

# LOCAL INTERNSHIP PROGRAMME

Department of Accountancy |  
Spring • Summer |  
2017-2018

# Department of Accountancy

Internship  
coordinator

**Dr Liu Zheng**

Internship  
coordinator (Big-4)

**Mr David Yip**



**Chloe Tay**



**Daisy Wu**

**Internship team**

supporting team members

# INTERNSHIP PROGRAMME

- Organised by AC department
- A credit-bearing AC elective course (AC4383)
  - Spring – Jan to Apr/May (4 to 5 months)
  - Summer – Jun to Aug (3 months)
- NOT allowed to take any other courses in the semester
- Make good study plan – If you are joining spring internship, you have to catch up credits in other semesters



# 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



# NEW FOCUS – OPPORTUNITIES IN HONG KONG



# ELIGIBILITY

## AC Undergraduate Penultimate Year Students

- ✓ 3rd year in 4-year curriculum,
- ✓ 2nd year in 3-year curriculum, or
- ✓ 1st year in 2-year curriculum



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**

# EXPECTATION IN ACCOUNTING FIRM

- Be treated as a full-time staff
- Demanding workload
- Long working hours and business travelling
- Varies job assignment
  - from basic document filing 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 coordinator and direct supervisor

# AC4383 OPENING SEMESTERS



## Semester B 2017/18

- Majority AC students participate in internship
- Peak period for audit firms, learn more about auditing
- Peak hiring period, less competitive
- Confirmed internship offer before exam period
- Great chance obtaining offer



## Summer 2018

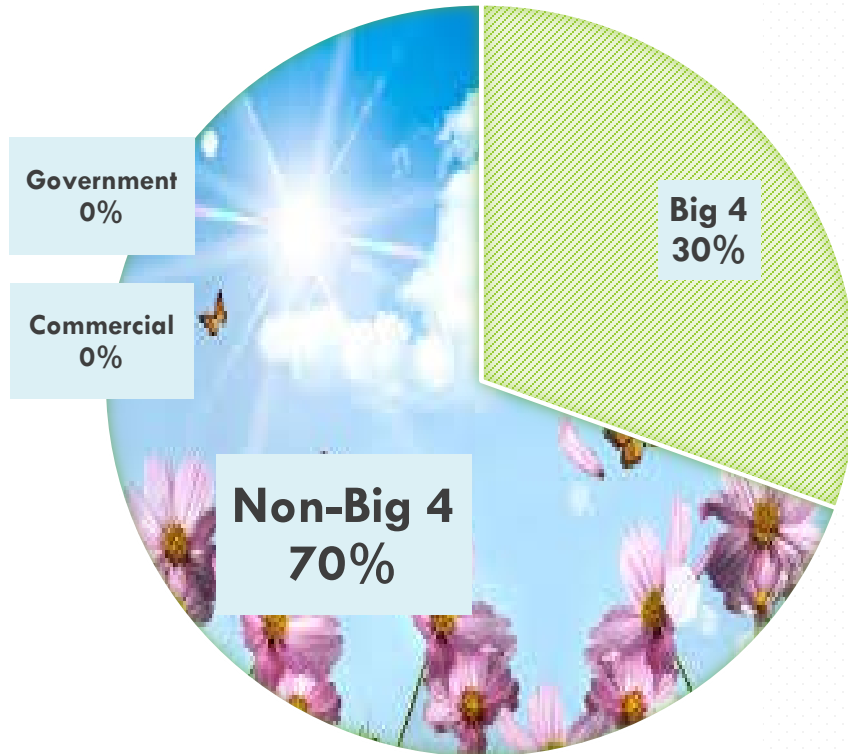
- Job focus is more to taxation
- Less vacancies → more competitive
- Lower chance obtaining offer



# PREVIOUS STATISTICS

## SEMESTER B

■ Big 4 ■ Non-Big 4 ■ Government ■ Commercial

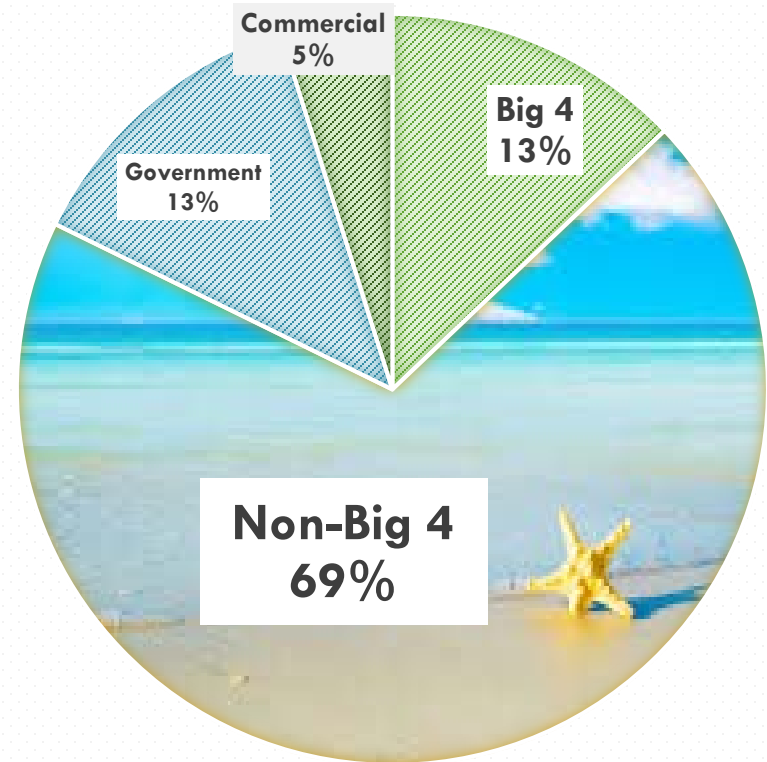


# of internship

**105**

## SUMMER

■ Big 4 ■ Non-Big 4 ■ Government ■ Commercial



# of internship

**62**

# SPRING PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Sep	8 Sep – 20 Sep	Application	<ul style="list-style-type: none"> <li>Via AC website (login required)</li> </ul>
	26 Sep – mid Oct	Department interview	<ul style="list-style-type: none"> <li>Group interview in AC Department</li> </ul>
Oct	Oct – Nov	Nomination	<ul style="list-style-type: none"> <li>Acceptance of nomination</li> <li>Interview skills training workshop</li> <li>Site interview, aptitude tests, etc....</li> <li>Acceptance of offer</li> </ul>
Nov	Oct – Nov	Employer's assessments	
	Nov – Dec	Offer confirmation and acceptance	<ul style="list-style-type: none"> <li>Sign and send contract to us</li> </ul>
Dec	Late Dec	Pre-departure meeting	<ul style="list-style-type: none"> <li>Pre-departure meeting</li> <li>Pre-internship skills training workshop</li> <li>Internship starts</li> </ul>

# SPRING PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Jan	Jan	Internship starts	▪ Commence of internship
Mar	Mar	Interim	▪ Submission of interim report
Apr May	Apr – May	Completion of internship	▪ Submission <ul style="list-style-type: none"><li>○ Final reflection report</li><li>○ Appraisal report</li></ul> ▪ Attend post-internship sharing session

# SUMMER PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Jan Feb	Jan	Application	<ul style="list-style-type: none"> <li>Mainly opens for summer Big4</li> <li>Application for <u>other accounting firms and government</u> should be done in Sep</li> </ul>
	Feb – Mar	Department interview	<ul style="list-style-type: none"> <li>Group interview in AC Department (for summer big4 applicants and students who are not able to attend interview due to exchange)</li> </ul>
Mar Apr	Mar – May	Nomination  Employer's assessments	<ul style="list-style-type: none"> <li>Acceptance of nomination</li> <li>Site interview, aptitude tests, etc....</li> <li>Acceptance of offer</li> <li>(For big4 and other firms)</li> </ul>
May	May	Offer confirmation and acceptance	<ul style="list-style-type: none"> <li>Sign and send contract to us</li> <li>Pre-departure meeting</li> <li>Pre-internship skills training workshop</li> <li>Internship starts</li> </ul>

# SUMMER PROGRAMME TIMELINE

Month	Period	Progress	Remarks
May Jun	May - Jun	Internship starts	▪ Commence of internship
Jul	Mid Jul	Interim	▪ Submission of interim report
Aug	Mid to Late Aug	Completion of internship	▪ Submission <ul style="list-style-type: none"><li>○ Final reflection report</li><li>○ Appraisal report</li></ul> ▪ Attend post internship sharing session

# APPLICATION



- Application period: 8 Sep to 20 Sep 2017
- Complete online application form via AC homepage under Student Area (login required)  
<[http://www.cb.cityu.edu.hk/ac/student\\_area/](http://www.cb.cityu.edu.hk/ac/student_area/)>
- Upon submission, you will receive a acknowledgement email automatically.
- Documents required
  - Résumé
  - Academic transcript

# \*APPLICATION FOR BIG 4

- Students who wish to apply their internship in Big 4 firm should submit both:
  - Online application via AC website, **AND**
  - Online application on respective firm's website
- Please be well prepared for interview/aptitude test from Big4 and AC Department as soon as internship selection process starts

# APPLICATION FORM - IMPORTANT THINGS TO NOTE

[ [Welcome](#) | [Personal Details](#) | [Education](#) | [Exchange](#) | [Membership](#) | [Co-curricular Activities](#) | [Working Experience](#) | [Skills](#) | [Application Information](#) | [Internship Information](#) | [U](#)

▸ For Local Internship Programme

\* Indicate

Indicate the internship period you are ABLE to join. More internship opportunities will be available in Semester B.

Important Note: After receiving your application for summer internship. If you are interested in Big 4 nomination, invitation for interview will be done separately for Sem B internship and summer internship. For Non-Big-4 nomination, invitation for interview will be combined for Sem B internship and summer internship though the nomination will be done separately in due course.

- ☐ Semester B (Spring next year)  
☒ Summer Term (Summer next year)

\* Preferred scope of work:

- ☒ Audit only  
☐ Tax only  
☐ No preference

<<http://www.cb.cityu.edu.hk/ac/student> are  
a/>

Internship  
information

\*Important note: after receiving your application, we will select students for group interview. The interview serves as an initial screening.

Please note that, **for Big-4 nomination, invitation for interview will be done separately for Sem B internship and summer internship.** If you are interested in Big 4 Summer intern, please make sure that you **update your application information when the system reopens in Sem B.**

**For Non-Big-4 nomination, invitation for interview will be combined for Sem B internship and summer internship** though the nomination will be done separately in due course.



# APPLICATION FORM - IMPORTANT THINGS TO NOTE

[Welcome](#) | [Personal Details](#) | [Education](#) | [Exchange](#) | [Membership](#) | [Co-curricular Activities](#) | [Working Experience](#) | [Skills](#) | [Application Information](#) | [Internship Information](#) |

Preferred type of  
organisation

Internship  
information

Preferred type of organization

We will do our best to accommodate your preference, but it is NOT guaranteed as it depends on firms' requests.

\*Note: Please refer to assessment criteria of Big Four Firms in a separate email when selecting your preferred type of organization.

\* Please refer to  
assessment criteria  
of Big Four in the  
invitation email

Preference	Choice(s)
1 ▼	▼
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Remark: \* Required Information

## Selection of organisation type

- Big 4 accounting firm
- Other accounting firm
- Government

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# DEPARTMENT INTERVIEW

- Group interview will be conducted to match individual's attributes to respective employers' criteria
- Interview date will be arranged between week 4 & 6. Students will be notified the exact date of interview through CityU email.
- Students will be assessed in 2 sections
  - An individual question
  - A group discussion



# NOMINATION

Students will be notified for the nomination individually. Nomination may be disseminated **by batches**, depending the hiring period of different employers

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

Each student has ONE internship opportunity to be arranged by AC department

## Nomination

### Agree

Proceed for employer's interview/  
Accept offer

**\*\*Students are not allowed to withdraw the job offer upon acceptance of nomination\*\***

### Hesitate

Decline nomination and wait for the next batch of nomination

Less opportunity to obtain offer

# PREPARATION FOR EMPLOYERS' ASSESSMENT

Individual  
interview



Aptitude test



Group  
interview



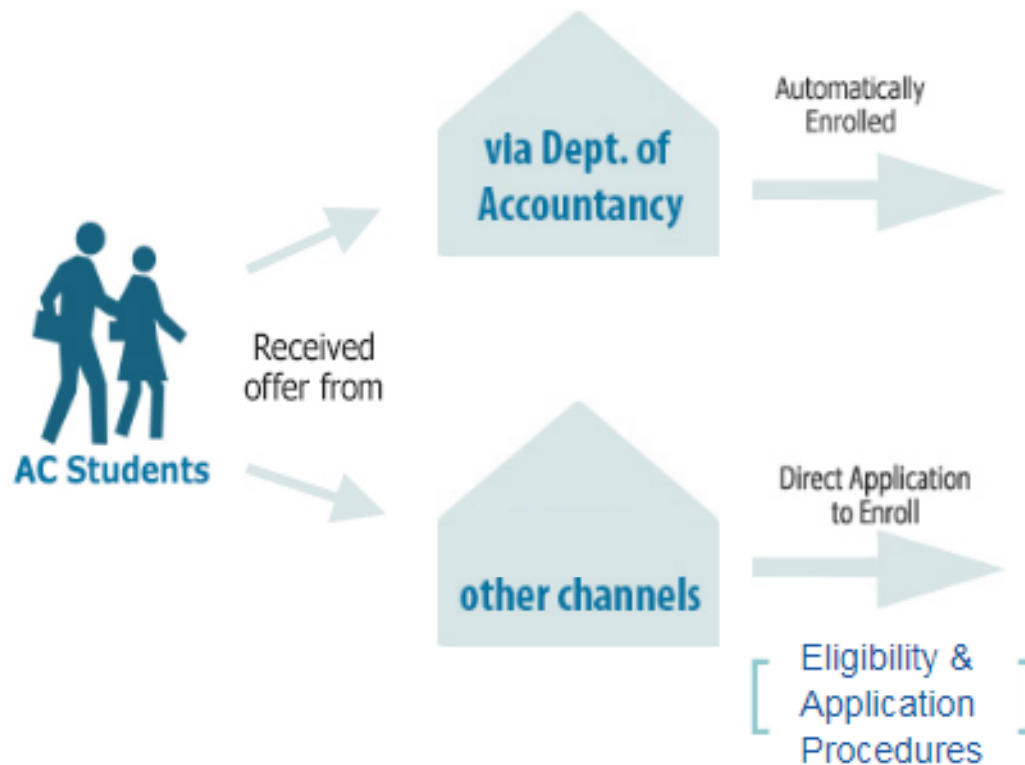
Written test

○ Depends on different employers

# ASSESSMENTS TASKS

<b><u>Period</u></b>	<b><u>Action</u></b>	<b><u>Particulars</u></b>	<b><u>For <span style="color: blue;">spring</span> internship</u></b>	<b><u>For <span style="color: red;">summer</span> internship</u></b>
Before internship	Attend	<b><u>Pre-internship training skill workshop</u></b>  *External facilitator, Mr. Kit Wong, will provide various training to prepare you for internship	Late Dec/ Early Jan	Mid to late May
	Submit	<b><u>Action plan</u></b>  * Your preparation/ expectation about the internship	Early Jan	Mid to late May
During internship	Submit	<b><u>Interim reflection report</u></b>  *Keep us updated about your situation	Mid Mar	Mid Jul
	Submit	<b><u>Intern appraisal report</u></b>  *Your performance assessment by employer during the internship	Before contract ends	Before contract ends
Completion of Internship	Submit	<b><u>Final reflection report</u></b>  * Share your experience and describe what you have gained	1 week after internship	1 week after internship
	Attend	<b><u>Post internship sharing session</u></b>	after submission of final report	after submission of final report

# ENROLLMENT TO AC4383



## AC4383 AC Professional Internship and Professional Attachment

### Requirements:

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

1. A one-day pre-internship training workshop
2. Satisfactory completion of internship as supported by company's evaluation of intern performance
3. Submission of interim reflection report and final reflection report

# DIRECT APPLICATION

- An invitation email to all penultimate year students will be sent in due course (Nov). Students can apply online using the link (available in the invitation email)  
[https://cityuhk.au1.qualtrics.com/jfe/form/SV\\_6XKCeTCnWrH1qAJ](https://cityuhk.au1.qualtrics.com/jfe/form/SV_6XKCeTCnWrH1qAJ)
- 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.

# TUITION FEE DEDUCTION



I am only taking one subject during the internship semester. Why can't I apply for tuition fee deduction?

Except for special cases, tuition fee is not collected based on the number of credits taken in each semester. Deduction will not be approved for less subjects enrolled during the internship semester. Vice versa, students are not required to pay additional when more (than planned) subjects are enrolled to capture up credits during other semesters.



# BIG 4 APPLICATION CRITERIA

- ❖ Students need to achieve a cumulative GPA of 3.0 and above as at beginning of Year Three. Marginal case (say, 2.98) will only be considered on a case by case basis.
- ❖ Students need to basically fulfill the general requirements of a junior staff as expected by the Big Four, including but not limited to, strong self-initiative, good business and general sense, excellent team spirit, very good communication and presentation skills (including language skills in English, Putonghua and Cantonese - overseas students can be exempted from Chinese language requirement), and others. For further details please refer to the web sites of the Big Four.
- ❖ Be able to attend the interview session as required and demonstrate your qualities and attributes with reference to the above mentioned requirements.
- ❖ With a strong desire and commitment to improve and be ready for accepting tough competitions.

# OUR SUPPORTING TEAM MEMBERS

## Daisy Wu

- Big 4 related matter & direct application
- Email: [disiwu@cityu.edu.hk](mailto:disiwu@cityu.edu.hk)
- Tel: 3442 7935

## Chloe Tay

- Other firms related matter
- Email: [jingtay@cityu.edu.hk](mailto:jingtay@cityu.edu.hk)
- Tel: 3442 5665

## Kitty Wong

- Administrative matter
- Email: [mekywong@cityu.edu.hk](mailto:mekywong@cityu.edu.hk)
- Tel: 3442 7931

# USEFUL RESOURCES FROM THE UNIVERSITY

Career and Leadership Centre

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

Cut-e

<http://www.cut-e.com/online-assessment/aptitude-tests/>

Verbal Reasoning Examples

<http://www.shldirect.com/verbal.html>

Numerical Reasoning Examples

<http://www.shldirect.com/numerical.html>

Verbal Critical Reasoning Practice Test

<http://www.psychometric-success.com/practice-papers/Psychometric Success Verbal Ability - Critical Reasoning Practice Test 1.pdf>