Career Services and Employment Policy for Non-local Students
Career Planning and Development Centre

Agenda

- Career Planning and Development
  - Preparation
  - Job hunting tips
  - Services provided by Career Planning and Development Centre
Career Planning and Development Centre

Agenda

• Employment Policy and IANG for Non-local Students
• Contact Information
• Q & A
Mission of CPDC

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

Career Preparation

- Familiarize with the Recruitment Cycle
- Enhance Language Skills
- Join our Career Education Programme
- Get the Resume Ready
- Research your Interest and Career
## Preparation

### Familiarize with the Recruitment Cycle

<table>
<thead>
<tr>
<th>Guidance programmes</th>
<th>Global Internship Programme</th>
<th>On-campus recruitment events for graduate jobs</th>
<th>Careers Fair</th>
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<tbody>
<tr>
<td></td>
<td>Evaluation</td>
<td>Accounting / Banking / Financial Services</td>
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<td></td>
<td>Certificate Presentation</td>
<td>Government-related / Public Utilities</td>
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<td>Ceremony</td>
<td>Management Consulting</td>
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<td>Campus Briefings / Recruitment</td>
<td>Conglomerates / Fast Moving Consumer Goods / Property</td>
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<td></td>
<td>Recruitment</td>
<td>Telecom / Communications / IT</td>
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<td></td>
<td>Selection Interview</td>
<td>Airlines / Logistics / Engineering / Manufacturing / Pharmaceuticals</td>
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<tr>
<td></td>
<td>Job matching / company selection / offer</td>
<td>Internship exposure</td>
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<tr>
<td></td>
<td>Internship exposure</td>
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<td></td>
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</tbody>
</table>

### Mentorship and enrichment programmes

- CUHK Mentorship Programme
  - Quarterly reporting
  - Recruitment / Selection
  - Kick-off of mentorship / New Year Gathering

- Police programmes
  - Auxiliary Police (Undergraduate) Scheme (AUS)
  - Police Mentorship Programme (PMP)
  - Inauguration (PMF)
  - Job attachment (PMF)

### Summer jobs / internships

- HKSAR Government
  - Administrative Services Summer Internship Programme (Recruitment)
  - Post-Secondary Student Summer Internship (Recruitment)
  - Internship exposure

- Others
  - Commercial sector and others (Recruitment)
  - Internship exposure

### Career events for postgraduate/non-local students

- Orientation programmes on career services / employment policy for non-local students
- Alumni Sharing Sessions
- Careers Day for Non-local Students
- Mainland Careers Fairs

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.
Preparation

Join our Career Education Programme

Career Planning and Development Centre
OFFICE OF STUDENT AFFAIRS, THE CHINESE UNIVERSITY OF HONG KONG

Career in Governance

Date: 30 Nov (Mon)
Time: 2:30pm – 3:30pm
Format: Webinar via Zoom
Language: English

Content:
- An introduction of the Institute
- Career prospects, the role of a chartered secretary & chartered governance professional
- Experience sharing from a working professional
- How to become a chartered secretary and chartered governance professional

Scan for registration!

For any enquiries, please contact Ms. Lai at 3943 1726.

Tips and Live Chat on Career Planning and CV writing

Date: 24 Nov (Tue)
Time: 4:30 pm – 5:30 pm
Format: Webinar via Zoom
Target: Year1 and Year2 students
Language: Mandarin

Content:
- Tips on Career Planning in different stages
- Job hunting skills (Tips on CV/Cover Letter writing)
- Live Chat

Speakers:
Ms. Ivy Kuo & Mr. Anthon Wong
of Career Planning and Development Centre

Scan for registration!

For any questions, please call Miss Lai at 3943 1726.

Self-Exploration and Career Planning Through MBTI

Date: 26 Nov 2020 (Thu)
Time: 2:30 p.m. – 4:30 p.m.
Format: Zoom
Language: English

Content:
- Self-exploration through MBTI personality assessment
- Career planning with reference to your own MBTI type

Speaker:
Ms. Ivy Kuo, of Career Planning and Development Centre

Programme Fee:
HK$500 per student, non-refundable

Payment Method:
By cheque / bank transfer
An email will be sent to successful registrants for the payment details.

For any questions, please call Miss Lai at 3943 1726.
Preparation

Research your interest and career

“It's so incredible to finally be understood.”

Take our Personality Test and get a "freakishly accurate" description of who you are and why you do things the way you do.

https://www.16personalities.com/
LEARN MORE ABOUT YOURSELF

Your strength & weaknesses

What values are important to you?

Things that will interest you

Work setting you look for

Things that you dislike or not prefer

Skills and Knowledge you would like to develop

Your character

Your preferred lifestyles
PRIORITIZE THE FACTORS AFFECTING YOUR CHOICES

- Job Nature
- Career Prospect
- Remuneration and Package
- Personal interest and value
- Training Opportunities
- Company culture
- Work setting and style
## Preparation

Enhance Language Skills

<table>
<thead>
<tr>
<th>October 2020</th>
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<tbody>
<tr>
<td>Mon Oct 5</td>
<td>10:30 - 12:15</td>
<td>Writing Success: Academic Essays</td>
<td>Register</td>
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<tr>
<td>Tue Oct 6</td>
<td>12:30 - 14:15</td>
<td>OSA: Are You Ready to S.O.A.R? Student Orientation for Academic Readiness</td>
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<tr>
<td>Wed Oct 7</td>
<td>10:30 - 12:15</td>
<td>Writing Success: Reflective Journals</td>
<td>Register</td>
</tr>
<tr>
<td>Thu Oct 8</td>
<td>14:30 - 16:15</td>
<td>Ace Your Oral Presentations</td>
<td>Register</td>
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<tr>
<td>Thu Oct 8</td>
<td>14:30 - 16:15</td>
<td>UL: Successful Writing in the Life Sciences</td>
<td>Register</td>
</tr>
<tr>
<td>Fri Oct 9</td>
<td>10:30 - 12:15</td>
<td>Job Preparation Series: Writing Impressive Application Letters</td>
<td>Register</td>
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<tr>
<td>Mon Oct 12</td>
<td>10:30 - 12:15</td>
<td>Taking the IELTS Challenge: Reading &amp; Writing</td>
<td>Register</td>
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<tr>
<td>Tue Oct 13</td>
<td>14:30 - 16:15</td>
<td>Job Preparation Series: Writing Impressive Resumes</td>
<td>Register</td>
</tr>
<tr>
<td>Tue Oct 13</td>
<td>14:30 - 16:15</td>
<td>UL: Demonstrating Academic Honesty in University Writing Assignments</td>
<td>Register</td>
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<tr>
<td>Wed Oct 14</td>
<td>10:30 - 12:15</td>
<td>Taking the IELTS Challenge: Speaking &amp; Listening</td>
<td>Register</td>
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<td>Thu Oct 15</td>
<td>14:30 - 16:15</td>
<td>Ace Your Oral Presentations</td>
<td>Register</td>
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<tr>
<td>Thu Oct 15</td>
<td>14:30 - 16:15</td>
<td>UL: Successful Writing in the Life Sciences</td>
<td>Register</td>
</tr>
<tr>
<td>Fri Oct 16</td>
<td>10:30 - 12:15</td>
<td>Job Preparation Series: Ace Your In-person and Video Job Interviews</td>
<td>Register</td>
</tr>
<tr>
<td>Mon Oct 19</td>
<td>14:30 - 16:30</td>
<td>Structuring a Thesis Introduction: How to Get Readers Hooked at the Beginning</td>
<td>Register</td>
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<tr>
<td>Wed Oct 21</td>
<td>10:30 - 12:15</td>
<td>Job Preparation Series: Ace Your In-person and Video Job Interviews</td>
<td>Register</td>
</tr>
</tbody>
</table>
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
Services of CPDC:
(I) Organizing Career Guidance and Enrichment Programmes
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
Services of CPDC: (III) Supporting Employers with their Recruitment Exercises

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

- Coordinate with various organizations to offer overseas, mainland and local internship opportunities to students
Services of CPDC:
(V) Providing Career Counselling Services and Updated Job Market Information

• Individual or small group career counselling
CPDC

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

- Careers Fair
- Online Market Information, e.g. Vault.com
Services of CPDC:
(VI) Conducting and Reporting on the Graduate Employment Survey

- Report on Graduate Employment Survey
Website: http://cpdc.osa.cuhk.edu.hk/
Website: Information Highlight

CU Job Link
Welcome to CU Job Link!

In CU Job Link, you will find job opportunities that are open exclusively to CUHK students. Please visit: [link]

First-time users are advised to complete and save your personal information under the Personal Particulars section. The information you have provided will be loaded automatically into the system when you make an job application via the system. Please be reminded to double-check your contact details for each application to ensure employers will be able to reach you with the correct and updated email address and phone number.

Full-time undergraduates and postgraduates can access CU Job Link with your Campus-wide E-mail System (CWS) computing ID and password. Students must set up a VPN connection on their computers when connecting through the network ports located at student hostels, classrooms, libraries and public areas. Click [link] to set up a VPN.

Should you have any queries or feedback on CU Job Link, please contact our [webmaster] or call 3943 7202.

For enquiries concerning campus network connection, please visit [link].

[Image of CUHK website with highlighted sections]
Website: Info. for Non-local Students

Career Planning and Development Centre
OFFICE OF STUDENT AFFAIRS, THE CHINESE UNIVERSITY OF HONG KONG

ABOUT CPDC | STUDENTS | EMPLOYERS | ALUMNI AND STAFF | WORK WITH US

Home > Students

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 to Q7, P:22:
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)
Website: Quick Links

Quick Links:
- Office of Student Affairs
- OUS Job Link
- NUS
- Graduate Employment Survey
- The Independent Learning Centre (ILC)
- Announcement
- Visit Online Career Library
- Salary Index
- Graduate Employment Survey (Statistics 2011-2013)
- Free Personality Test offered by GFI
- Occupation Research
- CUHK Library Career Collection
- Job Hunting on the Web
- The CUHK Career Guide 2012
- The CUHK Career Guide for Non-local Students 2013
- Careers Email
Facebook and Instagram

FOLLOW US ON FACEBOOK/INSTAGRAM TO RECEIVE THE LATEST CAREER INFORMATION

CAREER PLANNING AND DEVELOPMENT CENTRE
OFFICE OF STUDENT AFFAIRS
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:
NOL for Part-time on-campus employment & Summer Employment:
https://cpdc.osa.cuhk.edu.hk/files/alumni-and-staff/Non-Local%20Students%20Internship%20Record/Part_time_Summer_Job_NOL.pdf
NOL for Study/Curriculum-related internship:
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 at [University] has been approved.

Please note that under Regulation 2(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;

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

No Objection Letter (NOL) Sample 2

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 HSRS 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 internship cannot take place before you are officially registered with [University] and begin attending the scheduled classes of [Programme] in Hong Kong, or when you have fulfilled all the course/credit requirements for graduation, e.g. you have just finished your final year of study.

Please note that the Director of Immigration's "no objection" set out in this letter will only be valid on the condition that you have a valid permission to remain as a student in Hong Kong. In the event that you switch to another institution and/or study programme (even within the same institution), the "no objection" by the Director of Immigration shall lapse and the relevant terms set out in this letter will no longer apply. Your eligibility for taking up study/curriculum-related internship will be assessed afresh.

Please be reminded that you are not allowed to take up any employment outside the scope set out in this letter without permission from the Director of Immigration. A breach of any condition of stay will render you liable to prosecution and removal from Hong Kong under the Immigration Ordinance, Cap. 115.

Yours faithfully,

[Name of Officer]
for Director of Immigration

[Signature]

The Chinese University of Hong Kong

香港中文大學

Appendix II
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](http://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
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)
   - Complete 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

Remote Employment for non-local students outside Hong Kong

• Under the Online and Distance Learning, remote employment for non-local students outside Hong Kong is expected.
• The policy of the Immigration Department (ID) does NOT apply to any form of employment outside Hong Kong
• There is NO need to submit the working records.
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
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

- 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
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!