Career Planning and Development - for Non-local Students -

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Career Planning and Development Centre
Office of Student Affairs
October 2013
Agenda

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)
Social and Civic Engagement Section (SCES)
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

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:
  http://www.cuhk.edu.hk/osa/stat_employment.htm
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
Career Planning and Development

Useful Websites

- **CPDC Website:**
  http://cpdc.osa.cuhk.edu.hk
- **CU Job Link:**
  https://cpdc.osa.cuhk.edu.hk/student/login
- **JIJIS:**
  http://www.jijis.org.hk
- **Chinese Language Centre:**
  http://www.cuhk.edu.hk/clc
- **English Language Teaching Unit:**
  http://www.cuhk.edu.hk/eltu/
- **Independent Learning Centre:**
  http://www5.cuhk.edu.hk/ilc
- **Information for Non-local Students:**
  https://cpdc.osa.cuhk.edu.hk/student/non-local-students
- **Other useful links:**
  https://cpdc.osa.cuhk.edu.hk/student/career-information
Online Resources
Website of CPDC: Info. for Non-local Students

[Website screenshot showing the '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
Career Planning and Development

Useful Websites

- CPDC Website: http://cpdc.osa.cuhk.edu.hk
- CU Job Link: https://cpdc.osa.cuhk.edu.hk/student/login
- JIJIS: http://www.jijis.org.hk
- Chinese Language Centre: http://www.cuhk.edu.hk/clc
- English Language Teaching Unit: http://www.cuhk.edu.hk/eltu/
- Independent Learning Centre: http://www5.cuhk.edu.hk/ilc
- Information for Non-local Students: https://cpdc.osa.cuhk.edu.hk/student/non-local-students
- Other useful links: https://cpdc.osa.cuhk.edu.hk/student/career-information
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

• NOL sample: https://cpdc.osa.cuhk.edu.hk/file/upload/1920/NOL_sample_with_Internship.pdf
Employment Policy for Non-Local Students
Summer Employment

Definition:
• Employment taken between 1 June and 31 August (for students still holding their studentship: non-final year students may not be eligible)

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:
• Duration: 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
  1. Level of Salary (still ought to be complying with the Minimum Wage Ordinance)
     - [www.labour.gov.hk](http://www.labour.gov.hk)
Employment Policy for Non-Local Students
Study/ Curriculum-related Internship

- No restriction on (continue)
  2. Working Hours
  3. Location
  4. Employers

**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

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. Get employment from the hiring unit of CUHK
2. Complete Time/Log Sheet for record keeping and payment
   • Students are required to fill in a set of a) time sheet and b) log sheet
   • Forms obtainable from faculty/department/unit
   • Completed form to be signed by Hiring Person
   • Time sheet is to be returned to the Bursary by the hiring unit
   • Log sheet is to be returned to CPDC, Office of Student Affairs at 2/F, Benjamin Franklin Centre, CUHK Campus together with a COPY of your NOL by the hiring unit

Time/Log Sheet Sample:
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
  - At least after you get a graduation letter from Registry 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
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

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
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
Mainland Students return 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

• Official accurate and most updated information of the policy are advised to be obtained from ImmD

• Official FAQ : [http://www.immd.gov.hk/ehtml/faq_ipoe.htm#e](http://www.immd.gov.hk/ehtml/faq_ipoe.htm#e)
• Official Website : [http://www.immd.gov.hk](http://www.immd.gov.hk)
• Official Hotline : (852) 28246111
• Official email : [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk)
### Upcoming Events

#### Sharing Session by Mainland Graduates in HK

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<tr>
<th>主題</th>
<th>2013新來港內地生中大專場分享會 – 「新香港人的自我定位和職業發展」</th>
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<tr>
<td>日期</td>
<td>11月15日（星期五）</td>
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<tr>
<td>時間</td>
<td>下午 6 時至 8 時</td>
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<tr>
<td>地點</td>
<td>中文大學李兆基樓六號演講廳</td>
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<tr>
<td>主辦單位</td>
<td>在港內地畢業生聯合會</td>
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<td></td>
<td>香港市場對在港內地畢業生的期望</td>
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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!