















AC INTERNSHIP PROGRAMME INFORMATION SESSION

Department of Accountancy |
Spring ● Summer |
2026 - 2027

Course Details

Course Aims

1. Provide real life working experience in local and/or international contexts
2. Develop an in-depth and practical understanding of business operations and the professional environment by applying the theoretical knowledge, concepts and practical skills of accounting and business learnt in the formal curriculum;
3. Sharpen students' skills in effective communication, individual and team work, time management, data analysis and reporting; and
4. Develop students' ability to explore different ways and knowledge to solve real-life problem(s) during the internship period.

Course Intended Learning Outcomes (CILOs)

CILOs
• Discuss the practical applications of rules and regulations of accounting profession and/or business.
• Communicate, work and manage themselves effectively in a real-world professional work setting.
• Identify one of the difficult problems encountered during the internship period and explore the effective way to solve the problem.
• Reflect on personal strengths and weaknesses and set career goals and plans.

Learning and Teaching Activities (LTAs)

LTAs	Brief Description	CILO No.	Hours/week (if applicable)
Pre-internship training workshop	Students will engage in a pre-internship training workshop to prepare students how to equip themselves for the internship.	1, 2, 3, 4	
Internship	Students will engage in local and/or overseas organizations, dedicating time to observe, analyze, solve and document the problems and possible solutions for the accounting and/or business-related issues they face during the internship.	1, 2, 3, 4	
Interim Reflection Report	Students will engage in self-reflection and sharing of experience such as challenges, difficulties… etc encountered in mid-internship period.	1, 2, 3, 4	
Final Reflection Report	Students will engage in identifying the most difficult problem faced during the internship period and explore various alternatives to solve the problem. Students will evaluate the effectiveness and efficiency of the possible alternatives in coping with the most difficult problem.	1, 2, 3, 4	

Assessment Tasks / Activities (ATs)

ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
a. Company evaluation by the participating organization b. Final reflection report	1, 2, 3, 4	100	

Continuous Assessment (%) 100%
Examination (%) 0%

Students are required to pass all components in order to pass the course.

Grade Mode Type
Pass/Fail

Assessment Tasks / Activities (ATs)

Assessment Task
Company evaluation by the participating organization

Criterion
1. ABILITY to COMMUNICATE, WORK and MANAGE themselves in a real-world professional work setting.
2. CAPACITY to UNDERSTAND the practical applications of rules and regulation of accounting profession and/or business.

Pass (P)
Basic or above basic level
Failure (F)
Not even reaching basic level

Assessment Tasks / Activities (ATs)

Assessment Task
Final reflection report

Criterion
1. ABILITY to IDENTIFY the problem and EXPLORE an effective way to solve it.
2. ABILITY to SOLIDIFY the internship experience and DEVELOP a set of career goals and plans.

Pass (P)
Basic or above basic level
Failure (F)
Not even reaching basic level

LOCAL INTERNSHIP PROGRAMME (GENERAL)













AC INTERNSHIP PROGRAMME

- A credit-bearing AC elective course (AC4383/AC4384)
  - Spring – *Jan to Apr/May* (4 to 5 months)
  - Summer – *Jun to Aug* (3 months)

- At least 6 weeks
  Accounting/Audit/Banking/Finance/business related internship are all acceptable
- NO courses are allowed to take during the internship period
- Make good study plan!!!!!









AC4383 OPENING SEMESTERS



Semester B 2026/27

- Majority AC students participate in internship
- Peak period for audit firms, learn more about auditing
- Peak hiring period, much more openings, and less competitive

(BIG 4 & RSM & BDO)

- Confirmed internship offer before exam period
- Great chance obtaining offer

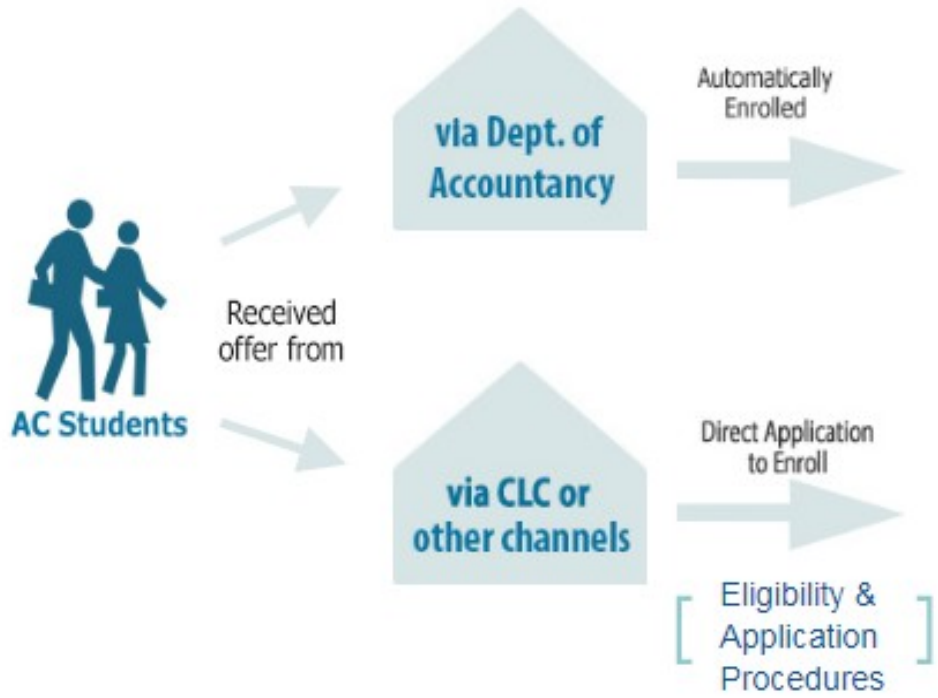
i.e. 99% Successful Rate



Summer 2027

- Government openings →*students exchange in SEM B will be too late to catch up
- Fewer vacancies, higher selection criteria → more competitive
- Lower chance in obtaining offer
- Cantonese language requirement
- Clashes with other activities: study tours, exchange programs etc.

ENROLLMENT TO AC4383



AC4383
AC Professional Internship and Professional Attachment

Requirements:

Students will be required to undertake related teaching and learning activities (LTAs) and complete all assessment tasks (ATs) as stated in the course curriculum, which include:

1. Satisfactory completion of internship as supported by company's evaluation of intern performance
2. Submission of final reflection report

Tuition fee deduction



I am only taking one subject (i.e. AC4383/84) during the internship semester (ie. Sem B). Can I apply for tuition fee deduction?

Yes! You can apply before the semester start.
Half of the tuition fee will be waived in Sem B.

OVERSEAS EXCHANGE



Since I'm planning to have exchange studies overseas in Sem B.
Is it still possible for me to enroll the program in Sem B?

No. Students are not allowed to enroll AC4383 while they are on exchange. However, you are will still need to submit the application during 22 Sep - 4 October if you are planning to enroll in 2026 Summer Term.

OVERSEAS EXCHANGE



Since I'm planning to have exchange studies overseas in Summer.
Is it still possible for me to enroll the program in Summer?

Possible. You must ensure exchange period does not overlap with the internship period. In this case, you should submit your plan for approval in advance before apply. Without notification in advance, your application may be rejected if we found you are on exchange.

Major Internship Partners

CPA FIRMS, GOVERNMENT BODIES

華融(香港)會計師事務所有限公司
Asian Alliance (HK) CPA Limited

BAKER TILLY
HONG KONG | 天職香港

BDO

Crowe
國富浩華（香港）會計師事務所有限公司
Crowe (HK) CPA Limited

Deloitte.
德勤

EY 安永
Building a better working world

Grant Thornton
致同

醫院管理局
HOSPITAL AUTHORITY

稅務局
Inland Revenue Department

KPMG

MAZARS

pwc

潘偉雄會計師行有限公司
Richard Poon & Partners (C.P.A.) Limited

RSM

信永中和
ShineWing

Logos are arranged in alphabetical order

BENEFITS OF INTERNSHIP

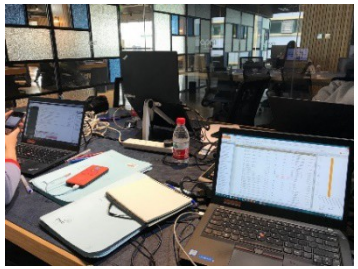
- Gain exposure to real-world work life as a full-time employee
- Hands-on opportunities to work with seniors and managers that may not be available on campus
- Increase self-confidence in the workplace while developing an expanded network of associates and professionals
- Résumé-building experiences while applying academic concepts and principles
- Cultivate adaptability and professional ethics in a dynamic world
- Personal growth experiences and exposure to different job opportunities



EXPECTATION IN ACCOUNTING FIRM

- Be treated as a full-time staff
- Demanding workload
- Long working hours and business travelling
- Varies job assignment – from associate to consolidation
- Be open minded and try your best to assist your team member to get things done
- Taking leave during internship can only be considered on special circumstances, subject to approval of your supervisor









ELIGIBILITY

	Year 2 Student	Year 3 Student
	2nd year (BBAU4) 1st year (BBAU3)	3rd year (BBAU4) 2nd year (BBAU3) 1st year (BBAU2)
General Internship	✓	✓



We are also looking for the following qualities in you:

- ☑ Good attitude
- ☑ Responsible
- ☑ Serious and committed to work
- ☑ Join us only if you are **READY**

Interview?

No need to interview students for local internship nomination unless special cases e.g. request by employers (e.g. PwC apprenticeship).

However, firms may conduct interview after AC Department submits nomination to firms

NOMINATION (NON-BIG 4)

Nomination will be disseminated by batches, depending the hiring period of different employers

Priority will be given to

- **LIP students &**
- **Students who respond to our nomination promptly**

You will be offered with one nomination

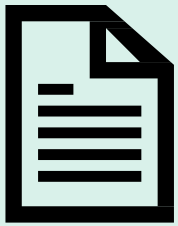
- If you agree for the nomination, your information will be submitted to the employer for further assessment
- If you wish to wait for your desired employer, you can choose not to accept the nomination and wait for the next nomination



GENERAL INTERNSHIP APPLICATION (ONE ROUND ONLY)



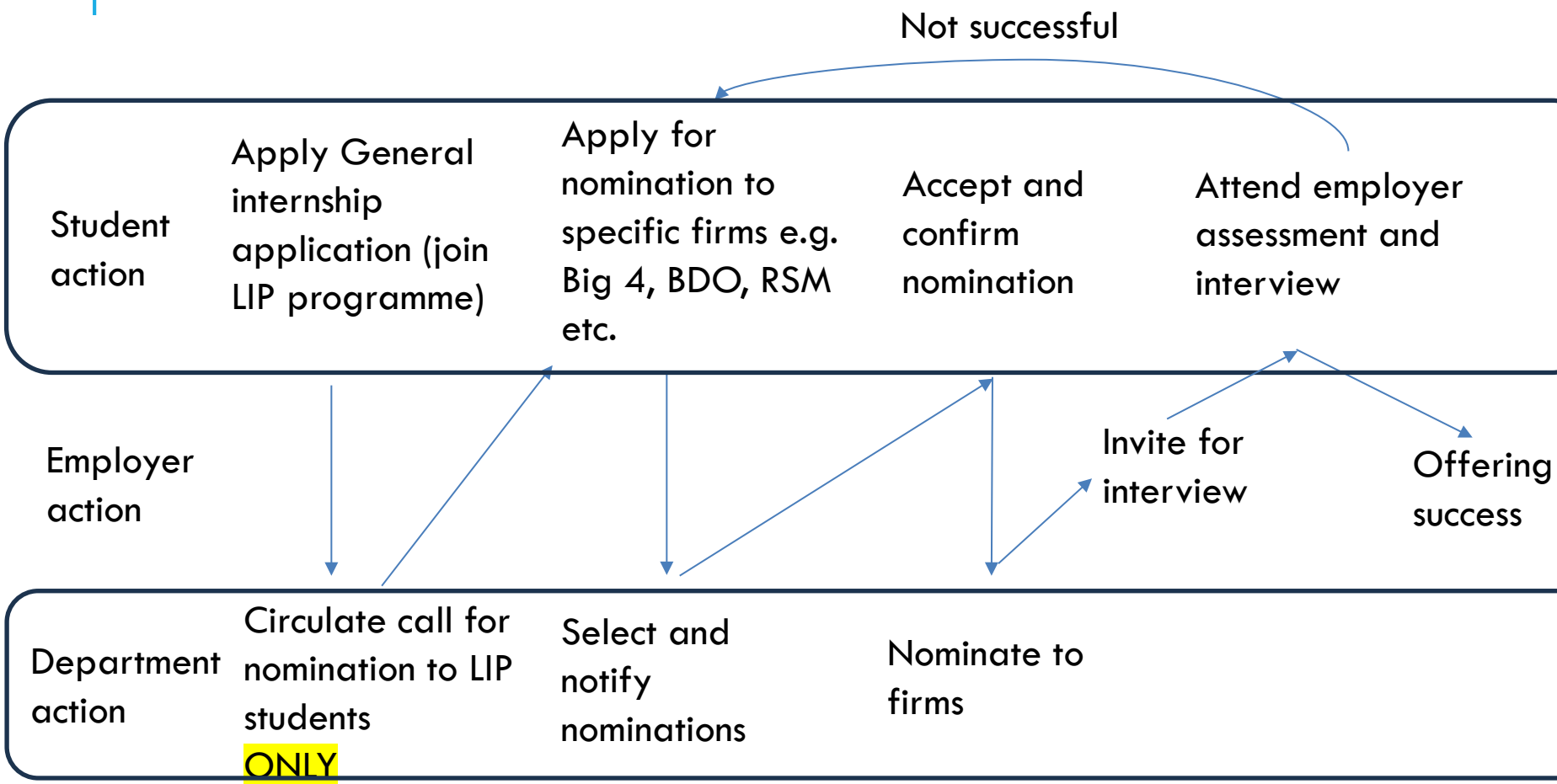
- For both Spring and Summer Internship (Sem B and Summer Term)
- Complete online application form (Stay tuned with email)
- You **MUST** submit application within: 22 Sep to 4 Oct 2026
- Documents required
  - Résumé
  - The latest Academic transcript



- (only student submit General Internship Application will receive email of "call for nomination" from individual internship partners for both winter and summer)

APPLICATION FLOW





DIRECT (LATE) APPLICATION

- An invitation email to all eligible students will be sent in due course. Students can apply online via the link (available in the invitation email)
- Supporting Documents for applying AC4383 include:
  - Written notification of the offer of the internship / contract / letter of appointment;
  - Latest grade report downloaded from AIMS; and
  - General information of the accounting firm / government department / reputable organization.
- Direct application cases will be reviewed and considered by the Internship Coordinator / Course Leader of AC4383 with no guarantee that they would be all accepted.
- Your application must be submitted online to the Department of Accountancy prior to the commencement of internship. Retrospective application will **NOT** be considered.

SPRING PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Oct	22 Sep – 4 Oct	Application	▪ (Stay tuned with email for further information)
Nov	Oct – Nov Oct – Nov	Nomination Employer's assessments	▪ Acceptance of nomination ▪ Interview skills training workshop ▪ Site interview, aptitude tests, etc…. ▪ Acceptance of offer **(please inform us immediately after your acceptance)**
	Nov – Dec	Offer confirmation and acceptance	▪ **Sign and submit contract to us**
Dec	Late Dec	Pre-internship workshop (TBC)	▪ Pre-internship skills training workshop ▪ Internship starts

SPRING PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Jan	Jan	Internship starts	▪ Commence of internship
Apr May	Apr – May	Completion of internship	▪ Submission o Final reflection report o Appraisal report ▪ Attend post-internship sharing session

SUMMER PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Mar Apr	Mar – May	Nomination Employer's assessments	▪ Acceptance of nomination ▪ Site interview, aptitude tests, etc…. ▪ Acceptance of offer ▪ (For big4 and other firms)
May	May	Offer confirmation and acceptance	▪ Sign and submit contract to us ▪ Pre-departure meeting ▪ Pre-internship skills training workshop (TBC) ▪ Internship starts
May Jun	May - Jun	Internship starts	▪ Most summer internship starts at the beginning of June, please plan your return date accordingly if you are on exchange in Sem B
Aug	Mid Aug	Completion of internship	▪ Submission o Final reflection report o Appraisal report

KEY UPDATE — COURSE REGISTRATION FOR AC4383/84 (SEM B)

Programme Timeline

(Unchanged)

Application

Must be submitted **before the internship starts**.

Assessment

Released **at the start of Sem B**; submission deadline remains at the **end of Sem B**.

Note

The programme timeline stays fixed regardless of when the course is registered.

Non-local Students

Sem B action

Apply for **Leave of Absence** in Sem B.

(Reduced Study Load is **not** applicable.)

Course registration

AC4383/84 (3 credits) will be **administratively registered in Summer Term**.

Local Students

(Select ONE)

Option A

Apply for **Reduced Study Load** in Sem B

↓

Register AC4383/84 **in Sem B**

Option B

Apply for **Leave of Absence** in Sem B

↓

Register AC4383/84 (with other courses) **in Summer Term**

COURSE REGISTRATION — COMPARISON AT A GLANCE

Category	Sem B Action	Course Registration	Key Note
Non-local	Apply for Leave of Absence	Summer Term (auto-registered, may also take other course concurrently)	Reduced Study Load NOT allowed
Local (Option A)	Apply for Reduced Study Load	Sem B	Take only AC4383 in Sem B (3 credits), tuition fee halved
Local (Option B)	Apply for Leave of Absence	Summer Term (alongside other courses)	-

Reminder:

1) Applications must be submitted before the internship commences. The assessment for AC4383/AC4384 will be released at the beginning o
   Semester B and is due at the end of Semester B. This timeline remains unchanged regardless of when the course is registered.
2) Students planning to apply for a Leave of Absence (LOA) should note that it may affect their scholarship entitlement or eligibility of CityUHI
   student residence. Please consult the relevant unit before submitting the LOA application.

SUGGESTED STUDY PLANS (YEAR 2 STUDENTS)

Year	Semester	Original plan (credits)	Internship (credits)	Internship & Exchange (credits)
Year 1	Sem A	15	15	15
	Sem B	15	15	15
Year 2	Sem A	15	15	15
	Sem B	15	3 (Internship)	3 (Internship)
Year 3	Sem A	15	18	12 (Exchange)
	Sem B	15	18	18
	Summer	-	6	6
Year 4	Sem A	15	15	18
	Sem B	15	15	18
TOTAL CREDITS		120	120	120

SUGGESTED STUDY PLANS (YEAR 3 STUDENTS)

Year	Semester	Original plan (credits)	Internship (credits)	Internship & Exchange (credits)
Year 1	Sem A	15	15	15
	Sem B	15	15	15
Year 2	Sem A	15	15	15
	Sem B	15	15	15
Year 3	Sem A	15	15	15
	Sem B	15	3 (Internship)	12 (Exchange)
	Summer	-	6	3 (Internship)
Year 4	Sem A	15	18	15
	Sem B	15	18	15
TOTAL CREDITS		120	120	120

Frequently Asked Questions

1. Do I have to complete an internship course to graduate?

Yes. As an AC home major student, you are required to complete an internship or consultancy/research project as part of your major requirements. You are strongly advised to plan for this as early as possible.

Please note: simply completing an internship without registering for a designated internship course (e.g., AC4383/CB3800) will not fulfill this requirement, and retrospective applications will not be accepted.

2. How do I know whether the internship/consultancy/research project requirement has been fulfilled?

DegreeWorks on AIMS shows your graduation requirements and their completion status. You are advised to check DegreeWorks regularly.

3. Can you give examples of internships that would be rejected as not business-related, so I can avoid applying for those jobs?

Examples of rejected cases include, but are not limited to: insurance agent, real estate agent, customer service, and front-line sales roles. These positions are not accepted because they are not related to our curriculum.

Frequently Asked Questions

4. I currently have a part-time job, but I can work full-time hours — over 40 hours a week continuously for more than 6 weeks. Can I apply for AC4383?

In this case, please negotiate with your employer to change your contract to "full-time" before applying for AC4383.

5. When will the grade for AC4383 be released?

Since students complete their internships at different times, grades for AC4383 are released later than those for other courses. For the summer term, grades will be released in mid-September.

Please take special note of this if you are taking AC4383 in the summer and will urgently need an updated transcript at the beginning of Semester A, or if you are graduating in the coming semester. This is also why we do not recommend taking AC4383 in Year 4.

6. Do I have to submit an employment contract and appraisal report for AC4383?

Yes. Your employer is required to provide both an employment contract and an appraisal report (an evaluation of your performance). Failure to submit these may result in a failing grade for the course. As some employers may have restrictions on providing appraisal reports, you should confirm this with your employer in advance.

USEFUL RESOURCES FROM THE UNIVERSITY

Career and Leadership Centre

http://www6.cityu.edu.hk/caio/city-u/index.asp

CITYU X ASSURANCE APPRENTICESHIP Co-op PROGRAMME









CITYU X ASSURANCE APPRENTICESHIP Co-op PROGRAMME

- **Two consecutive year internship (Assurance)**
  1. **Institutional Group,**
  2. **Entrepreneurship Group**
  3. **Financial Services Group**

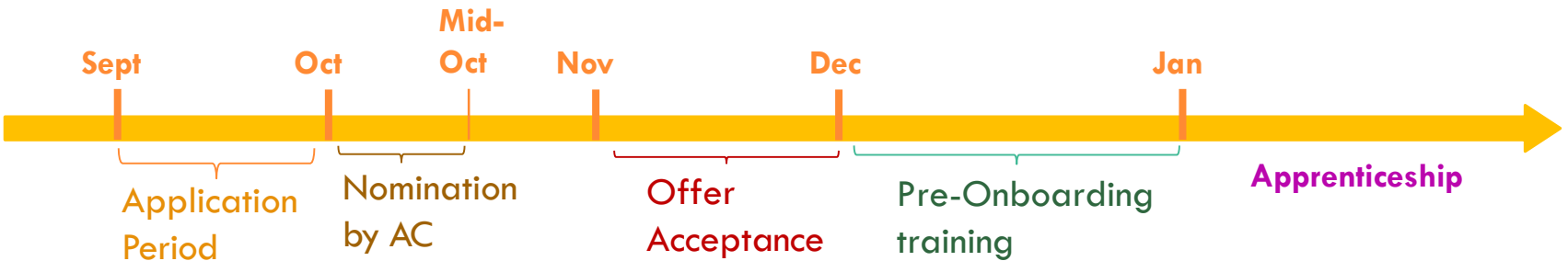
- **Cover two Semester B (Jan – May) in Yr 2 &3**

  - **Students will be registered for both courses of AC 4383 and AC 4483 and obtained study load of 9 credit units**

    - **Only Year 2 Students can apply**

Programme Benefits

- Based on our past record, upon satisfactory completion of the Apprentice Programme, students will be offered a graduate position of Associate Staff (Year Two)
- QP early bird related trainings or workshops
- Programme's work experience is recognized by top accounting bodies, including the AICPA, HKICPA and CPA Australia
- Career & Personal development (Professional knowledge, skills, culture of PwC, sense of community by Apprenticeship Alumni, Manager Coach and Partner)





Study Plan

Year	Semester	Internship (credits)
Year 1	Sem A	18
	Sem B	18
Year 2	Sem A	18
	Sem B (Apprenticeship)	3
	Summer	3
Year 3	Sem A	18
	Sem B (Apprenticeship)	6
Year 4	Sem A	18
	Sem B	18
	Total:	120

STUDY PLAN - SAMPLE

1A	CB2100	CB2601	CB2201	CB2300	UE		15
1B	CB2200	CB2400	CB2500	CB3410	Bus comm		15
Summer							
2A	CB2402	CB2101	College specified	Major	College Elective		15
2B	PwC Apprentice 1st						3
Summer	GE	GE	GE				9
3A	College Elective	College-specified	Major	Major	Minor	Minor	18
3B	PwC Apprentice 2nd						3
Summer	CCIV	GE					6
4A	College Specified	College Elective	Major	Major	Minor	Minor	18
4B	CB3403	Major	Major	Major	Minor	Minor	18

Sample A

AC major courses ,other than AC4383, are not guaranteed to be offered in Summer.

Sample B

Year/Sem							
1A	CB2100 Introduction to Fiancial Accounting	CB2601 Marketing	CB2300 Management	CB2400 Microeconomics	GE2134 Critic... Th... eative	GE1401 University English	
1B	CB2200 Business Statistics	CB2201 Operations Management	CB2500 Information Management	GE2248 Persuasion in Everyday Life	GE2338 Inte... and ... plication ...y	GE2402 English for Business Communication	
Summer	GE1501 Chinese Civilisation - History and Philosophy						
2A	CB2101 Introduction to Managerial Accounting	CB2402 Marcoeconomics	LW2903 Business and Law	CS1102 Introduction to Computer Studies	AC320... Ac... orate ...g I	AC4251 Taxation and Tax Planning	
2B	AC4383 AC Professional Internship and Professional Attachment						
Summer	GE2324 The Art and Science of Data						
3A	AC4301 Corporate Accounting II	IS3331 Database Management	AC4342 Auditing	IS2505 E-Business	IS3501 ...bersecurity for ...siness	CB3410 Financial Management	
3B	PwC Apprenticeship Year 2						
Summer	AC4382 Contemporary Accounting and Business Issues: Global Perspectives						
4A	IS4532 Global Project Management	IS4435 Governance & Regulatory Compliance for Financial Information Systems	College Elective (cb3401)	AC4303 Advanced Financial Accounting	AC4332 Corporate Finance and Control	CB4303 Strategy and Policy	
4B	IS4537 InformationSystem Audit	IS4543 Risk Management and Information Systems Control	IS3430 Systems Analysis and Design	LW3902 The Law Relating to Companies	AC4391 Accounting and Business Ethics		

Apply for CITYU X ASSURANCE APPRENTICESHIP Co-op PROGRAMME

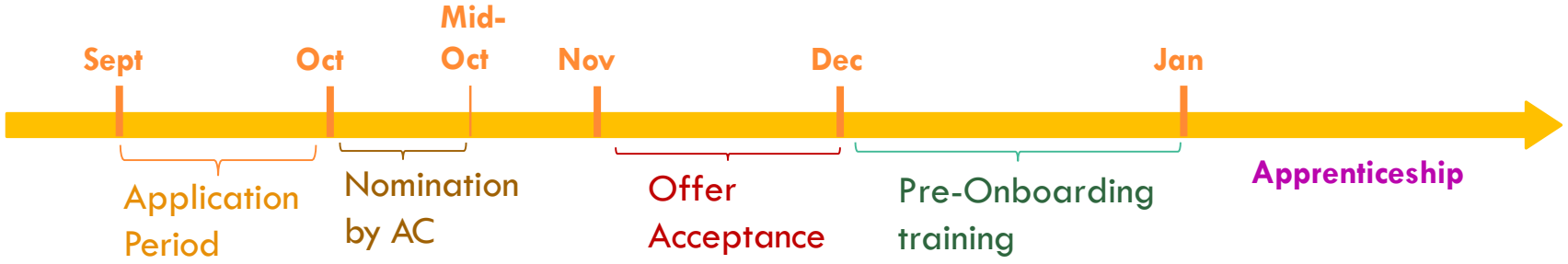
A nice looking photo

An updated resume

A study plan

https://cityu.qualtrics.com/jfe/form/SV_bf1QNJi4q0bwN2S

Please submit your application (link shown above) on Before 25 Sep.



IF YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT US

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Q&A

End of Session