Overseas Internship Scheme 2018 – IMPORTANT NOTES

A. Acceptance of Offer

Please come to Co-operative Education Centre to sign the Acceptance of Offer and Course Registration Consent within THREE working days from today. Once you have signed the Acceptance of Offer, the Centre will register you on FS4005 Overseas Internship Scheme in Summer. For EE students, the Centre will inform EE Department to register you on Engineering Training II in Summer. If you withdraw afterwards, the Centre/Department reserves the right to register you on the aforementioned course in Summer Term and assign a failure grade.

B. Submission of Documents

Please submit the soft copies of the following documents to Ms Rolin Ng (secentre@cityu.edu.hk) of our office BEFORE you come to sign the Acceptance of offer:
   a) HKID card (name the file: Company Name_StuName_HKID)
   b) Passport (name the file: Company Name_StuName_passport) – Passports should hold an expiry period of 6 months at least. If your passport is about to expire, make sure you renew it as soon as you can. Otherwise, you will delay your visa application.

C. New and Old Contacts

The Centre will send you the contact information of students visiting the same institution/company/country, if any, for your convenient contact. Contact information of senior students who visited the same place last year, if any, will also be sent to you so that you can seek advice from them. Accordingly, your contact information will also be sent to students of last year, current year and next year.

D. Logistics arrangement

You are reminded NOT to plan for any activities or courses immediately after your exam. If you are attending student exchange in Semester B, you need to make sure that you can start the internship on time. There will be no start date readjustment and you should not make any request to change the training period or take leave to fit your own schedule. We will only consider schedule change with valid reasons (e.g. problems in flight/accommodation arrangement). Any change in training schedule without the prior approval of the Centre will result in failure of the internship, and the related courses. When this happens, the first payment of the allowance is to be returned to the Centre immediately and the second payment will not be released.

1> Visa
   You are responsible for the visa application and the cost. We will assist in providing letters of certification where necessary.

2> Accommodation
   Some hosts do not offer assistance in accommodation. You will need to arrange it yourself. Please consider your personal safety first instead of rental fee. For hosts that do, we can communicate with them at the initial stage for their assistance. All accommodation expenses are on students. You should also check with senior students who went to the same host last year for more information. Let us know if assistance is needed.

3> Flight
   You are responsible for planning and booking your flight. Usually the price is lower for early-bird bookings. However, you are also recommended to have your visa approved and
accommodation arranged before your flight confirmation. You will be charged a handling fee by the airline for any change after the flight is confirmed. To minimize trouble caused to the host, you should travel in a group. Pls discuss with your groupmates before you plan your trip. AVOID asking the host to pick you up from the airport unless they offer.

*Please send us your flight itinerary for approval BEFORE you confirm it. This procedure is **COMPULSORY.** Failure to observe this will result in a substantial reduction of CityU subsidy, minimum amount being the airfare of the confirmed flight.*

4> **Progress update**
You are required to update us by email on or before **27 April 2018 (Fri)** on the progress of your visa, accommodation and flight arrangement.

**E. Financial support**
A block subsidy will be granted and will be released by 2 equal installments:
First: May 2018 and only after successful visa application
Second: After full completion of OIS, usually in October
Please fill in your bank account information in AIMS to facilitate payment. All payment will be made through bank transfer to the account you provide. Cheques will NOT be issued.

<table>
<thead>
<tr>
<th>Region</th>
<th>Subsidy (HKD)</th>
</tr>
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<tbody>
<tr>
<td>North America</td>
<td>25,000</td>
</tr>
<tr>
<td>Europe</td>
<td>25,000</td>
</tr>
<tr>
<td>Australia</td>
<td>22,000</td>
</tr>
<tr>
<td>Asia (Japan, Korea, Singapore)</td>
<td>16,000</td>
</tr>
<tr>
<td>Asia (other than Japan, Korea, Singapore)</td>
<td>11,000</td>
</tr>
</tbody>
</table>

1> If the host provides any accommodation /airfare /allowance to students, the amount of CityU subsidy will be reduced.

2> If students fail to report duty or fail to complete the scheme, the second settlement will not be issued and the first settlement needs to be returned in full.

**F. Supervision**

1> **CityU supervisor**
The Centre will inform you of your CityU supervisor once confirmed and it will be around April.
You are required to meet with your CityU supervisor before departure and coordinate his/her Skype meeting with your host mentors during your training.

2> **Mentor at the Host Institution/Company**
Please DO NOT contact your host mentors to discuss your accommodation, travelling and other logistics matters. The Centre will contact them and your emails will cause confusion & unnecessary trouble. We will inform you when it is the right time for you to contact them. In the meantime, the Co-op Centre will be the coordinator.

**G. PAT, Final Presentation and Debriefing**

1> **Pre-Attachment Training (PAT)**
You need to attend the OIS Final Briefing and a Pre-departure Workshop to fulfil the Pre-Attachment Training (PAT) tentatively scheduled for **23 May 2018 (Wed).** Attendance is **COMPULSORY.**
Please pencil down this full day and make yourself available.

2> **Final Presentation and Debriefing**
You will need to conduct your Final Presentation in the last week of August 2018 and attend a Debriefing Session tentatively scheduled for 29 Aug 2018 (Wed). Attendance for both is COMPULSORY.

H. Key dates of OIS
Below is the OIS work schedule. Please make sure you mark down the schedules.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 April 2018</td>
<td>Progress update&lt;br&gt;Please send scanned copy to <a href="mailto:secentre@cityu.edu.hk">secentre@cityu.edu.hk</a>.</td>
</tr>
<tr>
<td></td>
<td>· Visa&lt;br&gt;· Information about accommodation&lt;br&gt;· Airfare &amp; itinerary (*Prior approval is required before confirmation)</td>
</tr>
<tr>
<td>Mid May 2018</td>
<td>Sponsorship release (1st installment)</td>
</tr>
<tr>
<td>23 May 2018</td>
<td>Pre-Attachment Training (Compulsory)&lt;br&gt;· OIS final briefing&lt;br&gt;· OIS Pre-departure Workshop</td>
</tr>
<tr>
<td>27-31 Aug 2018</td>
<td>Debriefing and Final Presentation (Compulsory)&lt;br&gt;· Debriefing (tentatively 29 Aug 2018)&lt;br&gt;· Final presentation (Between 27-31 Aug 2018)</td>
</tr>
<tr>
<td>Oct 2018</td>
<td>Sponsorship release (2nd installment)</td>
</tr>
</tbody>
</table>

I. Enquiries
Please contact:<br>Ms Rolin Ng (Email: rolin.ng@cityu.edu.hk /Tel: 3442 6226)<br>Ms Calenina Yu (Email: calenina.yu@cityu.edu.hk / Tel: 3442 6180)

J. Personal Data
Centre reserves the right to retain your Name, Student ID, Department, Programme, Contact Numbers, Address, Internship Scheme(s) & Year Attended and Training Company in Centre archive database. If you object to the arrangement, please send formal request to Centre to erase your personal data after the internship is completed. Please note that once your data is removed, CEC will not be able to provide any certification or reference regarding your internship in the future.

Co-operative Education Centre<br>City University of Hong Kong

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