

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution:	<ol style="list-style-type: none"> 1. <u>The University of Hong Kong</u> 2. <u>The Chinese University of Hong Kong</u> 3. <u>The Hong Kong University of Science and Technology</u> 4. <u>The Hong Kong Polytechnic University</u> 5. <u>City University of Hong Kong</u> 6. <u>Hong Kong Baptist University</u> 7. <u>Lingnan University</u> 8. <u>The Education University of Hong Kong</u> 9. <u>The Hong Kong Academy for Performing Arts</u> 10. <u>Hong Kong Shue Yan University</u> 11. <u>Hong Kong Metropolitan University</u> 12. <u>The Hang Seng University of Hong Kong</u> 13. <u>Technological and Higher Education Institute of Hong Kong</u> 14. <u>Caritas Institute of Higher Education</u> 15. <u>Chu Hai College of Higher Education</u> 16. <u>Centennial College</u> 17. <u>Tung Wah College</u> 18. <u>HKU SPACE International College</u> 19. <u>Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing Education</u> 20. <u>Hong Kong Institute of Technology</u>
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DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section):	Leisure and Cultural Services Department (Heritage & Museums Division / Film & Cultural Exchange Section / Hong Kong Film Archive)
No. of Interns to be Recruited: <u>6</u>	No. of Nominations: <u>3 per institution</u>
Description of Internship Programme: <u>Please see the attached "Job Duties and Requirements of Summer Interns 2023".</u>	

Programme Commencement Date: <u>4 July 2023 (Tentative)</u>	Allow Flexible Commencement Date: <u>Yes/No*</u>
Period of Internship: <u>4 July 2023 to 31 August 2023 (Tentative)</u>	Working Hours: <u>44 hours per week</u>
Office Venue: <u>Hong Kong Film Archive</u>	Allowance per Month: <u>HK\$11,200</u>

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study:	
Full-time Bachelor degree programmes of any disciplines	
Year of Study:	students who will advance to the second year or above in full-time Bachelor degree programmes of any disciplines in the 2023/24 school year; and are not be studying in or have just completed their final year of study before the summer internship period commences
Specific Knowledge/Skills:	able to read and write both Chinese and English; proficient in Chinese typing and computer applications, such as MS Excel, MS Word, etc; and preferably with knowledge in Hong Kong films
Work Experience (if applicable):	<u>N/A</u>
Other Requirements (e.g. Extra-Curricular Activities) (if applicable):	<u>N/A</u>

APPLICATION METHOD (may choose more than one as appropriate)

☐ By E-mail ☐ By JIJIS
(By mail or by fax is also acceptable.)

☐ Submit Application Form for Post-Secondary Student Summer Internship Programme

☒ ~~Submit Resume/Covering Letter & Resume~~/Others*:

Application must be submitted to the following
enquiry address/ e-mail via respective institutions
(For local students only)

Deadline for Application (DD/MM/YYYY): 9 May 2023 Require Selection Interview: Yes/~~No~~*