



2019 Internship Scheme for Students with Disabilities in the Government of the Hong Kong Special Administrative Region Application Guide

A. Objective

Civil Service Bureau of the Government of the Hong Kong Special Administrative Region (HKSAR) has launched the Internship Scheme for Students with Disabilities (the “Scheme”) since 2016. The Scheme aims at allowing students with disabilities to gain hands-on work experience in the Government, as well as enabling civil service colleagues to appreciate the talents and potential of persons with disabilities. Interns will be posted to different Government bureaux and departments to provide support in a wide range of executive/administrative functions.

B. Scheme Details

Post title: Summer Intern

Duration: 8 weeks in summer 2018

- 3 June (Monday) – 26 July (Friday);
- 17 June (Monday) – 9 August (Friday); or
- 2 July (Tuesday) – 26 August (Monday)

Salary level: Salary of HK\$9,800 per month (the remuneration for each calendar month will be calculated on a pro-rata basis)

Arrangements:

- Interns will be posted to different Bureaux/Departments (B/Ds) for provision of support including general administration and/or policy support, human resource management, financial resource management, event management, system/project planning and development, and/or support to boards and councils, etc.
- Interns may also be required to perform non-administration duties relating to the functions of the B/D concerned.
- About five days of training/briefing will be provided by the B/D offering the internship place. A mentor will be assigned to each intern to assist him/her in adapting to the working environment.
- A Certificate of Internship will be provided to the interns upon successful completion of their internship, i.e. the intern has attained a satisfactory attendance (at least 80%) and rendered good performance as well as conduct during the internship period as confirmed by the B/D concerned.

C. Eligibility

- A permanent resident of HKSAR at the time when the placement is offered to the intern;
- Non-final year students with disabilities studying a full-time Bachelor’s degree, associate degree or higher diploma course or equivalent (below Master level) in a local tertiary institution;
- Given the objectives of the Scheme, priority will be given to applicants who had not joined the Scheme before.

D. Application Procedures and Timeline

5:30pm, 28 February 2019 (Thursday)	Application form is obtainable on http://sen.ust.hk/ . Eligible students to submit the completed application along with the following documents, in hardcopies , to the SEN & DiversAbility Team: <ul style="list-style-type: none">- a 300-word essay (in Chinese or English) on why you apply for the Scheme and what you would like to achieve from it- HKUST academic transcript (unofficial)- Transcript / result slip of HKDSEE / qualification stated in “Academic Attainment” section of the application form- a copy of your CV (for internal reference)- supporting document(s) of your disability if you have not declared with the SEN & Diversability Team (for internal reference) Late or incomplete applications will not be processed.
May 2019	Civil Service Bureau to match suitable internship places for nominees and make internship offers to successful applicants.
3 June 2019 / 17 June 2019 / 2 July 2019	Start of internship period
26 July 2019 / 9 August 2019 / 26 August 2019	End of internship period

E. Enquiry

SEN & Diversability Team

Contact person: Ms Nilam Chan

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