

## The Student Centre (Career Development) Summer Internship Subsidy 2023/2024

To encourage students' participation in summer internships, the College offers a Summer Internship Subsidy (SIS) to students undertaking an unpaid internship who meet the requirements set out below, relieving the financial burden they may be facing and also as an appreciation of their effort and hard work.

A maximum of **HK\$3,000** will be granted to successful applicants. Interns who meet the following requirements are eligible to apply for the SIS.

### **Requirements**

- Interns should be full-time students enrolled in bachelor degree/associate degree/higher diploma programmes.
- Interns should have completed an internship under "The Student Centre Summer Internship Programme"\*.
- The internship should last for at least a month.
- Interns should NOT have received any salary/allowance/financial support in any form from the employer/hiring company.
- Interns should have proven satisfactory work performance in the internship (achieved at least **a score of 3** for "Overall Grading" in *Appendix III*)

\* Interns withdrawn in the middle of internship and fail to complete are not eligible to apply for the SIS. If they participate in an internship that is not on the list of The Student Centre Summer Internship Programme, they should seek endorsement of internship from their respective Associate Dean or Programme Leader to apply for the SIS (please refer to section C in *Appendix I*).

### **Application Method**

Applicants should submit an application form (*Appendix I*) together with completed self-evaluation, employer evaluation and bank account information form (*Appendix II, Appendix III & Appendix IV*) to the Student Centre at General Office in person after the internship **no later than 20 September 2024**. Late applicants and incomplete application will **NOT** be entertained.

Applicants will be reviewed and evaluated. Only successful applicants will be informed of successful application by email. The SIS may be subject to availability.

### **General Office Address**

UOW College Hong Kong

1/F, 18 Che Kung Miu Road

Tai Wai, New Territories, Hong Kong (accessible via MTR Tai Wai Station Exit B)

### **Opening hours\***

Monday to Friday: 9:00 am – 12:30 pm & 1:45 pm – 5:30 pm

Saturday: 9:00 am – 12:00 noon (Office will be closed for public holiday)

Note: The Student Centre reserves the right to amend the terms and conditions of the Programme without prior notice. In case of dispute, the decision of the Student Centre shall be final.

## The Student Centre (Career Development) Application for Summer Internship Subsidy

Please complete all fields below. Incomplete application will **NOT** be entertained.

### A. Applicant Personal Particulars

Name of Applicant : \_\_\_\_\_ (Eng) \_\_\_\_\_ (Chi)  
Student ID : \_\_\_\_\_ Year of Study : \_\_\_\_\_  
Programme Name : \_\_\_\_\_  
UOWCHK Email Address : \_\_\_\_\_ @uowmail.edu.au  
Personal Email Address : \_\_\_\_\_  
Contact Number (Mobile) : \_\_\_\_\_

### B. Internship Details

Name of Company : \_\_\_\_\_  
Position : \_\_\_\_\_  
Unit/Department : \_\_\_\_\_  
Name of Supervisor : \_\_\_\_\_  
Title of Supervisor : \_\_\_\_\_  
Period of Internship :  
(DD/MM/YY) From \_\_\_\_\_ To \_\_\_\_\_  
Source of Internship\* :  Under The Student Centre  
Job Adv. Code :   C-                     (e.g. C1461)  
 Recommended by Associate Dean/Programme Leader  
(please complete section C)

\* Check the appropriate box

Applicants participated in The Student Centre Summer Internship Programme **DO NOT** have to complete this part (Part C).

**C. Endorsement of External Internship**

*(to be completed by Associate Dean/Programme Leader)*

If the internships that our students participated in are not on the list of The Student Centre Summer Internship Programme, they should seek assistance from their respective Associate Dean or Programme Leader in completing the following table for endorsement of internship.

Name of Associate Dean/ Programme Leader :			
Faculty :			
<input type="checkbox"/> I certify that the applicant has my endorsement for the internship described in section B.			
Signature :		Date :	

**D. Applicant Declaration**

I, \_\_\_\_\_ (name of applicant), declare that the information given by me in this application form (in part A and B) is correct, complete and true to the best of my knowledge and belief.

I have NOT received any salary, allowance or financial assistance in any form from the hiring company or employer of my internship.

I authorize the College to handle and use my personal data given in this application form and understand that the information collected will be used for recruitment purpose.

*(All boxes in the above should be checked in order to be eligible to apply for SIS)*

Signature of Applicant : \_\_\_\_\_

Name of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

For Office Use	
<input type="checkbox"/> Approved	Signature :
<input type="checkbox"/> Rejected	Title of Approver : Director of Student Services
<input type="checkbox"/> Waiting List	Date :

## Student Self-evaluation Form

(to be completed by **intern**)

Please evaluate your professional development during the internship by using the 5-point scale: 1- Strongly disagree, 2-Disagree, 3-Neutral, 4-Agree, 5- Strongly agree, NA-Not applicable  
[Circle the appropriate score]

<b>A: Overall Performance</b>	Strongly disagree → Strongly agree					
1. I am satisfied with my overall performance.	1	2	3	4	5	NA
<b>B: Language Proficiency</b>						
1. My written English is improved.	1	2	3	4	5	NA
2. My oral English is improved.	1	2	3	4	5	NA
3. My written Chinese is improved.	1	2	3	4	5	NA
4. My Putonghua is improved.	1	2	3	4	5	NA
<b>C: Numerical Competency, IT Literacy &amp; Research Skills</b>						
1. My data analysis/research skill is improved.	1	2	3	4	5	NA
2. My knowledgeable in computer software is enhanced.	1	2	3	4	5	NA
<b>D: Analytical and Problem Solving Abilities</b>						
1. I am able to better utilize analytical skills to interpret information and evaluate different situations encountered.	1	2	3	4	5	NA
2. I can make better judgement to solve problems or enhance my output delivered.	1	2	3	4	5	NA
<b>E: Work Attitude</b>						
1. I have strengthened my sense of conscientiousness, responsibility and commitment.	1	2	3	4	5	NA
2. I have developed professional work attitude.	1	2	3	4	5	NA
3. I have demonstrated punctuality at work e.g. arriving office and attending meetings on-time	1	2	3	4	5	NA
4. I have demonstrated better initiative at work and drive for new challenges.	1	2	3	4	5	NA
5. I am more motivated to learn and eager to improve my performance.	1	2	3	4	5	NA
6. I become more self-disciplined.	1	2	3	4	5	NA
7. I have better understanding about the code of ethics of the profession and am able to deliver my work with high integrity	1	2	3	4	5	NA
8. I become alert of the quality of my output.	1	2	3	4	5	NA
9. I have better understanding about the organisation structure and work procedures of the host company/institution.	1	2	3	4	5	NA
10. I have better understanding about my role as an employee in the host company/institution.	1	2	3	4	5	NA
<b>F: Inter-personal Skills &amp; Communication Ability</b>						
1. I have improved my inter-personal and communication skills.	1	2	3	4	5	NA

2. I have developed good team spirit and my teamwork ability has been improved.	1	2	3	4	5	NA
3. I have demonstrated improvement in my negotiation skills.	1	2	3	4	5	NA
4. I am more willing to accept criticism and more able to provide feedback in a constructive and considerate manner.	1	2	3	4	5	NA
<b>G: Personal Effectiveness in Completing Tasks</b>						
1. I am more efficient in time and task management.	1	2	3	4	5	NA
2. I become more receptive and adaptable to new ideas and environment.	1	2	3	4	5	NA
3. I am able to cope with pressure and stress better.	1	2	3	4	5	NA
4. I am more capable to prioritise and reach logical decisions.	1	2	3	4	5	NA
5. I become more capable of seeking new ways of approaching work and introducing changes.	1	2	3	4	5	NA
6. I am more capable of working independently.	1	2	3	4	5	NA
<b>H: Management Skills</b>						
1. I have better organisational and planning skills.	1	2	3	4	5	NA
2. I become more entrepreneurially and commercially orientated.	1	2	3	4	5	NA
<b>I: Technical Skills Required for the Job</b>						
1. I possess more technical knowledge to carry out my job duties and handle technical demands.	1	2	3	4	5	NA
2. I am capable of conforming to agreed work standards and procedures.	1	2	3	4	5	NA

J: Give a brief description of your job nature and responsibilities.

K: Would you recommend to your classmates to join this internship programme?

- Yes     
 No     
 No comment

## Employer Evaluation Form on Intern's Performance

(to be completed by the **supervisor**)

*Company Name:			
*Supervisor's Name:			
*Title:			
*Email:		Tel. No.:	
*Period of Internship: (DD/MM/YY)	From	To	

\*Required field

Has your company provided any salary/allowance/financial support to our interns?    Yes    No

### Performance Assessment

Please indicate your evaluation of the student in the following attributes of competencies by using the 5 point scale: 1-poor, 2-fair, 3-satisfactory, 4-good, 5-excellent, NA-Not applicable

[Circle the appropriate score]

A: Language Proficiency	Poor → Excellent					
English	1	2	3	4	5	NA
Putonghua	1	2	3	4	5	NA
B: Numerical Competency, IT Literacy &						
Use of data in analysis/research skills	1	2	3	4	5	NA
Use of computer software	1	2	3	4	5	NA
C: Analytical and Problem Solving Abilities						
Common sense	1	2	3	4	5	NA
Foresight	1	2	3	4	5	NA
Analytical mind	1	2	3	4	5	NA
Problem solving ability	1	2	3	4	5	NA
D: Work Attitude						
Sense of conscientiousness, responsibility and commitment	1	2	3	4	5	NA
Initiative to work and drive for new challenges	1	2	3	4	5	NA
Self-motivated to learn and eager to improve performance	1	2	3	4	5	NA
Self-discipline and reflexivity	1	2	3	4	5	NA
Integrity/business ethics	1	2	3	4	5	NA
Pleasant and cheerful	1	2	3	4	5	NA
E: Inter-personal Skills & Communication Ability						
Inter-personal relationship	1	2	3	4	5	NA

Team Spirit	1	2	3	4	5	NA
Negotiation and communication skills	1	2	3	4	5	NA
Ability to accept criticism and provide feedback in a constructive and considerate manner	1	2	3	4	5	NA
<b>F: Personal Effectiveness in Completing Tasks</b>						
Efficiency in time and workload management	1	2	3	4	5	NA
Receptivity and adaptability to new ideas and environment	1	2	3	4	5	NA
Ability to cope under pressure and stress	1	2	3	4	5	NA
Ability to prioritize and reach logical decisions	1	2	3	4	5	NA
<b>G: Management Skills</b>						
Organizational and planning skills	1	2	3	4	5	NA
Entrepreneurial and commercial orientation	1	2	3	4	5	NA
<b>H: Technical Skills Required for the Job</b>						
Ability to apply technical knowledge and handle technical demand	1	2	3	4	5	NA
Ability to work according to agreed standards and procedures	1	2	3	4	5	NA
<b>I: Overall Grading</b>	1	2	3	4	5	

J. Any other suggestions/comments? (optional)

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\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

- End -

Your participation in this evaluation form is highly appreciated.



## Bank Account Information Form

Name of Applicant: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(in BLOCK LETTERS)

To facilitate the disbursement of the Summer Internship Subsidy in the amount of **HK\$3,000**, you are requested to provide below the details of the bank account to which you would like the payment to be credited.

Bank Account Name: \_\_\_\_\_  
(In **BLOCK LETTERS**, e.g. CHAN TAI MAN, as shown on your bank statement/ card/ passbook)

Bank Account Number: \_\_\_\_\_  
(As shown on your bank statement / card / passbook)

Name of Bank & Branch: \_\_\_\_\_

Please note the followings:

1. **Please complete and return this form to our General Office in person together with a copy of your bank statement / card / first page of passbook (having BOTH your name and bank account number on it).**

General Office Address:

UOW College Hong Kong, 1/F, 18 Che Kung Miu Road, Tai Wai, New Territories, Hong Kong (adjacent to Phase 3 of Pavilia Farm)

2. Payment to a third party account is NOT allowed.
3. The purpose of collection of personal data in this form is for the processing of subsidy disbursement.
4. As a data subject, you have the right to request access to and correction of personal data supplied in this form.
5. Any request for access to and correction of personal data supplied in this form should be directed to the Finance Team of UOWCHK.
6. Any subsequent updates of the bank account details will supersede the above information, and the updated information will be used for payment processing.

I hereby agree with the above and that UOW College Hong Kong is granted the authority to make payment to me to the above bank account.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date