
</tr>
<tr>
<td>Website</td>
<td></td>
<td><a href="http://www.cityu.edu.hk/cse/cec">www.cityu.edu.hk/cse/cec</a></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td>Co-operative Education Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P6406, Academic Building I</td>
</tr>
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</table>
Thank you