



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

**ASEAN Internship Scheme  
for Hong Kong Higher Education Students  
2019**

**Key Information**

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## **Message from Director of the HKETO in Singapore**

Welcome to the 2019 round of “ASEAN Internship Scheme for Hong Kong Higher Education Students” (the internship scheme)!

The Government of the Hong Kong Special Administrative Region is committed to nurturing young people and to better preparing them for an increasingly globalized world. In 2014, the Hong Kong Economic and Trade Office (HKETO) in Singapore launched the internship scheme with an aim to widen Hong Kong higher education students' international perspectives and enhance bilateral relations between Hong Kong and member states of the Association of Southeast Asian Nations (ASEAN).

The internship scheme has met with very positive response since its launch. A total of some 700 Hong Kong higher education students have participated so far. Host organisations included private companies, international organisations, academic institutions, think-tanks, arts and cultural organisations, etc.

The scheme is currently open to students of eleven Hong Kong higher education institutions, including the eight University Grants Committee funded institutions, the Hong Kong Academy for Performing Arts, the Hong Kong Shue Yan University and The Hang Seng University of Hong Kong. The Singapore ETO will continue to step up its effort in securing more internship places for Hong Kong higher education students. We hope that more Hong Kong youths will have the opportunity to take up internship in ASEAN, which will allow them to gain a better understanding of this fast-growing region with which Hong Kong enjoys long-established ties.

I hope the internship scheme will give participating Hong Kong students an invaluable experience of a lifetime. I look forward to the continued support of both the Hong Kong institutions and the host organisations.



(Bruno Luk)  
Director

## Objectives

The “ASEAN Internship Scheme for Hong Kong Higher Education Students” was initiated by the Hong Kong Economic and Trade Office (HKETO) in Singapore in 2014. The HKETO in Singapore coordinates the Scheme with the assistance of the HKETO in Jakarta<sup>1</sup>. The “ASEAN Internship Scheme for Hong Kong Higher Education Students” aims to:

- provide opportunities to higher education students of Hong Kong to take up internship in ASEAN member countries;
- enable students to be exposed to the work of the relevant industries and operation of their respective Host Organisations, as well as the economic and socio-cultural environment of the host countries in ASEAN; and
- cultivate students as the “ambassadors” of Hong Kong in the respective host countries, and vice versa upon return to Hong Kong, thereby enhancing mutual understanding and strengthening ties between Hong Kong and ASEAN.

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<sup>1</sup> The HKETO in Singapore is one of the two representative offices of the Government of the Hong Kong Special Administrative Region (HKSAR) in the ASEAN region, responsible for strengthening the bilateral relations between Hong Kong and six of the ten ASEAN member countries, namely Cambodia, Laos, Myanmar, Singapore, Thailand, and Vietnam. The HKETO in Jakarta, set up in 2016, represents the Government of HKSAR in matters between Hong Kong and the ASEAN as a whole, and promotes relations between Hong Kong and the other four ASEAN countries, namely Indonesia, Malaysia, Brunei Darussalam and the Philippines.

## **Participating Hong Kong Institutions**

- 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 Education University of Hong Kong  
(<http://www.eduhk.hk/main/>)
- 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/about-hkust/>)
- The University of Hong Kong  
(<http://www.hku.hk/>)
- The Hong Kong Academy for Performing Arts  
(<http://www.hkapa.edu/>)
- The Hang Seng University of Hong Kong (formerly Hang Seng Management College)  
(<http://www.hsmc.edu.hk/>)
- Hong Kong Shue Yan University  
(<http://www.hksyu.edu/>)

## **Host Organisations in ASEAN**

Host Organisations under the “ASEAN Internship Scheme for Hong Kong Higher Education Students” include private companies, international organisations, academic institutions, think-tanks, arts and cultural groups, etc. A list of the Host Organisations, including the number of internship places that each offers and the relevant requirements, will be provided by the HKETO in Singapore to the participating Hong Kong Institutions from November 2018 onwards.

## Key Details of the Scheme

The details of the “ASEAN Internship Scheme for Hong Kong Higher Education Students” are as follows:

- **Duration:** 4 - 14 weeks (negotiable)
- **Timing:** Usually any time during end May to end August of the same year
- **Number of interns per Host Organisation:** The more the better, subject to the provision of proper coaching / availability of adequate coaches for the student interns
- **Honorarium to be provided by Host Organisations for the student:** optional
- **Logistics / miscellaneous:** Accommodation, transportation, insurance, visa, etc., are to be arranged by the Hong Kong Institution concerned or by the student.
- **Targeted students:** The scheme aims primarily at local higher education students in Hong Kong at undergraduate level. However, students at postgraduate level, and non-local students studying full-time programmes in Hong Kong, can be included if the Hong Kong Institutions concerned consider it appropriate.
- **Selection/placement of student interns:** Host Organisation can set out specific requirements, e.g. preferred academic faculty. Individual Hong Kong Institutions nominate students for the Host Organisation's selection, which can conduct telephone interviews with the candidates before making an offer.
- **Job scope:** Host Organisations may assign work to the students which they consider appropriate.
- **Coaching:** Each Host Organisation has to assign an officer/manager to provide coaching to each intern.

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

## **Roles of HKETO in Singapore**

The roles of the HKETO in Singapore are limited to:

- (1) the seeking of internship opportunities as part of its work in establishing and strengthening ties with its ASEAN stakeholders; and
- (2) the management of the scheme by:
  - ascertaining with Host Organisations their requirements for the internship places offered;
  - referring the secured internship opportunities and the requirements of Host Organisations to participating Hong Kong Institutions; and
  - keeping a record (according to information provided by the Hong Kong Institutions) of the successful placements of students under the scheme.

All other logistical arrangements are to be handled by the participating Hong Kong Institutions and/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 Scheme for Hong Kong Higher Education Students”, a Hong Kong Institution pledges to:

- make arrangements to select its own students eligible for participating in the scheme;
- make arrangements to choose a maximum of three eligible students for each internship opportunity;
- provide the following information for each student nominated to the Host Organisation (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 Host Organisation concerned (such requirements will be provided by the HKETO in Singapore from December 2018 onwards).
- provide a contact person to handle potential enquiries from the Host Organisations and the students;
- (in the event that a Host Organisation has chosen a student of your institution for an internship opportunity) arrange or provide support to the student concerned 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. Hong Kong Institutions shall ensure that students are appropriately and sufficiently insured for the whole internship period under the scheme. It is up to the Hong Kong Institutions to work out the relevant arrangement with their own students;
- inform the HKETO in Singapore of all successful placements of students under the scheme (using the form at **Annex B**);
- invite each student intern under the scheme to share the internship experience in 200 – 250 words (in English), plus one photo showing his / her face taken during the internship, and give consent to the sharing (including the photo) to be used by the HKETO in Singapore and Jakarta in its future publicity work;

- make its own funding arrangement for the participation in the scheme; and
- give due acknowledgement to the HKETO in Singapore and Jakarta in all related materials promoting or making reference to 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 Scheme for Hong Kong Higher Education Students”, a Host Organisation pledges to provide:

- internship opportunit(ies) in any ASEAN member state for higher education 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;
- the necessary support (e.g. providing a letter of offer) for student(s)’ necessary visa application(s);
- 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:

- Step 1: Advise the HKETO in Singapore on its internship requirements, e.g. number of internship opportunities provided, by filling in a standard job description form (**Annex D**); 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 according to the implementation timetable.

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

## Implementation Timetable

	<b>Action part(ies)</b>	<b>Action by</b>
<ul style="list-style-type: none"> <li>➤ Hong Kong Institutions to get prepared<sup>2</sup> 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.</li> </ul>	Hong Kong Institutions	On-going effort required
<ul style="list-style-type: none"> <li>➤ Host Organisations to confirm requirements on the internship with the HKETO in Singapore.</li> </ul>	Host Organisations	End November 2018
<ul style="list-style-type: none"> <li>➤ The HKETO in Singapore to summarise Host Organisations' requirements.</li> <li>➤ The HKETO in Singapore to refer secured internship opportunities with relevant details to all participating Hong Kong Institutions by way of a summary table and completed standard job description forms.</li> </ul>	HKETO in Singapore	Mid December 2018
<ul style="list-style-type: none"> <li>➤ Hong Kong Institutions to advertise to their students the internship opportunities under the scheme; and screen students based on their own criteria.</li> </ul>	Hong Kong Institutions	December 2018 – January 2019
<ul style="list-style-type: none"> <li>➤ Hong Kong Institutions to nominate a maximum of <u>three</u> students for <u>each</u> internship opportunity<sup>3</sup>.</li> <li>➤ The nominations, with supporting documents including <b>Annex A</b>, should be sent to the Host Organisations concerned by the deadline.</li> </ul>	Hong Kong Institutions	Early February 2019
<ul style="list-style-type: none"> <li>➤ Host Organisations to approach nominated students directly for telephone interviews, if necessary. Host Organisations' specific enquiries, if any, should be made directly to the participating Hong</li> </ul>	Host Organisations	Mid February 2019

<sup>2</sup> Participating Hong Kong institutions are encouraged to share with each other their experiences of participating in the previous rounds of the internship scheme. Certain institutions have placed students in more ASEAN countries than others, and thus have gained valuable experiences in dealing with the logistical matters concerned, which are useful reference for other institutions.

<sup>3</sup> For instance, if Host Organisation Y offers two intern places in 2019, each of the 11 participating Hong Kong Institutions could nominate up to six students for Host Organisation Y. Host Organisation Y in turn would receive a maximum of 66 nominations from all participating Hong Kong Institutions for its consideration.

Kong Institutions' contact persons.		
➤ Each Host Organisation to give out offer(s) to successful student(s) via the participating Hong Kong Institution(s) concerned.	Host Organisations	End March 2019
➤ Hong Kong Institutions to inform (using <b>Annex B</b> ) the HKETO in Singapore of successful placements of students under the scheme.	Hong Kong Institutions	Early July 2019
➤ 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 2019
➤ Announcement of details of 2020 to host organisations and Hong Kong institutions.	HKETO in Singapore	Q4 2019

-End-

**Application for  
“ASEAN Internship Scheme  
for Hong Kong Higher Education Students”  
2019**

**Internship Applied**

**Name of Host Organisation:** \_\_\_\_\_  
**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 Scheme for Hong Kong Higher Education Students"**  
**2019**

<b>Name of Hong Kong Institution:</b>							
No	City, Country	Host Organization	Name of Student	Nature of Work/Department/Job Description	Faculty, Year of Study	Start Date	End Date
1							
2							
3							
4							
5							
6							
7							
8							
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11							
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18							
19							
20							

“ASEAN Internship Scheme for Hong Kong Higher Education Students”

2019

Acknowledgement of the HKETO in Singapore – Standard Format

Participating Hong Kong Institutions are required to acknowledge the HKETO in Singapore in all materials promoting or making reference to the “ASEAN Internship Scheme for Hong Kong Higher Education Students” within and beyond the institutions. A standard acknowledgement is provided below for reference:

*“[Name of Hong Kong Institution] would like to thank the Hong Kong Economic and Trade Offices in Singapore and Jakarta of the Government of HKSAR for referring internship opportunities in ASEAN to Hong Kong higher education students under the **ASEAN Internship Scheme for Hong Kong Higher Education Students**. For more details, please visit the Office’s website: [www.hketosin.gov.hk](http://www.hketosin.gov.hk).”*





## **Hong Kong Economic and Trade Office**

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### **Offer of Internship Opportunities under the ASEAN Internship Scheme for Hong Kong Higher Education Students - 2019**

#### **A. Information of the Host Organisation**

Name of Host Organisation: [Click here to enter text.](#)

Company Address: [Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

Website: [Click here to enter text.](#)

Nature of Business: [Click here to enter text.](#)

<input type="checkbox"/> Accounting	<input type="checkbox"/> Government-related agency/ Public Organisation	<input type="checkbox"/> Pharmaceutical/ Medical/ Health
<input type="checkbox"/> Aviation/ Transport/ Logistics	<input type="checkbox"/> International Organisation	<input type="checkbox"/> Property Development/ Real Estate
<input type="checkbox"/> Banking/ Finance/ Insurance	<input type="checkbox"/> Management Consulting	<input type="checkbox"/> Retail/ Trading
<input type="checkbox"/> Construction	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Think-tank
<input type="checkbox"/> Entertainment/ Hospitality/ Tourism	<input type="checkbox"/> Marketing/ Market Research	<input type="checkbox"/> Technology
<input type="checkbox"/> Education/ Training/ Research	<input type="checkbox"/> Media/ Advertising/ Public Relations	<input type="checkbox"/> Telecommunication
<input type="checkbox"/> Engineering	<input type="checkbox"/> Multi-nature Conglomerates	Others (Please Specify) <a href="#">Click here to enter text.</a>

## B. Internship Arrangement

### Note:

Please be detailed in filling the Job Specifications.

Please fill in more than one section if offering multiple positions with different job scope.

#### Internship title/ position:

Click here to enter text.

#### Number of Interns to be accepted:

Click here to enter text.

#### Internship City and Country:

Click here to enter text.

#### Duration of internship:

Click here to enter text.

#### Job Specifications:

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

#### Requirements:

*(e.g. field and year of study of student, computer knowledge and relevant skills)*

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

#### Internship title/ position:

Click here to enter text.

#### Number of Interns to be accepted:

Click here to enter text.

#### Internship City and Country:

Click here to enter text.

#### Duration of internship:

Click here to enter text.

#### Job Specifications:

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

#### Requirements:

*(e.g. field and year of study of student, computer knowledge and relevant skills)*

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

**Internship title/ position:**

Click here to enter text.

**Number of Interns to be accepted:**

Click here to enter text.

**Internship City and Country:**

Click here to enter text.

**Duration of internship:**

Click here to enter text.

**Job Specifications:**

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

**Requirements:**

*(e.g. field and year of study of student, computer knowledge and relevant skills)*

- Click here to enter text.

- Click here to enter text.

- Click here to enter text.

**Language(s) required:**

(Please tick where appropriate)

**Spoken language(s)**

Cantonese

Mandarin

English

Others: Click here to enter text.

**Written language(s)**

Chinese

English

Others: Click here to enter text.

**Working days:** Click here to enter text.

**Working hours:** Click here to enter text.  
(Per day)

Please tick to indicate your preference:

- Apart from local Hong Kong university students, we will also consider non-local/international university students of the participating Hong Kong Institutions for the vacanc(ies).

Please tick the corresponding box and specify the details if your organisation would provide any of the following which are **optional** under the scheme:

Accommodation Click here to enter text.

Insurance Click here to enter text.

Transportation Click here to enter text.

Visa Click here to enter text.

Others (e.g. meal) Click here to enter text.

## **C. Contact Details**

**Name of Host Organisation:** [Click here to enter text.](#)

**Contact Person:** [Click here to enter text.](#)

**Job Title:** [Click here to enter text.](#)

**E-mail Address:** [Click here to enter text.](#)

**Telephone:** [Click here to enter text.](#)

**Fax:** [Click here to enter text.](#)

- Thank You! -