



The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

ASEAN Internship for University Students of Hong Kong

2014

Key Information

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Message of Director of the HKETO in Singapore

First of all, may I express my sincere gratitude to all the participating organizations of the “ASEAN Internship for University Students of Hong Kong” scheme.

I always believe in “trust”, which is the foundation of all kinds of relations. Trust can only be built on mutual understanding and respect, and that is why promoting more people-to-people exchanges between ASEAN and Hong Kong is always one of my top priorities. As the Representative of the Hong Kong Special Administrative Region Government in ASEAN, promoting bilateral relations between ASEAN and Hong Kong is my key responsibility. Through the scheme, we hope to cultivate our students as “ambassadors” of Hong Kong in ASEAN, and upon return to Hong Kong, they could naturally act as “ambassadors” of the respective ASEAN countries in Hong Kong. It is against this background that my office initiated the scheme, which, I am glad to share, has met with very positive responses.

Allow me to take the opportunity to thank all Host Organizations again for their generosity in offering internship opportunities, I admire your foresight in taking part in this life-changing initiative for young people – the society’s future pillars. For participating Hong Kong Institutions, your dedication in providing more exposure to students of Hong Kong is much appreciated and your effort is indeed indispensable. As for the students, I wish you a wonderful time working in, learning about and experiencing ASEAN!

I hope these internship opportunities secured through the network of my office would give Hong Kong students an invaluable experience of a lifetime. With your unfailing support, we are confident to see more “ambassadors” of Hong Kong coming to ASEAN, and vice versa, in the years to come.



(FONG Ngai)

Director

Hong Kong Economic & Trade Office in Singapore

Objectives

The Hong Kong Economic and Trade Office (HKETO) in Singapore¹ is part of the Government of the Hong Kong Special Administrative Region. It is responsible for looking after the bilateral relations between Hong Kong and the ten countries of the Association of Southeast Asian Nations (ASEAN)². It has initiated the “ASEAN Internship for University Students of Hong Kong” scheme to :

- provide opportunities to university students of Hong Kong to take up summer internship in ASEAN member countries;
- enable students to be exposed to the work of the relevant industry and operation of the concerned Host Organization, as well as the economic and socio-cultural environment of the host country in ASEAN; and
- cultivate students as the ambassadors of Hong Kong in the host country in ASEAN, and vice versa upon return to Hong Kong, thereby enhancing mutual understanding and strengthening ties between Hong Kong and ASEAN.

¹ For details, please visit www.hketosin.gov.hk.

² The ten ASEAN member countries are Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Vietnam.

Participating Hong Kong Institutions

For the inaugural 2014 round, the following Hong Kong Institutions have agreed to participate:

- City University of Hong Kong
(<http://www.cityu.edu.hk/>)
- Hong Kong Baptist University
(<http://buwww.hkbu.edu.hk/eng/main/index.jsp>)
- Lingnan University
(<http://www.ln.edu.hk/>)
- The Chinese University of Hong Kong
(<http://www.cuhk.edu.hk/english/index.html>)
- The Hong Kong Institute of Education
(<http://www.ied.edu.hk/web/?glang=en>)
- The Hong Kong Polytechnic University
(<http://www.polyu.edu.hk/cpa/polyu/index.php>)
- The Hong Kong University of Science and Technology
(<http://www.ust.hk/eng/index.htm>)
- The University of Hong Kong
(<http://www.hku.hk/>)

Host Organizations in ASEAN

For the inaugural 2014 round, the “ASEAN Internship for University Students of Hong Kong” scheme has met with very positive responses with some 50 organizations in ASEAN already indicated interest. They include companies, chambers of commerce, international organizations, arts, cultural and media organizations, think-tanks and government agencies in ASEAN. A list of the Host Organizations, including the number of internship opportunit(ies) each offers and the relevant requirements, will be provided by the HKETO in Singapore to the participating Hong Kong Institutions in December 2013.

Details of the Scheme

The details of the “ASEAN Internship for University Students of Hong Kong” scheme are as follows:

- **Duration:** 4 - 14 weeks (negotiable)
- **Timing:** End May to end August of a calendar year
- **Number of interns per Host Organization:** The more the better
- **Honorarium to be provided by Host Organizations for the student:** optional
- **Logistics / miscellaneous:** Accommodation, transportation, insurance, visa, etc., are to be arranged by the concerned Hong Kong Institution or by the student.
- **Targeted students:** The scheme aims primarily at local university students of Hong Kong at undergraduate level, while students at postgraduate level can be included if the Hong Kong Institutions deem appropriate. Likewise, if the Institutions consider appropriate, non-local students studying full-time programmes in Hong Kong could also be included.
- **Selection/placement of student interns:** Host Organization can set out requirements e.g. preferred academic faculty. Individual Hong Kong Institutions to nominate students for the Host Organization's selection, which can conduct telephone interviews with the candidates before making an offer.
- **Job scope:** Host Organizations may assign work to the students which they consider appropriate.
- **Coaching:** Host Organizations to assign an officer/manager to provide coaching to each intern.

Please also refer to the sections on the “Roles of Hong Kong Institutions” and “Roles of Host Organizations” for more details.

Roles of HKETO in Singapore

It should be understood by all relevant parties, including the Host Organizations, the participating Hong Kong Institutions and students, that the roles of the HKETO in Singapore are limited to:

- (1) the seeking of internship opportunities as part of its work in establishing and renewing ties with its ASEAN stakeholders; and
- (2) the management of the scheme by:
 - ascertaining the requirements for the internships with Host Organizations;
 - referring the secured internship opportunities and the requirements of Host Organizations to participating Hong Kong Institutions; and
 - keeping a record (as informed by the Hong Kong Institutions) of the successful placements of students under the scheme.

Other logistics arrangement is to be handled by the participating Hong Kong Institutions or the student interns. For details, please refer to the section on “Roles of Hong Kong Institutions”.

Roles of Hong Kong Institutions

By participating in the “ASEAN Internship for University Students of Hong Kong” scheme, a Hong Kong Institution pledges to:

- make arrangements to select its own students eligible for the internship opportunities under the scheme;
- make arrangements to choose a maximum of three eligible students for each internship opportunity;
- provide the following information for its nomination of each student to the Host Organization (see also the section on “Implementation Timetable”):
 - a duly completed “Student Information” form (**Annex A**);
 - CV of the student; and
 - any other information requested by the concerned Host Organization (such requirements will be provided by the HKETO in Singapore in December 2013).
- provide a contact person to handle potential enquiries from the Host Organizations and the students;
- (in the event that a Host Organization has chosen a student of your institution for an internship opportunity) arrange or provide support to the concerned student to arrange for all logistical matters in connection with the internship, including but not limited to visa application, purchase of air tickets and relevant insurance covering the internship period, booking of accommodation, etc.;
- inform the HKETO in Singapore of all successful placements of students under the scheme (using the form at **Annex B**);
- invite student interns under the scheme to share their internship experience using 200 – 250 words (in English), plus one photo (with their faces) taken during the internship, which may be used by the HKETO in Singapore in its future publicity work;

- make its own funding arrangement for the participation in the ASEAN Internship for University Students of Hong Kong scheme; and
- give due acknowledgement to the HKETO in Singapore in all related publicity materials in connection with the promotion of the scheme within and beyond the institution (see **Annex C** for a standard acknowledgement for the purpose).

Roles of Host Organisations

By participating in the “ASEAN Internship for University Students of Hong Kong” scheme, a Host Organisation pledges to provide:

- internship opportunit(ies) in any ASEAN member country for university student(s) of Hong Kong;
- proper coaching to the student intern(s) by assigning a staff member of officer/manager rank to supervise each intern;
- a reasonably safe work environment; and
- the necessary support to the student intern(s) in case of an emergency.

The Host Organisation also agrees to follow the two simple steps in the implementation of the scheme:

- Step 1: Advise the HKETO in Singapore on its requirements on the internship, e.g. number of internship opportunities provided; and
- Step 2: Upon receipt of information on nominated students from the Hong Kong Institutions, select the students and inform the Hong Kong Institutions of the result.

For more details, please also refer to the section on “Implementation Timetable”.

Implementation Timetable

	Action part(ies)	Action by
➤ Hong Kong Institutions to get prepared ³ by looking into, among others, relevant visa requirements of ASEAN countries for placing students for paid/unpaid internship; making its own funding arrangement for participation in the scheme; and devising its own criteria for selecting students, etc.	Hong Kong Institutions	End 2013
➤ Host Organizations to confirm requirements on the internship with the HKETO in Singapore.	Host Organizations	Mid November 2013
➤ The HKETO in Singapore to summarise Host Organizations' requirements. ➤ The HKETO in Singapore to refer secured internship opportunities with concerned details (including e.g. Host Organization's website, if available, and contact person, nature of the internship, whether honorarium will be offered, and/or other specific requirements) to all participating Hong Kong Institutions by way of a summary table.	HKETO in Singapore	December 2013
➤ Hong Kong Institutions to advertise to their students the internship opportunities under the scheme.	Hong Kong Institutions	December 2013/ January 2014
➤ Hong Kong Institutions to screen students based on their own criteria.	Hong Kong Institutions	February 2014
➤ Hong Kong Institutions to nominate a maximum of <u>three</u> students for <u>each</u> internship opportunity ⁴ . ➤ The nominations, with supporting documents	Hong Kong Institutions	End February 2014

³ Some higher education institutions in Hong Kong are already arranging internship for their students to, among others, ASEAN member countries. Participating Hong Kong institutions under the scheme may consider sharing experiences among themselves in dealing with the concerned logistical matters.

⁴ For instance, if Host Organization Y offers two intern places in 2014, each of the eight participating Hong Kong Institutions could nominate up to six students in total for Host Organization Y. Host Organization Y in turn would receive a maximum of 48 nominations from all participating Hong Kong Institutions for consideration.

including Annex A , should be sent to the concerned Host Organizations by the deadline.		
➤ Host Organizations to approach nominated students directly for telephone interviews, if necessary. Host Organizations' specific enquiries, if any, should be made directly with the participating Hong Kong Institutions' contact persons.	Host Organizations	Early March 2014
➤ Host Organizations to give out offers to successful students via the concerned participating Hong Kong Institution.	Host Organizations	End March 2014
➤ Hong Kong Institutions to inform (using Annex B) the HKETO in Singapore on successful placements of students under the scheme.	Hong Kong Institutions	End May 2014
➤ Hong Kong Institutions to submit experience sharing (200 – 250 words, in English) and photos from student interns under the scheme to the HKETO in Singapore.	Hong Kong Institutions	End September 2014
➤ Announcement of details of 2015 round.*	HKETO in Singapore	Q3 2014

*The HKETO in Singapore will write to all existing Host Organizations to ascertain their continued participation in the ASEAN Internship for University Students of Hong Kong scheme for 2015, and their relevant requirements on the internship. The HKETO in Singapore will also write to the Hong Kong Institutions to ascertain their participation in the scheme for 2015, and inform them of any changes to the details of the scheme, which are subject to review by the HKETO in Singapore based on the experience of the 2014 round.

-End-

Application for
“ASEAN Internship for University Students of Hong Kong”
2014

Internship Applied

Name of Host Organization: _____

Position applied: _____

Student’s Information

Name: _____

Nationality: _____

Institution: _____

Faculty: _____

Year of Study: _____

Age: _____

Sex: _____

Email/Telephone no.: _____

(CV: Attached)



Placement of Students under
“ASEAN Internship for University Students of Hong Kong”
2014

Name of Hong Kong Institution: _____

Successful Placement(s):

Student's Name & Student Number	Host Organization (City, Country)	Period of Internship	Nature of Work Assigned (e.g. Public Relations, Administration, Research)



“ASEAN Internship for University Students of Hong Kong”

2014

Acknowledgement of the HKETO in Singapore – Standard Content

Participating Hong Kong Institutions are required to acknowledge the HKETO in Singapore in all publicity materials in connection with the promotion of the ASEAN Internship for University Students of Hong Kong scheme within and outside of the institutions. A standard acknowledgement is provided for reference:

*“[Name of Hong Kong Institution] would like to thank the Hong Kong Economic and Trade Office in Singapore of the Government of HKSAR, which looks after the bilateral relations between Hong Kong and ten ASEAN member countries, for referring internship opportunities in ASEAN to Hong Kong university students under the **ASEAN Internship for University Students of Hong Kong** scheme. For more details, please visit the office’s website: www.hketosin.gov.hk”*