Career Planning and Development - for Non-local Students -

August 2013
1. Career Platform  
   - Career Planning & Development Centre  
   - Your Preparation and Career Services of the Centre  
   - Online Resources
2. Employment Policy for Non-Local Students  
   - Summer Employment  
   - Study/ Curriculum-related Internship  
   - Part-time on-campus Employment  
   - Immigration Arrangement for Non-local Graduates (IANG)
3. Special Notes
Career Planning and Development Organization

- University Dean of Students
  - Director of Student Affairs
    - Office of Student Affairs
      - Student Activities Section (SACS)
      - Student Amenities Section (SAMS)
      - Incoming Students Section (ISS)
      - Student Counselling and Development Service (SCDS)
      - Career Planning and Development Centre (CPDC)
Career Planning

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
Your Preparation
Career Planning
Your Preparation

1. Attend Recruitment Talks and Careers Workshops
2. Get Professional Qualifications
3. Expand Your Network
4. Finalize Résumé and Other Documents
5. Prepare for Interview
6. Graduating Year

Here are 6 major activities that you have to complete. Please click and read one by one.
Career Platform

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

• Seminars, job expositions, firm visits, Career Mentorship Programme, workshops, etc.
• Usually hosted by senior executives, seasoned professionals and alumni from various industries
Career Platform

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:
  (Ready for First year students’ usage in Mid-Sep)
  – CU Job Link  https://cpdc.osa.cuhk.edu.hk/student/login
  – Joint Institution Job Information System (JIJIS)
    http://www.jijis.org.hk
Career Platform
Services of CPDC:
(III) Supporting Employers with their Recruitment Exercises

- Arrange recruitment talks, on-campus aptitude tests and interviews
Career Platform
Services of CPDC:
(IV) Organizing Summer Internship Programmes

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

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 Platform

Services of CPDC:
(VI) Making Available Aptitude and Personality Tests for Students

- Cooperate with well-known test providers in making aptitude and personality tests available to students, e.g. http://targetjobs.co.uk/careers-report
Career Platform

Services of CPDC:
(VII) 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: Front Page
Online Resources
Website of CPDC: Information Highlight
Online Resources
Website of CPDC: Info. for Non-local Students

Toolkit for Non-local Students - Working in Hong Kong

This toolkit 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 toolkit 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.

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

Contents of the Toolkit

A. Conditions of Stay
B. Employment Policy for Non-local Students in Hong Kong
   - 1. Eligibility of Non-local Students to Take Up Employment in Hong Kong
   - 2. Important Notes for Non-local Students Taking Up Employment
Online Resources
Website of CPDC: Quick Links
Employment Policy for Non-Local Students

Eligibility

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

Potential Employment Types:
1. Summer Employment
2. Study/Curriculum-related Internship
3. Part Time On-Campus Employment
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

Employment Policy for Non-Local Students
Summer Employment

Definition:
• Employment taken between 1 June and 31 August

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

Actions to take:
1. Figure out if your NOL state your eligibility allows 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

(If your NOL does not state that you can take up internship, you would have to apply it to Immigration Department directly with your employment proof and endorsement from department instead.)
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

Actions to take:
1. Get employment from the hiring unit of CUHK
2. Complete Time/ Log Sheet for record keeping and 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

Conditions offered
• 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
Special Notes for Non-local Students

Conditions of Stay

- All non-local students should abide by the laws of Hong Kong and comply with the “Conditions of stay” as prescribed in Chapter 115A Regulation 2 (http://www.legislation.gov.hk/chi/home.htm) (quoted below).

Chapter 115A IMMIGRATION REGULATIONS

Regulation 2: Conditions of stay
(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.
Special Notes for Non-local Students

Another more detailed session

Briefing session for non-local students by CPDC in Oct

- Definition of each employment type
- Conditions/ Limitations of employment
- Procedures necessary before starting employment
- Immigration Policy for Non-local Graduates (IANG)
  - Conditions and application procedures
- Documents required if you would like to work in Mainland China
Policy Details
Enquiries on accurate details

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

- Official accurate and most updated information of the policy are advised to be obtained 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

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
Q & A
See you at our events!