



2025 Internship Scheme for Students with Disabilities in the Government of the HKSAR

Application Guide

A. Objective

The 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: Summer Intern

Duration: 8 weeks in summer 2025 during one of the following periods

1. **16 June 2025 (Monday) – 8 August 2025 (Friday); or**
2. **30 June 2025 (Monday) – 22 August 2025 (Friday).**

Salary: HK\$11,200 per month

(the remuneration for each calendar month will be calculated on a pro-rata basis)

- Duties:
- Interns will be posted to different Bureaux/Departments (B/Ds) for the 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 5 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

Application Due Date: 19 Jan 2025 (Sunday)	The application form is accessible at http://sen.ust.hk/ . Eligible students, please submit the completed application form along with the following documents to SEN Support at sen@ust.hk <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 HKDSE / qualification stated in the “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 SEN Support (for internal reference) *Late or incomplete applications will NOT be processed
Feb - June 2025	Civil Service Bureau to match suitable internship places for nominees and make internship offers to successful applicants.
16 Jun – 8 Aug 2025, or 30 Jun - 22 Ag 2025	Internship period

E. CV/ Cover Letter Review Services

You are encouraged to **seek professional CV or cover letter review services at the Career Center** through [here](#) if needed before submitting job applications.

F. Enquiry

SEN Support, Counseling and Wellness Center

Office: Room 5022, Dean of Students’ Office, 5/F, Academic Building

(entrance at the corridor between lift 2 and lift 3)

Email: sen@ust.hk

Website: <http://sen.ust.hk/>