

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Post (4): Summer Intern (Social Research)

No. of Interns to be Recruited: 1 No. of Nominations: 2

Description of Internship Programme: ♦ To assist in conducting researches on anti-corruption and related topics, including literature review, data collection and analysis
♦ To assist in preparing presentation materials, publicity events and administrative duties

Programme Commencement Date: 1/6/2023 the earliest Allow Flexible Commencement Date: Yes/No*

Period of Internship: Any one month in June to August 2023 (for a maximum of four weeks) Working Hours: 44 hours/week

Office Venue: ICAC Building, No. 303 Java Road, North Point Allowance per Month: HK\$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Full-time undergraduate students from Public Policy, Criminology, Sociology or related discipline

Year of Study: Any

Specific Knowledge/Skills: (i) possess good knowledge of and skills in conducting social researches;
(ii) be proficient in related software (e.g. Microsoft Word, Excel, PowerPoint, SPSS)
(iii) be analytical and possess effective organising and communication skills; and
(iv) possess good command of written Chinese and English.

Work Experience (if applicable): N/A

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): N/A

APPLICATION METHOD (may choose more than one as appropriate)

☒ By E-mail ☐ By JIIS

(By mail is also acceptable.)

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

☒ Submit Others*: certificates of HKDSEE or equivalent examinations and qualification; and certificates of student status or academic transcripts

Deadline for Application (DD/MM/YYYY): 7/4/2023 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)	Early May 2023
Conducting selection interviews (if applicable)	Mid May 2023
Informing applicants of the results	Latest by late July 2023
Commencement of internship	1/6/2023 the earliest