

Guidelines and Policies on Government Post-Secondary Student

Summer Internship Programme 2010 Application

Every year, the Government of the HKSAR provides hundreds of summer vacancies to local university students through the Post-Secondary Student Summer Internship Programme. Same as previous years, the Career Planning and Development Centre (CPDC) will be collaborating with various government departments to ensure the smooth running of the programme at CUHK. As the response to job openings was overwhelming in the past, CPDC has developed an online job application website to facilitate the administration of and the application for the job openings. Full-time undergraduate and postgraduate students who are interested in applying temporary jobs under the Programme this summer are advised to observe the following application procedures and policies attentively.

Job vacancies will be posted up at the CU Job Link <https://osantc.osa.cuhk.edu.hk/recruit/seeker/login.asp>. Click on "Job Searching" icon then choose "HKSAR Government Summer Job" for the job postings under the Post-Secondary Student Summer Internship Programme this year. If you are a **first time user** of CU Job Link, the system will guide you to the registration page for registration beforehand. Remember, if you are not a current CWEM password holder, you are not entitled to use this system.

Steps

1. Students who have registered at the CU Job Link with valid CWEM password are able to view the job descriptions and the application methods online. In case you would like to apply for a particular job, you just need to click on the "**Apply**" button, the system will ask you to reconfirm your application via a message box. If you click "**Confirm**", your application record will be saved and you can verify this record by clicking "Job Application" and selecting "HKSAR Government Summer Job Application History". Since there will NOT be any official receipt to record a successful submission of application, you are advised to print out the screen for future reference.
2. Students are allowed to withdraw their applications for job openings before the application deadline. You just need to select "Job Applications", choose "HKSAR Government Summer Job Application History", then find the job opening that you would like to withdraw from and click on the "**Withdraw**" button.
3. Once the application period is closed, you will NOT be allowed to withdraw your application. Instead, a "**Result**" button will automatically take up the place of "Withdraw" to let you view the drawing result online, if available.

Random Drawing

1. CPDC will draw nominations from the pool of qualified applications at random if the government departments request so for their openings. All the drawings will be done by the system to ensure fairness.
2. To provide equal opportunity to each eligible applicant, **each student will be nominated for a maximum of 4 times this summer**. The result of the drawing will be shown under "HKSAR Government Summer Job Application History" one or two working days after the application deadline.
3. A mass email will be sent to the nominated students' registered email addresses to request them to submit their application forms on or before the designated submission deadline to the counter of the Student Services Centre, 1/F Benjamin Franklin Centre. Depending on the working schedule given by the government departments, the application form submission period can be short according to our experience. You are advised to **check your e-mail box daily or even more frequently** to ensure timely receipt of the message. **Students who fail to submit their application forms on time will be delisted with immediate effect.**
4. A **waiting list** with approximately half the number of nominations will be drawn by the system in order of numerical priority for each opening. Students on the waiting list will also be asked to submit their application forms to the Student Services Centre, 1/F Benjamin Franklin Centre within the same time frame of those on the nomination list. The only difference is that the applications of those on the waiting list will only be submitted to the government department for consideration when there is/are vacancy(ies) on the nomination list. Unlike nomination list, there is NO limitation on the number of times you can be drawn for the waiting list. However, students who fail to submit their application forms on time will be delisted with immediate effect.

Application Form

The application form of the Post-Secondary Student Summer Internship Programme is downloadable at <http://osanta.osa.cuhk.edu.hk/osa/cpdc/first/downloadForms.asp>.

Enquiries

For further inquiries, please contact the Career Planning and Development Centre at (852) 2609-7202 or by email to cpdc@cuhk.edu.hk. We hope all short-listed applicants will treasure the opportunity and be well prepared for the recruitment interviews, if any. Should an applicant be offered a post under this scheme, he/she should work hard for a remarkable performance that will certainly be beneficial to his/her future career development.

Special Note:

As this online application system considers all Year 3 students as final year students, we anticipate a number of you may encounter difficulties when trying to apply those government summer jobs which are actually opened to all penultimate year students to apply. If you are currently a full-time Year 3 undergraduate student whose situation falls into any of the following scenarios and wish to use the online application system to apply for HKSAR Government summer jobs, please contact us as soon as you practicably can:

- ☞ A student who is taking an undergraduate programme which requires more than 3 academic years of study. e.g. Education Studies; Medical Studies; Nursing studies etc;
- ☞ a student who has been admitted to CU through the Early Admission Scheme;
- ☞ a student who has been admitted to CU through Mainland Admission Scheme;
- ☞ a student who has registered for an academic year extension for a term or a year for whatever reason.

Please note that this service would be provided on subscription basis only and you need to contact us before each application deadline by sending us your Name, Student ID and CU Job ID via email to cpdc@cuhk.edu.hk

Summer Internship Opportunities @ Sony Pictures Entertainment

Sony Pictures Entertainment (SPE) is a subsidiary of Sony Corporation of America (SCA), a subsidiary of Tokyo-based Sony Corporation. SPE's global operations encompass motion picture production and distribution; television production and distribution; digital content creation and distribution; worldwide channel investments; home entertainment acquisition and distribution, operation of studio facilities; development of new entertainment products, services and technologies; and distribution of filmed entertainment in more than 130 countries. Sony Pictures can be found on the World Wide Web at sonypictures.com

The SPE Hong Kong office is now seeking high caliber to join as summer interns in the following openings:

1. WPF Summer Intern
2. Accounting Summer Intern
3. Marketing Summer Intern
4. HR Summer Intern
5. Sales Administration Summer Intern

For details of each opening, please refer to <http://osanta.osa.cuhk.edu.hk/osa/cpdc/private/doc/news/SPE%20Summer%20Internship%202010.pdf>

Application method:

Interested students please send your covering letter and résumé to cpdc@cuhk.edu.hk before **9:00 am (HK time), 6 May 2010 (Thursday)**. To facilitate our processing without delay, kindly adhere to the instructions below:

1. State clearly your CGPA and expected graduation year on the résumé
2. Save resume, transcript and other documents you wish to include in the application in ONE word/pdf file (file size should less than 1MB)
3. Name the file with your FULL NAME, for example: Chan Tai Man Jerry.doc/ .pdf
4. Mark the email subject as 'SPE: + Job Title', i.e. "SPE: WPF Summer Intern"

Files which are not saved in the aforementioned format and late submission will not be proceeded. Thank you for your understanding.

Graduate opportunities with Bank of America Merrill Lynch's Middle Office

Bank of America and Merrill Lynch have officially joined forces, creating a leading global banking and wealth management franchise, and a premier corporate and investment banking and capital markets business.

To learn about and apply for **full time opportunities** with Bank of America Merrill Lynch's Middle Office, please visit: bankofamerica.com/campusrecruiting

Application deadline: **15 May 2010**

Student Activities and Amenities Section

Questions or comments? Email the SAAS at saau@cuhk.edu.hk or call 2609 7216

Student Forum

CUHK explores establishing a second campus in Shenzhen

The University is studying the feasibility of establishing a second campus in Shenzhen. In order to collect students' opinions on the issue, the University would like to invite you to participate in an open forum. Details of the forum are as follows:

Date : 17 May 2010 (Monday)

Time : 9:30 am to 11:15 am

Venue: LT5, Teaching Complex at Western Campus

For enquiries, please email to saau@cuhk.edu.hk with your full name.

Note: This forum was originally planned to be held on April 29, 2010 (as referred to the last issue of OSA E-Newsletter dated April 9, 2010). For those who wish to attend the forum, please observe the updated date, time and venue as mentioned above. Sorry for the inconvenience caused.

Reopening of University Swimming Pool

The University Swimming Pool was reopened on 23 April 2010. Daily opening hours of the Pool will be as follows:

Every Monday to Thursday, Saturday, Sunday and Public Holidays:

1st Session: 10:30 am – 1:40 pm

2nd Session: 2:30 pm – 7:15 pm

Every Friday:

1st Session: 11:30 am – 1:40 pm

2nd Session: 2:30 pm – 7:15 pm

Do come, and enjoy a relaxed and fun-filled time at the Pool!

New Student Orientation Activities

A good number of student orientation activities will be held this summer. Details are as follows:

Event	Date
New Student Orientation Day	30 July
Postgraduate Student Orientation	3 August & 31 August
Faculty / Department O'Camp	11 – 14 August (Phase I) 16 – 19 August (Phase II)
CU Link Card Day	19 August
Orientation Week for Mainland Freshman	22 August – 3 September
College O'Camp (CC, NA, UC & SC)	25 – 28 August
College O'Camp (MC & SHC)	25 August & 3 – 5 September
International Student Orientation	28 – 31 August
Inauguration Ceremony for Undergraduates	6 September

Details of the above as well as other new student orientation activities will be posted on the orientation website <http://www.cuhk.edu.hk/orientation> by mid July. Stay tuned!

Study Area at Teaching Complex at Western Campus (TCWC)

There is another wonderful space for studying and intellectual exchange on campus! The newly opened study area located at the 2nd Floor Foyer of Teaching Complex at Western Campus (TCWC) welcomes your visit and use.

Detailed opening hours and other information of this area could be referred to the following:

西部教學大樓學生溫習區
Study Area at Teaching Complex at Western Campus

寧靜舒適之溫習處
Wonderful Place for Study with Tranquility and Comfort

Venue 地點: 2nd floor foyer of Teaching Complex
at Western Campus (TCWC)
西部教學大樓二樓門廳

Opening Hours 開放時間
Mon-Fri 星期一至星期五
8:00am – 9:30pm 早上八時至晚上九時三十分
Sat 星期六
9:00am – 6:00pm 早上九時至下午六時
Sun and Public Holidays 星期日及公眾假期
Closed 停止開放

For enquiry 查詢請電 26096462 (EMO 物業管理處)

BUILDING A CARING CAMPUS

University MarketPlace - Interview with Mr. Dick Lee on Caring Experiences

As part of the Caring Campus Campaign, the Student Counselling and Development Service of the Office of Student Affairs recently interviewed Mr. Dick Lee Ming Kwai, member of the University Council and Ex-Commissioner of the HKSAR Police Force. The interview report will be published in the May issue of the University MarketPlace.



Don't miss this opportunity to know more about Mr. Lee's experiences as a student in CUHK, his pastimes after retirement as well as personal views on 'caring'!

Collection of Caring Experiences and Inspirations

My Caring Anecdotes...

- ☞ The pre-exam period is very tough because I have to deal with projects, exams and presentations all at the same time. Luckily, I have some very cooperative and supportive teammates who share out a lot of my workload and worries. Besides doing their own parts, my teammates kept me awake through the night to come up with the final report together. They were really caring and considerate!
- ☞ Statistics is the most difficult subject I have encountered this semester. A vote of thanks to my classmate, Jenny, who showed her kindness by studying with me at the coffee shop and teaching me the basic concepts.

My Expectations towards a "Caring Campus"...

- ☞ I hope my classmates can be unselfish by sharing their notes and answering my questions when I face difficulties in preparing for the exam.
- ☞ I wish professors can be more understanding and appreciative to our work. They can give us more guidance, advice, etc. and discuss with us about the project progress. In this way, teacher-student relationship can be further improved.

My Personal Contribution to a "Caring Culture"...

- ☞ I shall actively form small study groups with my classmates to prepare for the approaching exams. We can solve each other's problems and share the exam stress. I think this is a very simple way for me to contribute to a 'Caring Culture' in CUHK.
- ☞ I believe we can promote the 'caring' message in our daily life. For instance, I would love to cook for my hostel neighbours who might not have time to prepare meals for themselves or who always take fast / junk food during their revision time.

Whether you are a staff member or student, you are invited to express your gratitude to those who cared for you as well as share your joy in caring for others by sending us your thoughts and experiences on the following:




- ☞ Your personal experiences in which you felt being cared for and supported by the people around you
- ☞ Your expectations of a "Caring Campus", i.e. what you hope to experience or see on campus
- ☞ Your contribution in promoting a "Caring Culture" in CUHK

You can submit your contributions via a collection box located in the Student Services Centre, 1/F, Benjamin Franklin Centre or email to caring-campus@cuhk.edu.hk. Our Section reserves the right to edit and publish your contributions.

Incoming Students Section

Questions or comments? Email the ISS at isso@cuhk.edu.hk or call 2609 7945




Excursion to Tai O Fish Village

Let's have fun together after the final exam !


Date: 15 May 2010, Saturday

Time: 9:15am - 4:15pm



Content: Tai O Guided Cultural Tour (Stilt-house, temples, etc.), watching Chinese White Dolphin* by boat, DIY (Do-it-yourself) salty eggs

*Remarks :
 (1) Chinese White Dolphins may occur, depending on the weather and sea conditions
 (2) To understand Tai O more, please visit the website of the Hong Kong Tourism Board:
<http://www.discoverhongkong.com/eng/attractions/outlying-taio-fishing-village.html>



Target: All mainland and international undergraduate students

Price: HK\$125 (including transportation from CUHK to Tai O, Guided Cultural Tour, boat fee, DIY salty eggs and lunch)

To enroll, please come to LEOs at Office of Student Affairs, 1/F, Benjamin Franklin Centre during office hours.

Deadline: 7 May 2010, Friday

Enquiry: LEOs, Incoming Students Section, Office of Student Affairs at 2696 1533 or leos@cuhk.edu.hk

