

# The Chinese University of Hong Kong

## Department of Statistics

### **Guidelines on Enrolment in RMSC4202 Practicum**

*(applicable to students whose internship commences on or after 1<sup>st</sup> January 2019)*

Students of the Risk Management Science Programme, and Quantitative Finance and Risk Management Science Programme who take up an internship in the risk management area may apply to take RMSC4202 Practicum.

#### **Enrolment Term**

- Students who take up part-time internships may enrol in RMSC4202 in the same term. Students who take up full-time internships may enrol in the term following the suspension period.
- To provide a greater extent of flexibility, we also consider applications from students who cannot register the course in the term that immediately follows their internship period due to suspension of study because of participation in exchange programmes administered by OAL/ colleges/ faculties/ departments of CUHK, provided that prior approval from the course lecturer is obtained. Such an arrangement will be given to students on suspension of study due to exchange, medical reasons or other reason approved by the course lecturer.

#### **Requirement on Internship Duration**

- The minimum duration required for full-time internship is 6 weeks.
- The minimum duration required for part-time internship is 234 hours.

#### **Application Procedures**

- Students should seek approval on enrolment in RMSC4202 Practicum as soon as possible, and in any case, before the end of the internship period.
- Students must submit an application form, copy of contract and job descriptions. (Plus a copy of No-Objection-Letter for non-local students. Non-local students should observe the stipulations of Immigration Department on taking up internships as stated on their No-Objection-Letter)

- Students must have obtained consent from their supervisor on completing a survey on work performance.

### **Assessment**

- A written report of around 10 pages summarizing what you learn from the Practicum. The experience may or may not be related to quantitative skills. But the report should be written with an emphasis on "risk management" in a broad sense.
- A presentation on your work.
- Performance in the course will be assessed by the survey completed by your supervisor, your written report and presentation.

**The Chinese University of Hong Kong**  
**Department of Statistics**  
**Application for Enrollment in RMSC4202 Practicum**

**Personal Particulars**

Full name: \_\_\_\_\_ SID No.: \_\_\_\_\_  
Major: \_\_\_\_\_ Year of Attendance: \_\_\_\_\_  
Email: \_\_\_\_\_ Contact No.: \_\_\_\_\_

**Information of Internship**

Employer: \_\_\_\_\_  
Internship Period: \_\_\_\_\_ (FT/ PT\*) Enrollment Term: \_\_\_\_\_  
Supervisor' Name: (Mr./Ms.\*) \_\_\_\_\_  
Supervisor's Email: \_\_\_\_\_ Contact No.: \_\_\_\_\_

I have obtained consent from my supervisor on completing a survey on work performance for me

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please circle as appropriate*

**Approval by Department**

I approve/ do not approve the student's application.

\_\_\_\_\_  
**Signature of Course Lecturer**

\_\_\_\_\_  
**Date**