

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Marine

No. of Interns to be Recruited: 8 No. of Nominations: 2 qualified nominations for Summer Inter (Surveyor of Ships)
6 qualified nominations for Summer Intern (Marine Officer)
1 qualified nominations for Summer Intern (Administration Branch)

Description of Internship Programme: (Please refer to the Appendix) _____

Programme

Commencement Date: June to August 2023

Allow Flexible
Commencement Yes/No*
Date: _____

Period of Internship: 4 to 8 weeks (Approx.)

Working Hours: 44 hours per week

Office Venue: (Please refer to the Appendix)

Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: _____

Year of Study: _____

(Please refer to the Appendix)

Specific Knowledge/Skills: _____

Work Experience (if applicable): _____

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Each student can apply for **one** post only. Students making duplicate applications will not be considered.

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*: _____

Deadline for Application 17/04/2023
(DD/MM/YYYY): _____

Require Selection Interview: Yes/No*

RECRUITMENT SCHEDULE *(for institution's reference only, action work plan may need to be adjusted)*

Action	Estimated Date
Inviting applicants for selection interviews (if applicable)	Mid May 2023
Conducting selection interviews (if applicable)	Late May – Early June 2023
Informing applicants of the results	Mid June 2023
Commencement of internship	3 July 2023 (TBC with tertiary institutions)