Non-local Students - Career Services and Employment Policy

October 2017
Career Planning and Development Agenda

• Career Planning and Development Centre
  – Services
  – Online resources
  – Event calendar
• Employment Policy for Non-local Students
  – Summer employment
  – Study/ Curriculum-related internship
  – Part-time on-campus employment
  – Immigration Arrangement for Non-local Graduates (IANG)
• Special Notes for Non-local Students
• Q & A
Career Planning and Development Organization

University Dean of Students

Director of Student Affairs

Office of Student Affairs

Student Development & Resources Section (SDRS)

Learning and Cultural Enhancement Section (LCES)

Wellness and Counselling Centre (WACC)

Career Planning and Development Centre (CPDC)
Career Planning and Development

Mission of CPDC

To be a professional careers team in providing quality services to enhance students' employability and foster their future career development.
Career Planning and Development

Services of CPDC:
(I) Organizing Career Guidance and Enrichment Programmes

- Seminars, job expositions, firm visits, Mentorship Programme, workshops, etc.
- Usually hosted by senior executives, seasoned professionals and alumni from various industries
Career Planning and Development
Services of CPDC:
(II) Providing Students with Job Information and Placement Services

- Provide students with full-time, part-time and summer job information through the following websites:
  - CU Job Link
    https://cpdc.osa.cuhk.edu.hk/student/login
  - Joint Institution Job Information System (JIJIS)
    http://www.jijis.org.hk
Career Planning and Development

Services of CPDC:
(III) Supporting Employers with their Recruitment Exercises

- Arrange recruitment talks, on-campus aptitude tests and interviews
Career Planning and Development

Services of CPDC:
(IV) Organizing Summer Internship Programmes

• Coordinate with various organizations to offer overseas, mainland and local internship opportunities to students
Career Planning and Development

Services of CPDC:
(V) Providing Career Counselling Services and Updated Job Market Information

- Individual or small group career counselling
- Online career planning tools, e.g. Careers E-coach
- Careers Fair
- Online Market Information, e.g. Vault Online Career Library
Career Planning and Development
Careers E-coach
Career Planning and Development

Careers E-coach

Year 1 & Onwards

- Review Progress and Keep Résumé Intact
- Join Competitions
- Keep Abreast of Market Happenings
- Take up Internships
- Improve Language Proficiency

Graduating Year

- Understand the Recruitment Cycle
- Research your Interest and Career
- Participate in Extra-curricular Activities (ECA)

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The Chinese University of Hong Kong
Career Planning and Development

Careers E-coach

Graduating Year:
Here are 6 major activities that you have to complete. Please click and read one by one.

1. Get Professional Qualifications
2. Attend Recruitment Talks and Careers Workshops
3. Expand Your Network
4. Finalize Résumé and Other Documents
5. Prepare for Interview
6. For Research Postgraduates, Well Prepare

Start

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Career Planning and Development

Services of CPDC:
(VI) Conducting and Reporting on the Graduate Employment Survey

- Report on Graduate Employment Survey
Online Resources

Website of CPDC: http://cpdc.osa.cuhk.edu.hk/
Online Resources
Website of CPDC: Information Highlight

Career Planning and Development Centre
Office of Student Affairs, The Chinese University of Hong Kong

Students
- CU Job Link
- External Link to JUBS
- Announcement
- CUHK Careers Fair
- Information for Non-local Students
- Career Preparation & Skills
- Programmes & Workshops
- Global Internship Programme (GIP)
- Career Resources
- Career Counselling
  - Students' Sharing on Job Seeking and Career Life
  - Career Information & Quick Links
- Information on Entrepreneurship
- Information on Further Studies
Online Resources

Website of CPDC: Info. for Non-local Students

Career Guide for Non-local Students

This career guide is designed to serve as a general reference addressing the key areas that non-local students should pay attention to, prepare for and comply with when they seek job opportunities in Hong Kong. Information in this guide is drawn from various sources and relevant websites. As information may change from time to time, you are advised to refer to relevant official sources and websites regularly for updates.

Updates 1.94, 1.93:
The validity of the NOL for taking up part-time on-campus employment and summer jobs will be in line with the limit of stay granted to the students concerned and will normally cover the whole academic programme. For further clarification, please contact the Immigration Department directly.

We wish you every success in job hunting, rewarding work experience and a fulfilling life in Hong Kong.

Download the career guide (July 2013, pdf version)
Online Resources
Website of CPDC: Quick Links
Online Resources

Career Information: Email

Career Services Updates (16 February 2017)
Career Planning & Development Centre (OSA) <cpdc@cuhk.edu.hk>

Date: Thu 2/16/2017 17:53
To: anafina@listserv.cuhk.edu.hk; anaperulyo@listserv.cuhk.edu.hk; anafina@listserv.cuhk.edu.hk; anapasy1@listserv.cuhk.edu.hk; anapasy2@listserv.cuhk.edu.hk; anapasy3@listserv.cuhk.edu.hk; anapasy@listserv.cuhk.edu.hk

Please click here and like our Facebook page to get the latest career information, including job opportunities, recruitment activities, career guidance programmes, student programmes, etc.

Below please find a list of updates from the CPDC today:

<table>
<thead>
<tr>
<th>Recruitment News/Activities</th>
<th>Programme</th>
<th>Target Students</th>
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<tbody>
<tr>
<td>Recruitment Talk - YAMATO Logistics (HK) Ltd</td>
<td>Date: 17 February 2017 (TOMORROW)</td>
<td>UG &amp; PG Final Year Students</td>
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<tr>
<td>Time: 2:30pm</td>
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<tr>
<td>Position offered: 1. Management Trainee - Yamoto Logistics (HK) Ltd</td>
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<td>2. Business Development (vacant position in Japan) - Yamoto Transport Co., Ltd</td>
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# Career Planning and Development

## Event calendar

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<th>Sep</th>
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<tbody>
<tr>
<td><strong>Guidance programmes</strong></td>
<td>Various guidance programmes include Graduate Orientation Programme, Meeting the Senior Executive/Leaders sessions, Meeting the Professionals/Alumni sessions, Career Counselling, Career Seminars, Resume Writing Workshops, Image Grooming Workshops, Mock Interview Workshops, etc. throughout the year.</td>
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<td><strong>Global Internship Programme</strong></td>
<td>Evaluation</td>
<td>Certificate Presentation Ceremony</td>
<td>Campus Briefings / Recruitment</td>
<td>Recruitment</td>
<td>Selection Interview</td>
<td>Job matching / company selection / offer</td>
<td>Internship exposure</td>
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<tr>
<td><strong>On-campus recruitment events for graduate jobs</strong></td>
<td>Accounting / Banking / Financial Services</td>
<td>Accounting / Banking / Financial Services</td>
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<td><strong>Careers Fair</strong></td>
<td>Recruitment / Selection</td>
<td>Recruitment / Selection</td>
<td>Quarterly reporting</td>
<td>Kick-off of mentorship / New Year Gathering</td>
<td>Quarterly reporting</td>
<td>Quarterly reporting</td>
<td>Summer Newsletter</td>
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<td><strong>Mentorship and enrichment programmes</strong></td>
<td>Mentorship throughout the year</td>
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<td>CUHK Mentorship Programme</td>
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<td>Police programmes</td>
<td>Recruitment</td>
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<td>Inauguration (PMP)</td>
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<td><strong>Summer jobs / internships</strong></td>
<td>Recruitment / Selection</td>
<td>Administrative Service Summer Internship Programme (Recruitment)</td>
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<td>Post-Secondary Student Summer Internship (Recruitment)</td>
<td>Internship exposure</td>
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<td>Others</td>
<td>Commercial sector and others (Recruitment)</td>
<td>Internship exposure</td>
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Employment Policy for Non-Local Students

Conditions of Stay

• All non-local students should abide by the laws of Hong Kong

Chapter 115A IMMIGRATION REGULATIONS Regulation 2: (quoted below)

(3) Permission given to a person to land in Hong Kong as a student shall be subject to the following conditions of stay-

(a) that he shall become a student only at a specified school, university or other educational institution and undertake such course of study as may be approved by the Director; and

(b) that he shall not-

   (i) take any employment, whether paid or unpaid; or

   (ii) establish or join in any business.

(Source: http://www.legislation.gov.hk/eng/home.htm?SearchTerm=115A)
Employment Policy for Non-Local Students

No Objection Letter (NOL)

- A “No Objection Letter” (NOL) will be issued upon approval of entry / extension of stay application according to individuals
- The NOL will become invalid upon any change in study programme/expiry of the permitted limit of stay
- New NOL will be issued, if applicable upon application
- On NOL, the employment type you could take would be stated clearly
- Ineligible non-local students need to seek prior approval from Immigration Department(ImmD) for taking up any employment

NOL sample:
Employment Policy for Non-Local Students

No Objection Letter (NOL) Sample 1

Dear Sir/Madam,

Application for Student Visa/Entry Permit

I am pleased to inform you that your visa/entry permit application for studying [Programme] at [University] has been approved.

Please note that under Regulation 20(1) of the Immigration Regulations, Cap. 115A, the permission to be given to you to land in Hong Kong as a student shall be subject to the following conditions of stay:

(a) that you shall become a student only at a specified school, university or other educational institution and undertake such course of study as may be approved by the Director of Immigration; and

(b) that you shall not-

(i) take any employment, whether paid or unpaid; or

(ii) establish or join in any business.

In addition, the permission for you to remain in Hong Kong will end upon expiry of your limit of stay or four weeks after termination of your studies, whichever is the earlier.

Notwithstanding the above, the Director of Immigration has no objection to your taking up part-time on-campus employment for not more than 20 hours per week throughout the year and employment during the summer months within the currency of your limit of stay while you remain as a student at [University] studying [Programme] in Hong Kong.

Yours faithfully,

[Signature]

For Director of Immigration
Appendix II

[Letterhead]

Student Name
University

11 June 2014

Dear Sir/Madam,

Application for Student Visa/Entry Permit

I am pleased to inform you that your visa/entry permit application for studying [Programme] at [University] has been approved.

Please note that under Regulation 2(3) of the Immigration Regulations, Cap. 113A, the permission to be given to you to land in Hong Kong as a student shall be subject to the following conditions of stay:

(a) that you shall become a student only at a specified school, university or other educational institution and undertake each course of study as may be approved by the Director of Immigration; and

(b) that you shall not:
   (i) take any employment, whether paid or unpaid; or
   (ii) establish or join in any business.

In addition, the permission for you to remain in Hong Kong will end upon expiry of your limit of stay or four weeks after termination of your studies, whichever is the earlier.

Notwithstanding the above, the Director of Immigration has no objection to your taking up study/curriculum-related internship as may be arranged or endorsed by the [University] during the academic year of 2014/15 while you remain as a student studying [Programme] at [University] and your limit of stay in the HK SAR remains unexpired. The duration of the internship is up to one year or one-third of the normal duration of [Programme], whichever is the shorter. Nevertheless, the

University

Yours faithfully,

[Name of Officer]
for Director of Immigration

Trustworthy University
The Chinese University of Hong Kong
Employment Policy for Non-Local Students
Summer Job/ Internship/ Part-time Job

Eligibility for employment:
1. Possessing valid “No Objection Letter” (NOL) true copy
2. Full-time non-local students (excluding exchange students)
3. Studying locally-accredited degree programmes or above
4. Study period ≥ 1 academic year

Potential Employment Types:
1. Summer employment
2. Study/Curriculum-related internship
3. Part-time on-campus employment
Employment Policy for Non-Local Students

Summer employment

Definition:
- Employment taken between 1 June and 31 August (both dates inclusive)
- No limit in relation to working hours and locations

Conditions:
- No restriction on
  1. Level of Salary (still ought to be complying with the Minimum Wage Ordinance)
  
  www.labour.gov.hk
  
  2. Working Hours
  3. Location
  4. Employers
  5. Nature of Work
Employment Policy for Non-Local Students
Summer employment

Actions to take:
1. Understand and keep the NOL well
2. Let the employer understand your summer employment right
3. NOT necessary to inform the University
Employment Policy for Non-Local Students

Study/ Curriculum-related internship

Definition:
• Employment which is study/ curriculum related: AND
• Endorsed by CUHK (your academic department)
• Non-summer employment

Conditions:
• Maximum One Year or 1/3 of the degree programme, whichever shorter applies
• Must take place after officially registered studentship with CUHK
• Must take place after attending scheduled classes
• Not applicable to students who have fulfilled all the credit requirements for graduation
• No restriction on level of salary (still ought to be complying with the Minimum Wage Ordinance)
  - www.labour.gov.hk
Employment Policy for Non-Local Students

Study/ Curriculum-related internship

Actions to take:

1. Figure out if you possess valid NOL allowing you to take internship
2. Get an employment (let employer understand your internship employment right)
3. Get endorsement from your department with the followings:
   - employment proof for employer
   - NOL stating that you are eligible for internship
Employment Policy for Non-Local Students
Part-time on-campus employment

Definition:
• Employment taken within the campus of CUHK; OR
• Employment with CUHK as the ultimate employer for location outside of CUHK campus; OR
• Employment offered by operators designated by CUHK:

Conditions:
• **LESS THAN** 18 hours per week (7 days from Sunday to Saturday)
• Unused hours cannot be roll-over from one week to another
Employment Policy for Non-Local Students
Part-time on-campus employment

Actions to take:
1. Register for the Student Helper via CUSIS (Banking account is required)
2. Get employment from the hiring unit of CUHK
3. Complete Log Sheet for record keeping
   • Students are required to fill in a set of log sheet
     (Download from CPDC website)
   • Completed form to be signed by Hiring Person
   • Log sheet is to be returned to CPDC together with a COPY of your NOL by the hiring unit
   • Input working hours via My CUHK Student Helper System to process payment
Employment Policy for Non-Local Students

Immigration Arrangements for Non-local Graduates (IANG)

Eligibility

• Non-local students obtained a degree or higher qualification in a full-time locally accredited programme in Hong Kong

Fresh Graduates

• Submit application within 6 months after the date of graduation shown on certificates
  - After you get a graduation letter from Registry/Graduate School around July upon application
• To be granted 12 months on time limitation normally without any condition provided that normal immigration requirements are met
• Free to take up any employment without the need to seek prior approval from Immigration Department (ImmD)
  - Only could start the work AFTER you get a formal approval of IANG from the ImmD
Employment Policy for Non-Local Students
Immigration Arrangements for Non-local Graduates (IANG)

Returning Graduates
• Apply to graduates who submit application after 6 months of graduation

• Applications will be favorably considered provided that:
  – Job secured is at degree holders level
  – Remuneration package is set at market level

• Successful applicants will be granted 12 months of stay

• Free to change employment during permitted stay without the need to seek prior approval from ImmD
Employment Policy for Non-Local Students
Immigration Arrangements for Non-local Graduates (IANG)

Submission of Applications

• Obtain consent from present working units or relevant Mainland authorities keeping their records
• Submit directly by students or through visa-sponsoring company as appropriate
Employment Policy for Non-Local Students

Immigration Arrangements for Non-local Graduates (IANG)

Interim Extension of Stay

• Prospective fresh graduates may apply for extension of stay to wait for graduation results
• A 3-month interim extension of stay on student condition will normally be granted
• Subject students are not allowed to take up employment during the interim extension of stay
Employment Policy for Non-Local Students
Mainland Students returning to work in China

• SOME of the necessary procedures (for reference only):
  1. Application of “Certification for study in Hong Kong” (香港地區留學證明)
  2. Application of “Certification of Degree obtained” (學歷學位認證)
  3. Account Registration at the working province/city (就業落戶)

• Points to note for Account Registration:
  - Special attention has to be paid at the no. of days stayed in Hong Kong for studies
  - Each province or city has different policy
  - Graduates who don’t meet the minimum no. of days might be rejected to register and work in the area

• Further information and enquiries:
  - www.cscse.edu.cn (China Education Exchange Centre 中國教育留學交流中心)
Policy Details
Enquiries on accurate details

- The explanation in this presentation are only rough ideas FOR REFERENCE

- Please be advised to obtain official and most updated information of the policy from Immigration Department of HKSAR

- Official Hotline: (852) 28246111
- Official email: enquiry@immd.gov.hk
Contact Information
Career Planning and Development Centre, Office of Student Affairs

Address: 2/F, Benjamin Franklin Centre
The Chinese University of Hong Kong,
Shatin, Hong Kong

Telephone: (852) 3943 7202
Fax: (852) 2603 5933
Email: cpdc@cuhk.edu.hk
Website: http://cpdc.osa.cuhk.edu.hk
Facebook: CUHK - Career Planning and Development Centre, OSA

Office Hour: Mon to Thu 8:45am -1:00pm & 2:00pm – 5:30pm
Fri 8:45am -1:00pm & 2:00pm – 5:45pm
Sat, Sun and Public Holiday Closed
See you at our events!