



香港樹仁大學

HONG KONG SHUE YAN UNIVERSITY



IAO

Industrial Attachment Office

INDUSTRIAL ATTACHMENT ABROAD STUDENT HANDBOOK



Hong Kong Shue Yan University

Industrial Attachment Abroad

Student Handbook

Published by:
Industrial Attachment Office
Hong Kong Shue Yan University
10 Wai Tsui Crescent, Braemar Hill
North Point
Hong Kong

First published in 2022

Please direct queries and suggestions to:
Email: iao@hksyu.edu

© 2022 by Industrial Attachment Office, Hong Kong Shue Yan University
All rights reserved

PREFACE

Hong Kong Shue Yan University aims to develop students' academic knowledge, professional competence and practical skills. In line with this pedagogical pursuit, one of the latest strategic goals of the University is to improve the international outlook and global outreach of our programmes by providing Industrial attachment abroad and other overseas learning opportunities for student,

This Handbook explains the procedures for applying for and engaging in the credit-bearing industrial attachment abroad. Guidelines and policies for implementation are provided. Students interested in applying for the industrial attachment abroad are recommended to read this Handbook carefully in order to have a full understanding of the principles and procedures involved. If you have questions or need further clarification, please contact the Industrial Attachment Office at iao@hksyu.edu.

Contents

PREFACE.....	4
1 General Information	7
1.1 Background	7
1.2 Industrial Attachment Abroad.....	8
1.3 Shue Yan Graduate Attributes (SYGAs).....	9
2. Overview of Industrial Attachment Abroad.....	10
2.1 Timeline for Industrial Attachment Abroad	10
2.2 Aims	11
2.3 Intended Learning Outcomes (ILOS)	11
2.3.1 Qualifications Framework (QF).....	12
2.3.2 The Alignment of ILOs with the QF at Level 5	12
2.3.3 Teaching and Learning Activities (TLAs)	13
2.3.4 Summary Chart on the TLAs in IACs and Alignment with CILOs	15
2.4 Credits, Eligibilities and Requirement	16
2.4.1 Work requirement	16
2.4.2 Academic requirement.....	16
2.5 Application and Selection Arrangement	17
2.6 Assessment Task	17
2.6.1 Agency Evaluation	17
2.6.2 Reflective Journal.....	18
2.6.3 Final Report	18
2.7 Post-Industrial Attachment Abroad Evaluation.....	18
3. Administrations, Roles and Responsibilities	19
3.1 Introduction	19
3.2 Administrative Structure	19
3.3 Major Roles and Responsibilities of Different Parties.....	20
4. Preparation for Industrial Attachment Abroad.....	24
4.1 Briefing Session	24
4.2 Preparation Workshops	24
4.3 Sharing Sessions	24
4.4 The Experiential Learning Tour	24

4.5	Preparations before setting-off for Industrial Attachment Abroad	25
4.6	Visa Application.....	25
4.7	Logistic and Financial Arrangement	25
5.	Overseas Support and Other Guidelines.....	26
5.1	Allowance Scheme	26
5.1.1	Requirements	26
5.1.2	Remarks	26
5.2	Group and Travel Insurance.....	27
5.3	Online Support Group.....	27
5.4	Statutory Minimum Wage / Remuneration offered for Students	27
5.5	Equal Opportunities	28
	Appendices.....	29
	Appendix 1: Courses Applicable to Industrial Attachment Abroad.....	30
	Appendix 2: Sample of Recruitment Notice	31
	Appendix 3: Sample of Application Form for Industrial Attachment Abroad	32
	Appendix 4 : Sample of Agency Evaluation Form	33
	Appendix 5: Template for Reflective Journal	34
	Appendix 6: Template for Final Report.....	35
	Appendix 7: Sample of Industrial Attachment Abroad Feedback Form.....	37
	Appendix 8: Sample of Application form for the Experiential Learning Tour.....	41
	Appendix 9: Sample of Allowance Application Form for Industrial Attachment Abroad.....	44

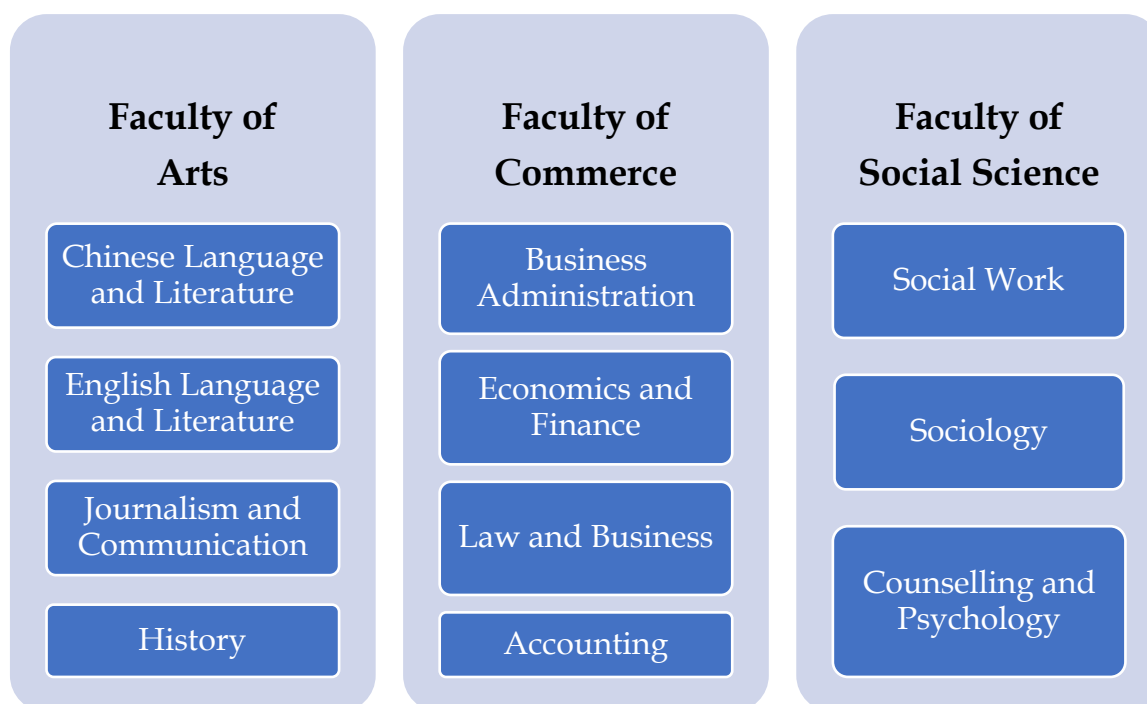
1. General Information

1.1 Background

The Industrial Attachment Office (IAO) was established in 2018 to coordinate the provision of workplace-integrated learning opportunities for students. In pursuit of the University's strategic goals of encouraging flexible pedagogies and embedding more practical experiences into the curriculum of existing degree programmes, IAO provides a platform to support all academic departments to develop discipline-specific, credit-bearing industrial attachment courses as part of their undergraduate programmes.

With the funding support of the Education Bureau under the Quality Enhancement Support Scheme (QESS), IAO is expanding the industrial attachment abroad and organising experiential learning tours outside Hong Kong, covering Greater China, Europe, America and Oceania to strengthen HKSYU students' global outlook and employability.

1.2 Industrial Attachment Abroad



The University provides undergraduate programmes with credit-bearing industrial attachments abroad that enables eligible students to work and apply theoretical knowledge in the authentic organisational setting of overseas work agencies ([Appendix 1](#)). Selected students can apply for allowances to cover partial/ entire cost needed for flight tickets and accommodations during the industrial attachments abroad, as well as to ask for other means of supports from IAO, such as online support group or certification for Visa application etc.

Students can apply for industrial attachments abroad in well-organised overseas work agencies during summer, which is normally between early June and mid-August. Briefing sessions and pre-industrial attachment abroad workshops will be provided in order to enhance students' readiness for the global working environment. Post-industrial attachment abroad reflection and sharing are also required for obtaining the credits conferred to the industrial attachments abroad.

1.3 Shue Yan Graduate Attributes (SYGAs)

The University's graduate attributes provide common parameters for strategic planning, programme development, course design and assessment tasks. Industrial attachment abroad contributes to the achievement of the graduate attributes as shown below:

Alignment with SYGAs

SYGAs	Contribution to achieving the SYGAs	
	Major	Some
Articulate, open-minded critical thinkers with a passion for lifelong learning and self-improvement	✓	
Committed to appropriate ethical behaviour, based on a strong sense of social responsibility	✓	
Well prepared to apply their specialist knowledge, skills and creativity in their chosen field of employment	✓	
Ready to apply their global outlook and understanding of Chinese cultural values to support the harmonious development of Hong Kong and China in the 21 st century		✓

2. Overview of Industrial Attachment Abroad

2.1 Timeline for Industrial Attachment Abroad

The recruitment will normally start from early March. If students intend to take up an industrial attachment abroad, they should complete all recruitment procedures within the timeline and fulfil the academic and work requirements listed below. Overseas work agencies will assess students' eligibility during the recruitment interview and their performance throughout the industrial attachment abroad period. IAO will assist students in the relevant logistic arrangements.

Task*	Period*
1. IAO confirms industrial attachment places with overseas agencies	Early Feb to early Mar
2. The University organises student briefings and conducts recruitments	Early Mar to mid Mar
3. IAO hosts pre-industrial attachment abroad workshops	Mid Mar to late Mar
4. The University connects applicants with agencies for interview	Mid Mar to late Mar
5. The University announces successful applicants	Mid Apr to late Apr
6. Students apply visa, and/or arrange accommodation and transportation	May
7. Commencement of the summer-semester industrial attachment abroad in overseas agencies and the academic supervision with Academic Supervisors.	Early June to mid Aug
8. Completion of the post-industrial attachment abroad reflection and students' feedback survey for evaluation	Mid-Aug (or within one week after completion of industrial attachment abroad)

* Tasks and period may be varied subject to the specific curriculum structure of the undergraduate programme taken, any unanticipated/uncontrolled situations identified by the University and latest directives from the authority concerned, etc.

2.2 Aims

The overall aim of the industrial attachment abroad scheme is to offer an opportunity for students to gain work-related global competencies in part of the existing industrial attachment course of the degree programme to which it belongs. Alongside the discipline-specific and/or curriculum-specific features, the specific aim of the industrial attachment abroad scheme is to equip students with:

- 1) positive attitude toward cultural differences,
- 2) cross-cultural skills to fulfil job duties in a transnational work environment, and
- 3) global connections with people from different regions/countries.

2.3 Intended Learning Outcomes (ILOS)

The intended learning outcomes of separate industrial attachment abroad may vary from programme to programme. Upon completion of the industrial attachment abroad, students should be able to:

No.	ILOs
1	Utilise grounded overseas experiences from real-life lessons and practice to enrich discipline-specific discourse;
2	Apply discipline-specific theoretical concepts and analytical skills in dealing with multi-cultural work situations and in formulating feasible solutions to problems;
3	Demonstrate a strong sense of accountability in tasks and projects with culturally appropriate attitudes and behaviours;
4	Follow instructions, play assigned roles and perform personal and group activities using appropriate approaches and strategies under multicultural context;
5	Present views, exchange ideas with others from diverse cultural backgrounds, and write reports effectively to facilitate tasks and projects;
6	Evaluate their own performance in study and work through regular reflection for self-improvement.

2.3.1 Qualifications Framework (QF)

All Bachelor's degree programmes in Hong Kong are required to deliver learning outcomes that are aligned with the Generic Learning Descriptors (GLD) at Level 5 of the HK Qualifications Framework. The alignment of the outcomes of industrial attachment abroad with the Level 5 GLD is shown in the table below:

2.3.2 The Alignment of ILOs with the QF at Level 5

ILOS	QF: Level 5
1, 2, 6	<u>Knowledge & Intellectual Skills</u> Demonstrate and/or work with in-depth specialised technical or theoretical knowledge of a field of work or study. Use a wide range of specialised intellectual skills in support of established practices in a subject/ discipline/ sector. Critically analyse, evaluate and/or synthesise concepts, information and issues drawn from a wide range of sources to generate ideas.
2, 4, 5	<u>Processes</u> Apply knowledge and skills in a range of technical, professional or management activities. Identify and analyse both routine and abstract technical/ professional problems and issues and formulate evidence-based responses. Exercise appropriate judgement in planning, design, technical and/or management functions related to products, services, operations, or processes.
2, 3, 4	<u>Autonomy & Accountability</u> Accept responsibility and accountability, within broad parameters, for determining and achieving personal and/or group outcomes. Work under the mentoring of senior qualified practitioners. Deal with ethical issues, seeking guidance of others where appropriate.

1, 4, 5	<p><u>Communication, ICT and Numeracy</u></p> <p>Use some advanced and specialised skills in support of established practices in a subject/ discipline/ sector.</p> <p>Participate constructively in group discussions and make formal and informal presentations to a range of audiences on standard/ mainstream topics in a subject/ discipline/ sector.</p> <p>Use some advanced features of ICT applications to support and enhance work.</p> <p>Interpret, use and evaluate numerical and graphical data to set and achieve goals/targets.</p>
---------	--

2.3.3 Teaching and Learning Activities (TLAs)

The three major stages involved in an industrial attachment abroad are preparation, action and reflection. Each stage incorporates a range of strategic teaching and learning activities that are designed to enable students to achieve the course intended learning outcomes.

1. Preparation

Before undertaking an industrial attachment abroad in an overseas work agency as part of their study, students must learn some basic theoretical knowledge, professional attitudes and practical skills to enhance their work readiness to meet the job expectations from the workplace. The TLAs may include a suite of pre-industrial attachment abroad workshops, lectures, seminars, or a semester course designed and offered specially for students to develop the required competences to meet the academic and work expectations in line with the course intended learning outcomes, as well as to enhance their readiness to work in a multicultural work setting.

Before the commencement of an industrial attachment abroad, students should also be encouraged to consult with the Industrial Attachment Coordinators/ Academic Supervisors to prepare some self-intended learning outcomes. This preparation process encourages students to become active learners who are self-motivated and have clearly planned goals for their learning process. The consultation process also results in more effective matching of students' interests with course design and choice of overseas work agencies.

IAO will be responsible for providing students with pre-industrial attachment abroad workshops, including job preparation trainings and sharing sessions in conjuncture with the Office of Student Affairs and the pertinent Departments.

2. Action

After the preparation stage, students start to work in the overseas work agencies. Students are expected to perform the work required by the overseas work agencies and to learn actively through hands-on experience in the workplace abroad. The TLAs for students at this stage consist of all roles, tasks and projects assigned by the overseas work agencies. A Workplace Supervisor will be assigned by the overseas work agencies to each student. The student will be guided to acquire the required competencies, practical knowledge and skills, as well as proper attitudes and behaviour in the multicultural work environment. Various learning opportunities will be provided to enable students to integrate their academic study from class with their real-world encounters in the workplace overseas.

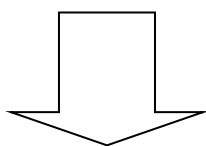
3. Reflection

Working in an overseas work agency under the guidance of a Work Supervisor alone does not qualify as a credit-bearing industrial attachment abroad at degree level. It is also necessary to provide students with opportunities for well-structured reflection throughout their engagement in the industrial attachment abroad, so that they can make appropriate theoretical and practical sense of their working experience for their academic and career development, as well as in the framework of intercultural exchanges. Students must, therefore, finish stages 1 and 2 and then integrate their overseas working experience with their academic learning and review their working performance for self-improvement. The Industrial Attachment Coordinator helps to assign Academic Supervisor for students to supervise their reflection.

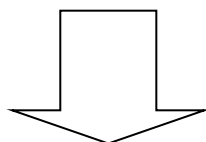
The Academic Supervisor should guide students to conduct a high-level reflection, provide a reading list for a proper literature review and offer them intellectual stimulus on a regular basis. The TLAs for this purpose may include such academic tasks as writing a reflective journal, giving presentations, participating in tutorials, roundtable discussions, individual or group supervisions, and completing an overall written report. A detailed elaboration of the reflection will be discussed in Chapter 2.6. Assessment Task.

2.3.4 Summary Chart on the TLAs in IACs and Alignment with CILOs

Preparation stage	Basic theoretical and practical trainings					
TLAs:	Lectures, seminars, workshops, semester course, etc.					
ILOs:	1	2	3	4	5	6
	✓	✓			✓	



Action stage	Working in overseas work agency					
TLAs:	All roles, tasks, projects assigned to the students during the industrial attachment period.					
ILOs:	1	2	3	4	5	6
			✓	✓	✓	



Reflection stage	Academic and Work Supervision					
TLAs:	Reflective journal, presentation, tutorial, roundtable discussion and final report on industrial attachment abroad, etc.					
ILOs:	1	2	3	4	5	6
	✓	✓			✓	✓

2.4 Credits, Eligibilities and Requirement

A credit-bearing industrial attachment abroad is normally designed as a 3-credit course at level 200 or above. The credits are awarded on the basis of successful completion of both work and prescribed academic components during the industrial attachment abroad.

Relevant theoretical knowledge, practical techniques and generic skills are pre-requisites for occupational and academic components of the industrial attachment abroad. Eligible students must have successfully completed at least Year 1 of the registered degree programme or an associate degree that is accepted to articulate to the Year 2 or Year 3 of the registered degree programme before applying for an industrial attachment abroad.

To obtain the 3 credits from an industrial attachment abroad, students should fulfil the following requirements:

2.4.1 Work requirement

- Students must fulfil the job expectations stated by the overseas work agency throughout the industrial attachment period.
- The minimum total number of hours required to complete the industrial attachment abroad is 120-140. (If students apply for industrial attachment abroad allowance, the minimum total number of hours required to complete the industrial attachment abroad will be 160.)

2.4.2 Academic requirement

- Students must meet the academic expectations from the industrial attachment course throughout the industrial attachment period.
- The overall expected effort for the course includes the additional time needed for students' regular self-study, i.e., reading, participating in discussions with the appointed Academic Supervisors and their fellow classmates, writing a reflective journal, and a final report.
- Other requirements that reflect the specific pedagogical objectives of individual degree programmes shall be discussed with the appointed academic supervisors.
- The Industrial Attachment Abroad of Social Work, Counselling and Psychology, and Journalism and Communication programmes have different requirements and course arrangements from the other programmes listed in 1.2. Please refer to the student handbooks of the afore-mentioned programmes.

2.5 Application and Selection Arrangement

If students intend to apply for an industrial attachment abroad, they should take the steps below:

1. Students are given recruitment notices by the Industrial Attachment Coordinators (IAC) of their departments, each of which lists out clearly the information of the work agency, post titles, job descriptions, and other essential terms associated with that industrial attachment abroad therewithin ([Appendix 2](#)).
2. Students must submit a completed application form with a personal resume to the relevant IAC for consideration before a given deadline ([Appendix 3](#)).
3. Work agencies conduct recruitment interviews to evaluate if student applicants are suitable for the post.

2.6 Assessment Task

In order to successfully complete the Industrial Attachment Abroad, students must integrate their work experience with their academic learning, and review their working performance for self-improvement through active reflection. The Teaching and Learning Activities for this purpose include writing a reflective journal for self-evaluation, participating in discussions with their Academic Supervisors and fellow classmates, and completing an overall report that consists of a theoretically informed analysis of their experiential learning in connection with appropriate academic discourse. Academic Supervisors will guide students on reflective writing with reading lists provided, as well as with intellectual stimulus offered on a regular basis.

2.6.1 Agency Evaluation

The perspective of work agencies is an indispensable component of the assessment of students' performance in industrial attachment abroad. Such evaluation allows work agencies to assess at what level students have achieved the expected work and performance standard. Work agencies are provided with a clearly designed evaluation form, or worksheet, with metrics for grading and spaces for written comments. See [Appendix 4](#) for the sample of agency evaluation form.

2.6.2 Reflective Journal

A reflective journal is a structured record maintained by students to document the tasks that have been worked on, the experience gained, and knowledge and skills acquired during the industrial attachment abroad. It encourages students to process thoughts and articulate the real-life lessons learnt from the workplace with preliminary insights in an independent manner. It provides abundant useful materials and ideas for students taking as references to develop academic analysis and career practice. See [Appendix 5](#) for the reflective journal template.

2.6.3 Final Report

A final report on the experience of the industrial attachment abroad enables students to consolidate their real-world lessons into a higher-ordered reflection. In the report, students are expected to provide a comprehensive summary of their experiences and observations from the process of industrial attachment abroad that consists of a theoretically informed analysis in connection with appropriate academic discourse. See [Appendix 6](#) for the Final Report template.

2.7 Post-Industrial Attachment Abroad Evaluation

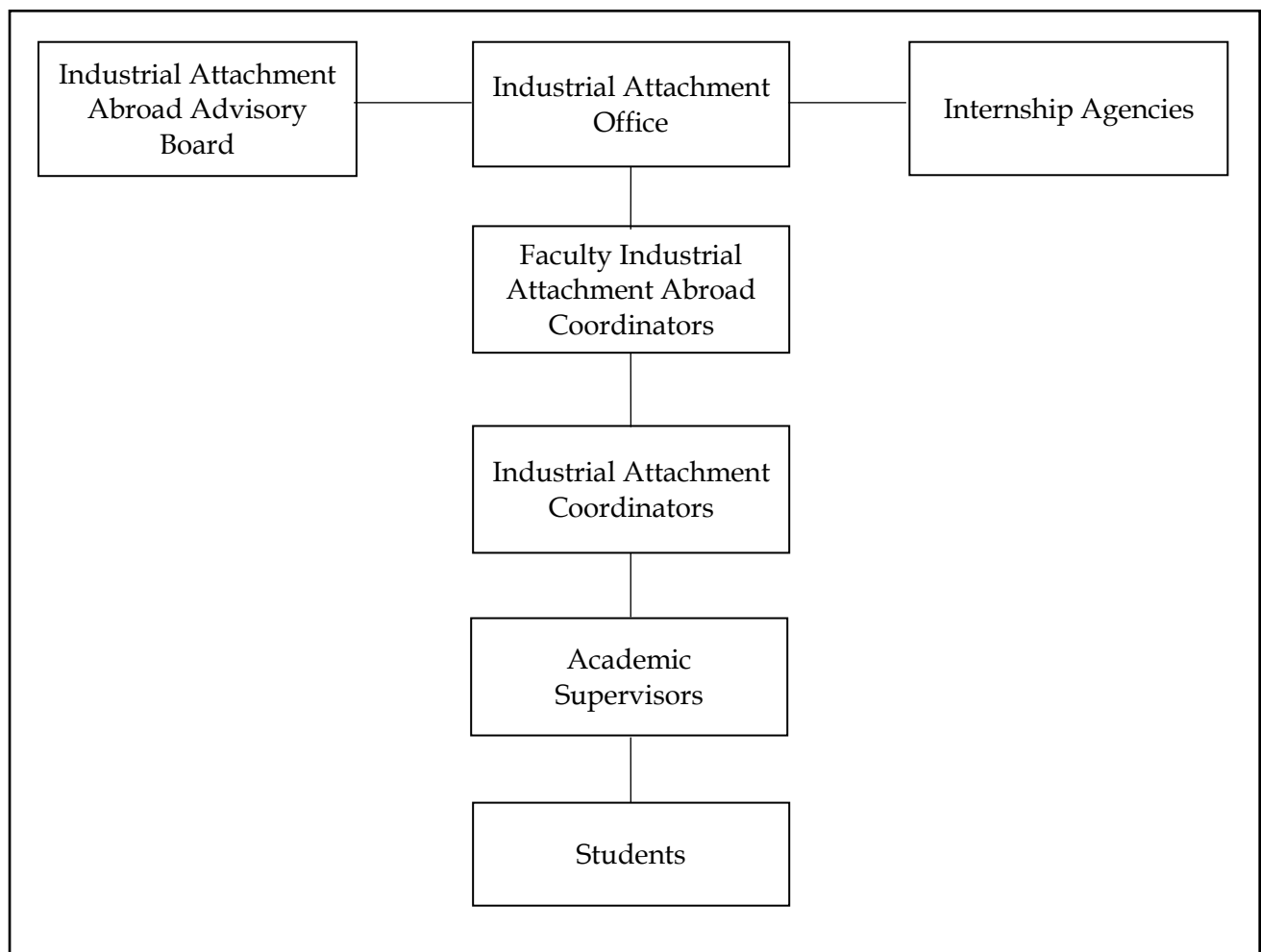
An industrial attachment abroad evaluation form will collect students' views towards the overseas internship after its completion with the goal of reviewing and improving the arrangement. The information collected shall be kept strictly confidential. No individual identity will be disclosed. Only the aggregated results will be reported and used for analysis. See [Appendix 7](#) for the sample of overseas industrial attachment evaluation form.

3. Administrations, Roles and Responsibilities

3.1 Introduction

Successful implementation of Industrial Attachment Abroad depends on the mutual understanding and transparent collaboration among different parties, namely students, internship agencies, and administrators. This section specifies each party's major roles and its responsibilities in the overseas internship.

3.2 Administrative Structure



3.3 Major Roles and Responsibilities of Different Parties

3.3.1 The Industrial Attachment Abroad Advisory Board

- To offer Hong Kong Shue Yan University insights into the regional and global development trends in relation to industry, business, market and economic needs;
- To provide social networking platforms and contacts for industrial attachment abroad and related opportunities;
- To recommend sources of funding for supporting activities relating to the industrial attachment abroad;
- To encourage the development of a governance framework of the industrial attachment abroad scheme;
- To advise on all other issues relating to the industrial attachment abroad.

3.3.2 The Industrial Attachment Office

- To conduct regular meetings with staff members in charge of industrial attachment abroad for developing the project;
- To source opportunities or places for the industrial attachment abroad;
- To maintain a close communication and collaboration with internship agencies to fulfil the demand from academic departments relating to the industrial attachment abroad;
- To provide comprehensive pre- and post-industrial attachment abroad support services to students;
- To manage and allocate student allowances.

3.3.3 Faculty Industrial Attachment Abroad Coordinators

- To maintain the alignment of the industrial attachment abroad with the discipline-specific requirement for their students;
- To liaise with academic departments in relation to the provision of industrial attachments abroad;
- To build partnerships with different external stakeholders for industrial attachment abroad;
- To work closely with overseas work agencies on matters of students' work arrangements, supervision, and performance;
- To conduct the internal operation of recruitment relating to the industrial attachment abroad, the academic supervision and the assessment for the University.

3.3.4 Industrial Attachment Coordinators

- To work with IAO on issues relating to the provision of industrial attachment abroad;
- To support IAO to identify and develop collaborations with potential internship agencies;
- To facilitate the liaison between academic departments and IAO in order to maintain an effective communication and a close collaboration;
- To implement the provisions of the discipline-specific and credit-bearing industrial attachment abroad at the department level;
- To promote the culture of the industrial attachment abroad and enhance the participation of academic departments;
- To implement recruitment process, supervisions and assessments of the industrial attachment abroad;
- To assist in the regular review and the collection of the student's feedback relating to the industrial attachment abroad for improvement.

3.3.5 Academic Supervisors

- To guide students to conduct regular reflections upon their experience in the industrial attachment abroad;
- To support students to overcome difficulties during the industrial attachment abroad;
- To provide reading lists and intellectual stimulus for assisting students in connecting their experiences in the industrial attachment abroad with an appropriate academic discourse;
- To encourage students to exchange their views and experiences in a presentable academic speech;
- To give students feedbacks on their academic performance with suggestions for improvement;
- To assess students' academic performance during the industrial attachment abroad period in line with the assessment criteria specified herein and in the Student Handbook for specific courses;
- To submit the grades awarded to students in respect of the completion of the academic component of the industrial attachment abroad to the corresponding IAC by the due date;

- To support the corresponding IAC to conduct the industrial attachment abroad effectively.

3.3.6 Students

- To exert all effort throughout the whole teaching and learning process of the industrial attachment abroad;
- To commit, according to the given guidelines and expectations required from the appointed Work Supervisor, to completing the assigned tasks and projects in the workplace;
- To behave in an appropriate manner and comply with the policies and regulations in the overseas work agencies engaged;
- To respect the values of overseas work agencies, their staff and practices, and demonstrate the appropriate working attitude and teamwork spirit;
- To engage actively in fulfilling the academic assignments, and achieve the intended course learning outcomes;
- To reflect regularly on individual work and academic performances for self-improvement throughout the industrial attachment process;
- To critically analyse matters of concern arising from their own experience in the industrial attachment abroad, and relate them to an academic discourse;
- To maintain a reflective journal, exchange ideas and experiences of industrial attachment abroad with the fellows, and write a final report as required by the appointed Academic Supervisors;
- To complete the student feedback survey form of industrial attachment abroad as required by IAO.

3.3.7 Overseas Work Agencies

- To make available a range of opportunities for students to learn through working in the agency;
- To orient students to the background, the culture and practices of the agency;
- To assign Work Supervisors to guide students onsite for the fulfilment of their roles, tasks and projects assigned to them throughout the period of the industrial attachment abroad;
- To give professional and constructive feedbacks on students' performances and help them to improve;

- To monitor students' behaviour and attitude to ensure that they behave in an ethical and courteous manner;
- To communicate with the IAC to discuss students' performances, behaviours and attitudes;
- To complete and return the Agency Evaluation Form to the IAC upon the completion of internship.

4. Preparation for Industrial Attachment Abroad

4.1 Briefing Session

Briefing sessions will be arranged for students every academic year to enhance their readiness and competence to meet with the work expectations during industrial attachment abroad.

4.2 Preparation Workshops

Preparation workshops will be arranged for students every academic year by professional trainers, educators, counsellors or employers for life adaptation, intercultural business skills and international etiquettes.

4.3 Sharing Sessions

To enrich students' work-related competences and cultural sensitivities, sharing sessions by precedent participants will be organised for students to share their overseas work experiences. Videos featuring precedent participants sharing their successful industrial attachment experiences abroad will be produced and posted on social media.

4.4 The Experiential Learning Tour

To enhance the motivation of students to join the industrial attachment abroad and broaden their knowledge about the latest development of specific industries, faculty-based short-term experiential learning tours, including company visits and meetings with employers, will be organised. The learning tour is one of the pre-industrial attachment activities for students to enhance their readiness and competencies to meet with employers' expectations and job requirements of working abroad.

Students who are keen on joining the experiential tour must submit a formal application, together with a presentation of their background information, former overseas experiences pertaining to their work, study or voluntary services, as well as their expectations and objectives of joining the tour. See [Appendix 8](#) for the sample of application form for the

experiential learning tour. Students applying for the Experiential Learning Tour are required to participate in a formal interview organised by the staff members in charge of Industrial Attachment Abroad.

Experiential learning tours will also be available in the form of online video sharing and on social media to facilitate the access of these experiences by a larger student population.

4.5 Preparations before setting-off for Industrial Attachment Abroad

Students should research thoroughly into work cultures, medical accessibilities, common foods, details about the internship visa, and safety tips of their destination countries for better preparation before departure. Fact sheets of several destinations, where the overseas work agencies are situated, will be available at IAO and on IAO's website for students' references.

4.6 Visa Application

Students should research the procedures and documents required for applying Internship visa of destination countries. Apply for the proper visa according to your stay upon acceptance of the offer. Liaise IAO for the assistance in issuance of academic certifications or any other sorts of information needed.

4.7 Logistic and Financial Arrangement

Students should research and secure all sorts of logistics and financial arrangements before departure for industrial attachment abroad (e.g., accommodation, air tickets or local banks for receiving internship agencies' remuneration, if any, etc.).

5. Overseas Support and Other Guidelines

5.1 Allowance Scheme

Under the support of the QESS, an Industrial Attachment Abroad Allowance Scheme is offered to all full-time undergraduate students of Hong Kong Shue Yan University from 2021/22 to 2022/23.

Destination for Offshore Internship	Maximum Amount of Allowance	Quota
Greater China (Mainland, Taiwan and Macao)	HK\$5,000	50
Overseas Regions / Countries	HK\$10,000	25

5.1.1 Requirements

Students are required to submit a formal application to IAO upon the completion of the industrial attachment abroad to obtain the financial support with the fulfilment of the requirements below:

- Attend at least two pre-industrial attachment abroad workshops;
- Complete at least 160 hours of engagement in the internship;
- Stay in the destination where they engage in the industrial attachment abroad for at least one month;
- Attend post-industrial attachment abroad sharing, workshops and seminars;
- Submit the allowance application form once the industrial attachment abroad is confirmed (See [Appendix 9](#) for the sample of the application form for industrial attachment abroad allowance)

5.1.2 Remarks

- The allowance will only be used for supporting flight tickets and accommodation expenses for the duration of the industrial attachment abroad. Any other expenditures are not covered.
- If the number of applicants exceeds the quota, priority will be given to students who have not been granted for any similar allowances from other sources.

- The allowance will be released to students within one month after the completion of the industrial attachment abroad and the submission of receipts pertaining to the accommodation and the cross-border transportation to IAO.

5.2 Group and Travel Insurance

Students of Hong Kong Shue Yan University are covered by Group Personal Accident Insurance Policy Schedule during the industrial attachment outside campus. Further information on the insurance policy can be obtained from IAO.

Students may consider taking out an additional global medical, or travel insurance, that offers more widespread coverage fit for a longer stay.

5.3 Online Support Group

Online support networks such as instant messengers will be developed for daily and emergency communications with students, who will be invited to join a WhatsApp group created by IAO before leaving the city.

An online teaching and learning platform will also be established to organise meetings concerning overseas internships, for the purposes of communication, support and academic supervision between students and supervisors.

5.4 Statutory Minimum Wage / Remuneration offered for Students

The main purpose of the industrial attachment abroad is to provide an experiential learning opportunity, rather than providing financial benefits for students. However, minimum wage may apply in the overseas work during the industrial attachment abroad, subject to the employment law of the state or the country by which the overseas work agency is governed. Some agencies may not offer any remunerations for interns, especially in social welfare organisations/charitable bodies/non-profit making NGOs. Some others may offer remuneration, accompanied by special terms in accordance with each agency's need and budget. Student interns who decide to engage in the industrial attachment abroad should accept the respective remuneration package.

5.5 Equal Opportunities

Hong Kong Shue Yan University is committed to maintaining equal opportunities that support inclusive and diverse cultures without discriminations, and mutual respect to all individuals irrespective of gender, sexual preference, marital status, disability and ethnicity. A University Committee Against Discriminations is formed to handle all reported relevant grievances or complaints in the University community, and to give recommendations to the University on disciplinary actions as deemed appropriate.

Appendices

All form samples and templates provided in the appendices are for reference only, variations may apply for different programmes.

Appendix 1 Courses Applicable to Industrial Attachment Abroad

Appendix 2 Sample of Recruitment Notice

Appendix 3 Sample of Application Form for Industrial Attachment Abroad

Appendix 4 Sample of Agency Evaluation Form

Appendix 5 Template for Reflective Journal

Appendix 6 Template for Final Report

Appendix 7 Sample of Industrial Attachment Abroad Feedback Form

Appendix 8 Sample of Application Form for Experiential Learning Tour

Appendix 9 Sample of Allowance Application Form for Industrial Attachment Abroad

Appendix 1: Courses Applicable to Industrial Attachment Abroad

Faculty of Arts		
Journalism and Communication	JOUR 403	Professional Internship
Chinese Language and Literature	CHI 396	Work Placement
English Language and Literature	ENG 285	Work Placement
History	HIST 380	Work Placement
Faculty of Commerce		
Business and Administration	BUS 471	Capstone Project
Economics and Finance	ECON 460	Internship
Law and Business	LAW 323	Internship
Accounting	ACCT 471	Internship in Accounting
Faculty of Social Science		
Social Work	SW 363	Fieldwork
Sociology	SOC 470	Service Learning
	SOC 490	Enterprise Learning
Counselling and Psychology	COUN 461-2	Internship in Counselling I & II
	PSY 461	Industrial Attachment

Appendix 2: Sample of Recruitment Notice

HONG KONG SHUE YAN UNIVERSITY Job Post for Industrial Attachment Abroad

Post

Institution: _____
Job Title: _____
Number of Post: _____
Location: _____
Work Period: _____
Hours per Week: _____

Supervision

Academic Supervisor: _____
Workplace Supervisor: _____

Job Description

Application Procedure

Please complete and submit the Industrial Attachment Application Form to XXXXX with your *resume* through email.

Deadline

XXXXXXXXXX

For inquiry

XXXXXXXXXXXXXXXXXX

Industrial Attachment Coordinator

Tel: XXXXXXXXXXXX

Email: XXXXXXXXXXXX

Appendix 3: Sample of Application Form for Industrial Attachment Abroad

HONG KONG SHUE YAN UNIVERSITY Industrial Attachment Abroad Application Form

Part 1: General Information:

Student name (English):	
Student name (Chinese):	Student number:
Email:	Phone number (mobile):

Part 2: Agency Applied for Industrial Attachment Abroad

Name of Agency:	_____
Post:	_____
Internship period:	_____

Part 3: Self-Intended Learning Outcomes

(Up to five that you wish to achieve by the end of your Enterprise Learning):

1.
2.
3.
4.
5.

**Please submit your completed Application Form to XXXXXX with your resume through email.*

Signature: _____

Date: _____

Appendix 4 : Sample of Agency Evaluation Form

HONG KONG SHUE YAN UNIVERSITY
DEPARTMENT OF XXXXXXXX

Confidential

Student Evaluation Form

Thank you for your collaborating with Hong Kong Shue Yan University in the industrial attachment abroad. Your feedback and comments will be indispensable in helping us to evaluate students' performance from an employer's perspective. Please have this form completed by the Workplace Supervisor and return the completed form to the Industrial Attachment Coordinator via email: XXXXXXXXXXXXXXXX. Feel free to contact the Industrial Attachment Coordinator on XXXX XXXX if you have any problems.

Name of Agency: _____

Placement Period: _____

Name of Student: _____

Please rate his/her performance. Circle the number in the box

	Very Good	Good	Fair	Poor	Very Bad
1. Attitude	4	3	2	1	0
2. Behaviour	4	3	2	1	0
3. Sense of Responsibility	4	3	2	1	0
4. Reliability	4	3	2	1	0
5. Efficiency	4	3	2	1	0
6. Teamwork	4	3	2	1	0
7. Ideas for work	4	3	2	1	0
8. Problem-solving skills	4	3	2	1	0
9. Communication skills	4	3	2	1	0
10. Overall performance	4	3	2	1	0

Additional Comments (Attach additional pages if needed.):

Signature: _____

Workplace Supervisor

Date: _____

Appendix 5: Template for Reflective Journal

Reflective Journal

Student Name: _____

Student ID: _____

Internship Period: (from) _____ (to) _____

1. <i>Describe your work experience in the agency.</i>
2. <i>How did you work with others?</i>
3. <i>What did you learn from the jobs? Were you able to apply any knowledge and skill in dealing with the jobs? Evaluate your achievement of the self-intended learning outcomes.</i>
4. <i>Think about the theoretical implication of the issues or problems you encountered in your working experience.</i>

Appendix 6: Template for Final Report

Final Report

Student Name: _____

Student ID: _____

Submission Date: _____

Part I: Basic Information

Name of Internship Agency:_____

Internship Position:_____

Internship Period: (from) _____ (to) _____

Work Supervisor: _____

Academic Supervisor:_____

Part II: Reflection (3000-4000 words)

1. <i>An overall review of the experience of the Industrial Attachment Abroad</i>
2. <i>Research questions identified from the experience of the Industrial Attachment Abroad</i>
3. <i>Existing research literatures used for answering the research questions</i>

4. <i>Data collected through documentary research, interviews, and/or observations for discussion</i>
5. <i>Analytical findings from the experience of the industrial attachment abroad</i>
6. <i>The overall lessons from the experience of the industrial attachment abroad in relation to the research questions</i>
7. <i>References</i>
8. <i>Appendix: The Reflective Journal</i>

Appendix 7: Sample of Industrial Attachment Abroad Feedback Form

Industrial Attachment Abroad Feedback Survey

The aim of this survey is to gather student's feedback to the credit-bearing industrial attachment abroad after the completion of the course. Please select the answer that best represents your views and complete this survey. Select your answer in the boxes provided. Your feedback is essential for us in reviewing and improving the course. The information collected will be kept strictly confidential. No individual identity will be disclosed. Only the aggregated results will be reported and used for analysis.

Should there be any questions, please contact Industrial Attachment Office at 2804-8581 or email to iao@hksyu.edu

Course Information

Department

- ☐ Accounting
- ☐ Applied Data Science
- ☐ Business Administration
- ☐ Chinese Language and Literature
- ☐ Counselling and Psychology
- ☐ Economics and Finance
- ☐ English Language and Literature
- ☐ History
- ☐ Journalism and Communication
- ☐ Law and Business
- ☐ Social Work
- ☐ Sociology

Course Code

- | | |
|-------------------------------------|---------------------------|
| <input type="checkbox"/> ACCT 471 | Internship in Accounting |
| <input type="checkbox"/> ADS | |
| <input type="checkbox"/> BUS 490 | Internship |
| <input type="checkbox"/> BUS 471 | Capstone Project |
| <input type="checkbox"/> CHI 396 | Work Placement |
| <input type="checkbox"/> COUN 461-2 | Internship in Counselling |
| <input type="checkbox"/> PSY 461 | Industrial Attachment |
| <input type="checkbox"/> ECON 460 | Internship |
| <input type="checkbox"/> ENG 285 | Work Placement |
| <input type="checkbox"/> HIST 380 | Work Placement |
| <input type="checkbox"/> JOUR 403 | Professional Internship |
| <input type="checkbox"/> LAW 323 | Internship |
| <input type="checkbox"/> SW 363 | Field Work III |
| <input type="checkbox"/> SOC 470 | Service Learning |
| <input type="checkbox"/> SOC 490 | Enterprise Learning |

Country

- ☐ Mainland
- ☐ Taiwan
- ☐ Macau
- ☐ Other Region or Country

Please specify: _____

Feedback to Industrial Attachment Abroad

Industrial Attachment Abroad Arrangement

	Very Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Very Disagree (1)	N/A (0)
1. The overseas work recruitment procedure is efficient.						
2. I was given adequate support from the overseas work agency.						
3. I was given adequate feedback on my performance from my Workplace Supervisor.						
4. I received support from the Industrial Attachment Coordinator when I needed help.						

Enhancement in Transferable Competency and Skills:

	Very Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Very Disagree (1)	N/A (0)
5. My sense of responsibility is improved.						
6. I have improved my time management.						
7. My competence to work independently is improved.						
8. I have a greater capacity to deal with challenging tasks.						
9. I have improved my crisis management skills.						
10. My problem-solving ability is improved.						

11. I have improved my organisation and planning skills.						
12. My presentation skills for expressing personal views have improved.						
13. I can collaborate better with others from different cultural background to pursue team goals.						
14. I am able to engage in discussions with other from different cultural background to reach agreement.						

Enhancement in Global Competence and Cultural Sensitivity

	Very Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Very Disagree (1)	N/A (0)
15. I have enhanced my ability to work in a global or multicultural work setting.						
16. I have enhanced my capacity to work in a global economic system.						
17. I have gained more practical skills to organize global, international, and multicultural events.						
18. I have enhanced my inclusiveness with differences in my interaction with people from different cultural backgrounds.						
19. I have enhanced my performance to understand, respect, and appreciate people other than my own culture.						
20. I have enhanced my flexibility to work with people from different cultural backgrounds.						

Learning Outcomes from Industrial Attachment Abroad:

	Very Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Very Disagree (1)	N/A (0)
21. My work-related global competency is increased.						

22. I have increased my cultural sensitivity in workplace.						
23. I know how to apply what I have learned from lectures in the workplace in a different cultural setting.						
24. I have improved my employability with better global competency.						

Other Comments:

-Thank you for completing the questionnaire-

Appendix 8: Sample of Application form for the Experiential Learning Tour

The Experiential Learning Tour Enrolment Notice

Theme:	
Host:	
Organisers / Supporting Organisations:	
Destination:	
Tour date:	
Itinerary includes*:	
Quota:	
Targeted students:	
Cost:	
Enrolment Period:	
Interview Date(s):	
Documents Needed:	
How to register:	Please download the Application form from IAO website

Student should read the following rules and guidelines carefully before application and abide by them during the activity:

1. Students who have enrolled in this experiential tour will have to attend the interview within the abovementioned period. Absent from the interview will be deemed to have given up participation.
2. Participants must attend briefing sessions, preparation workshops, post-tour group meeting and assist in compiling post-tour reports (Absentees of any of the above activities may not be awarded with the certificate for attending this experiential learning tour.).
3. Participants must follow the rules and guidelines herein stated, plus those stated by the tour leader. Participants who want to leave the team must request for leave and seek tour leader's approval.
4. All participants should demonstrate a good team spirit and take care of each other.
5. Travel insurance is covered by the University. Participants can decide whether to purchase an additional insurance based on personal needs.
6. The Industrial Attachment Office reserves the right of final decision.
7. For any enquiries, please contact Industrial Attachment Office by email (iao@hksyu.edu).

The Experiential Learning Tour

Application Form

Please return the completed application form to the Industrial Attachment Office during office hours by DD-MM-YYYY.

1. Personal Particulars

Name in English*:		Name in Chinese*:		(*must be identical to the ID document)
Date of Birth:		Gender:		
HKID Card Number:		Student ID Number:		
Identification Number of Mainland Travel Permit for Hong Kong and Macau Residents / Passport Number:		Date of Expiry:		
Academic Department:		In year:		
Contact Number:	(Mobile / Home)			
Email:				

2. Experience of on-campus and off-campus extracurricular activities, social group activities and social service

3. Experience of participating in similar activities

4. Expectations for this experiential learning tour

Declaration

- I. I will bear all risks that I encountered during this experiential learning tour.
- II. By signing the declaration, I declare that the above information is correct, and for any changes of the above information, I will notify the staff to amend.
- III. I have carefully read the enrolment instructions for this experiential learning tour. I understand and am willing to abide by the rules of this learning tour and follow the guidelines stated by the staff.

Applicant's

Signature : _____

Date : _____

Appendix 9: Sample of Allowance Application Form for Industrial Attachment Abroad

Industrial Attachment Office Allowance Application Form for Industrial Attachment Abroad

Industrial Attachment Abroad Allowance Scheme is offered to all full-time undergraduate students of Hong Kong Shue Yan University in 2022/23.

Interns who have completed Industrial Attachment Abroad in Greater China area will be granted with a maximum amount of \$5,000 HKD allowance; interns in overseas regions / countries will be granted with a maximum amount of \$10,000 HKD allowance.

The allowance will be approved and collectable one month upon the completion of the course and submission of receipts of accommodation and cross-border transportation to IAO.

Full Name in English	
Full Name in Chinese	
Student ID	
Industrial Attachment Course Taken	
Email	
Contact Phone Number	
Are you receiving the overseas internship allowance from institutes or organisations other than Industrial Attachment Office of HKSYU. The allowance has limited quotas, priority will be given to those applicants without other source of allowance. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", what is institute or organisation that provide the allowance? What is the amount of allowance from the other institute or organisation? Please list as follows: e.g. 1. Name of 1st institute and organisation (\$xx,xxx.xx) 2. Name of 2nd institute and organisation (\$xx,xxx.xx) (For the amount of allowance, please round up to 2nd decimal number)	
Name of Overseas Work Agency	
Address of Overseas Work Agency (Address 1)	
Address of Overseas Work Agency (Address 2)	

Address of Overseas Work Agency
(City)

Address of Overseas Work Agency
(Country)

Expected Commencement date of
Industrial Attachment Abroad

Expected Completion date of
Industrial Attachment Abroad

Pre- Industrial Attachment Abroad
Workshops Attended

Total Requested Amount

Submission Date of the application

(Please visit the following link for more info:

<https://www3.hksyu.edu/eform/confirm.php?id=11584>)

Supported by Education Bureau, the Quality Enhancement Support Scheme (QESS) under the Self-financing Post-secondary Education Fund Project No.: IA02/QESS/2021

Disclaimer: Any opinions, findings, conclusions or recommendations expressed in this material/event (or by members of the project team) do not reflect the views of the Government of the Hong Kong Special Administrative Region, the Education Bureau, the Self-financing Post-secondary Education Fund Secretariat or any member in the Sub-committee of the Quality Enhancement Support Scheme