

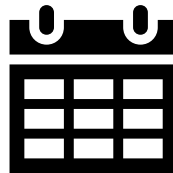


AC INTERNSHIP PROGRAMME INFORMATION SESSION

Department of Accountancy |
Spring • Summer |
2023 - 2024

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 related internship are all acceptable
- NO courses are allowed to take during the internship period
- Make good study plan!!!!



AC4383 OPENING SEMESTERS

Semester B 2023/24

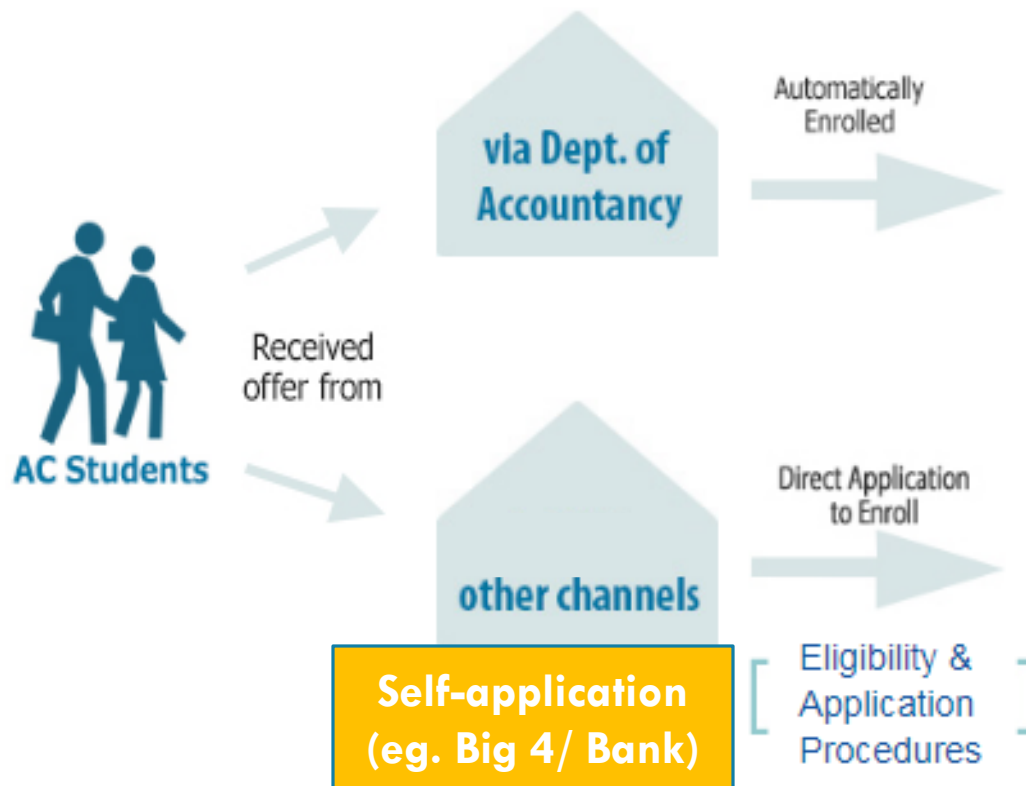
- Majority AC students participate in internship
- Peak period for audit firms, learn more about auditing
- Peak hiring period, much more openings, and less competitive (BIG 4 & RSM & BDO)
- Confirmed internship offer before exam period
- Great chance obtaining offer

i.e. **99%**
Successful Rate

Summer 2024

- Job focus is more on taxation
- 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 (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

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.

OVERSEAS EXCHANGE



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

Yes, you can still apply and get into the LIP pool first. So that, you can receive the latest news from employers and apply the summer internship.

Major Internship Partners

CPA FIRMS, GOVERNMENT BODIES



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



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
	2 nd year (BBAU4) 1 st year (BBAU3)	3 rd year (BBAU4) 2 nd year (BBAU3) 1 st 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**



CITYU X ASSURANCE APPRENTICESHIP PROGRAMME





CityU x PwC Apprenticeship 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 4384 and obtained study load of 6 credit units**
- **Only Year 2 Students can apply**



PwC Apprentice Programme Benefits



Upon satisfaction completion of the Apprentice Programme, you will be offered a graduate position of **Associate Staff (Year Two)**



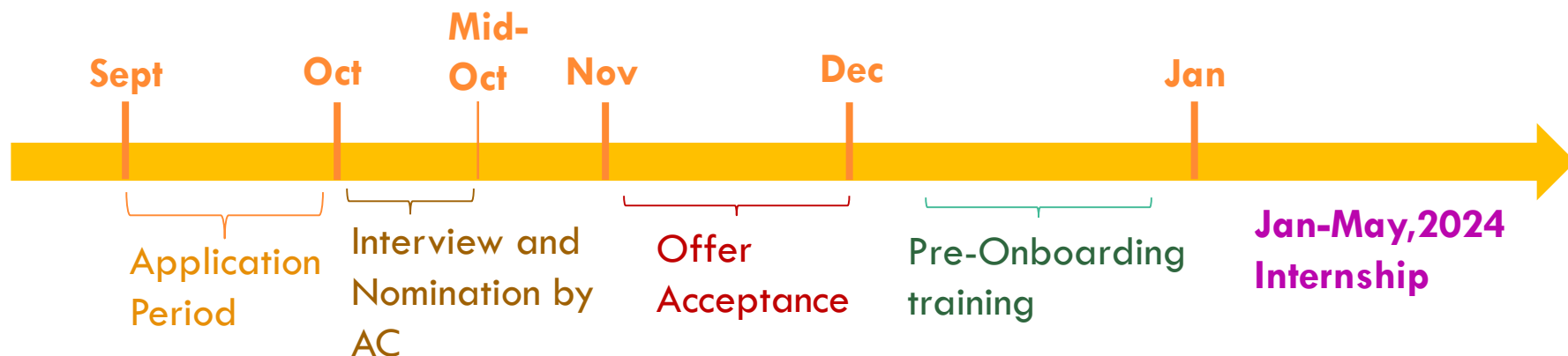
The cumulative experiences will be recognized **by CPA Australia as 10 months professional experience.**



QP early bird related trainings or workshops before returning as a AY2.



Career & Personal development (Professional knowledge, skills, culture of PwC, sense of community by **Manager Coach and Partner**)





Study Plan



Year	Semester	Internship (credits)	Internship (credits)	Internship & Exchange (credits)
Year 1	Sem A	15	18	18
	Sem B	15	18	18
Year 2	Sem A	15	18	18
	Sem B	3 (Internship)	3 (Internship)	3 (Internship)
	Summer	9	9	9
Year 3	Sem A	18	15	15 (Exchange)
	Sem B	3 (Internship)	3 (Internship)	3 (Internship)
	Summer	6	3	3
Year 4	Sem A	18	15	15
	Sem B	18	18	18
TOTAL CREDITS		120	120	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

1	Year/Sem							Credits
2	1A	CB2100 Introduction to Financial Accounting	CB2601 Marketing	CB2300 Management	CB2400 Microeconomics	GE2134 Critical Thinking and Creative	GE1401 University English	18
3	1B	CB2200 Business Statistics	CB2201 Operations Management	CB2500 Information Management	GE2248 Persuasion in Everyday Life	GE2338 Interpersonal Communication and Diversity	GE2402 English for Business Communication	18
4	Summer	GE1501 Chinese Civilisation - History and Philosophy						3
5	2A	CB2101 Introduction to Managerial Accounting	CB2402 Macroeconomics	LW2903 Business and Law	CS1102 Introduction to Computer Studies	AC3201 Corporate Accounting I	AC4251 Taxation and Tax Planning	18
6	2B	AC4383 AC Professional Internship and Professional Attachment						3
7	Summer	GE2324 The Art and Science of Data						3
8	3A	AC4301 Corporate Accounting II	IS3331 Database Management	AC4342 Auditing	IS2505 E-Business	IS3501 Cybersecurity for Business	CB3410 Financial Management	18
9	3B	PwC Apprenticeship Year 2						3
10	Summer	AC4382 Contemporary Accounting and Business Issues: Global Perspectives						3
11	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	18
12	4B	IS4537 Information System Audit	IS4543 Risk Management and Information Systems Control	IS3430 Systems Analysis and Design	LW3902 The Law Relating to Companies	AC4391 Accounting and Business Ethics		15
13								120
14								

PwC Apprentice Programme

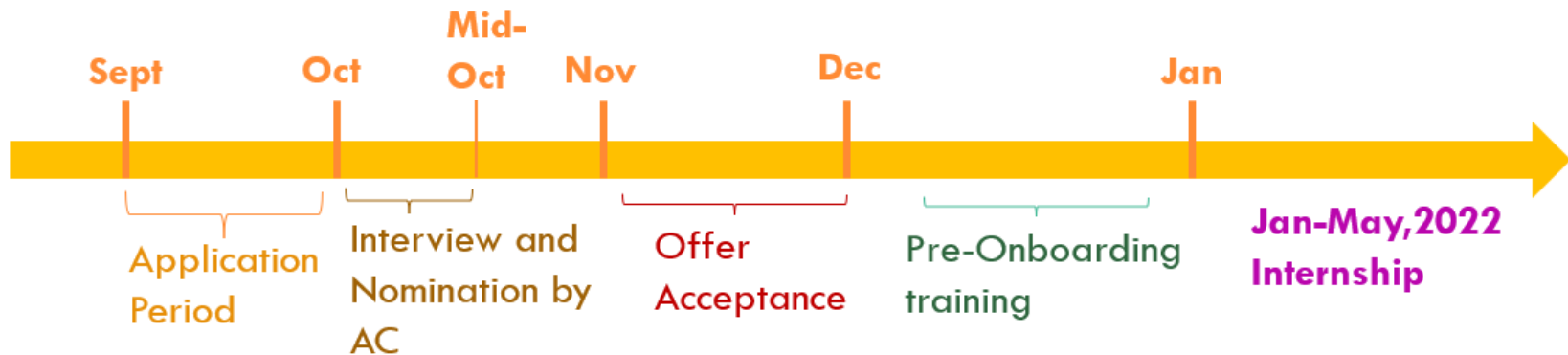
A nice looking photo

An updated resume

A study plan

<https://cityuhk.questionpro.com/t/ASIDNZohQb>

Please submit your application (link shown above) on or before **4 October 2023**.



LOCAL INTERNSHIP PROGRAMME (GENERAL)



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

Nomination

Agree

Proceed for employer's interview/
Accept offer

****Accepting nomination means a commitment to the job offer. You have to decline other offers you might receive.**

Decline

Wait for the next batch of nomination

Less opportunity to obtain offer

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.

GENERAL INTERNSHIP APPLICATION (ONE ROUND ONLY)



- Complete online application form via AC homepage under Student Area (login required) <http://www.cb.cityu.edu.hk/ac/student_area/>
- You **MUST** submit application within: 16 Oct to 31 Oct 2023
- Documents required
 - Résumé
 - The latest Academic transcript
- Upon submission, you will receive an acknowledgement email automatically.



DEPARTMENT INTERVIEW (FACE-TO-FACE)

- Interview date will be arranged in Nov. Students will be notified the exact date of interview through CityU email.



SPRING PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Oct	16 Oct – 31 Oct	Application	<ul style="list-style-type: none"> Via AC website (login required) http://www.cb.cityu.edu.hk/ac/student_area/
Nov	Nov	Department interview	<ul style="list-style-type: none"> Group interview in AC Department for both Spring and Summer Internship (except for students currently on exchange)
Nov	Nov	Nomination, Employer's assessments	<ul style="list-style-type: none"> Acceptance of nomination Site interview, aptitude tests, etc.... Acceptance of offer (please inform us immediately after your acceptance)
Dec	Nov – Dec	Offer confirmation and acceptance, Direct application	<ul style="list-style-type: none"> Sign and send contract to us
	Late Dec	Pre-departure meeting	<ul style="list-style-type: none"> Pre-internship skills training workshop Internship starts

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">○ Final reflection report○ Appraisal report ▪ Attend post-internship sharing session

SUMMER PROGRAMME TIMELINE

Month	Period	Progress	Remarks
Mar Apr	Mar – May	Nomination, Employer's assessments	<ul style="list-style-type: none"> Acceptance of nomination Site interview, aptitude tests, etc....
May	May	Offer confirmation & acceptance, Direct application	<ul style="list-style-type: none"> Sign and send contract to us Pre-internship training workshop Internship starts
May Jun	May - Jun	Internship starts	<ul style="list-style-type: none"> Please observe that most summer internship starts at the beginning of June, please plan your return date accordingly if you are on exchange in Sem B
Jul	Mid Jul	Interim	<ul style="list-style-type: none"> Submission of interim report
Aug	Mid to Late Aug	Completion of internship	<ul style="list-style-type: none"> Submission <ul style="list-style-type: none"> Final reflection report Appraisal report Attend post-internship sharing session

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

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

ASSESSMENTS TASKS

<u>Period</u>	<u>Action</u>	<u>Particulars</u>	<u>For spring internship</u>	<u>For summer internship</u>
Before internship	Attend	<u>Pre-Internship Training workshop</u> *Some useful training for internship will be provided by an external facilitator	Late Dec/ Early Jan (Saturday)	Mid to late May (Saturday)
	Submit	<u>Action plan</u> * Your preparation/ expectation about the internship	Early Jan	Mid to late May
During internship	Submit	<u>Interim reflection report</u> *Keep us updated about your situation	Mid Mar	Mid Jul
Completion of Internship	Submit	<u>Intern appraisal report</u> *Your performance assessment by employer during the internship	On prescribed due date	
	Submit	<u>Final reflection report</u> * Share your experience and describe what you have gained	On prescribed due date	
	Attend	<u>Post-internship sharing session</u>	after submission of final report	
	By AC Dept	<u>Pass course grade of AC4383 upon completion of all assessment tasks</u>	after sharing session attended	

USEFUL RESOURCES FROM THE UNIVERSITY

Career and Leadership Centre

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

Wednesday, 19 Oct 2022

Career and Leadership Centre offers

ONE-ON-ONE CAREER CONSULTATION SERVICES

Our professional Careers and Employability Consultants and Career Advisors, with extensive work experience across different business sectors, are ready to share with you in the following areas.

CV review and advising	Cover letters review
Job application advising	Job search skills
Interview skills	Career planning
Internship guidance and opportunities	Further studies advising

Latest News

[To Optimise Your Career Attainments In The Time Of COVID-19](#)

[CRE & BLNST 2022 under HKSAR Government](#)

[Recruitment of AO, EOII, ATOII and TOII in 2022/23](#)

[【CTgoodjobs】Best Recruitment Magazine – Career Guide 2022](#)

[Working Holiday Scheme](#)

[Beware of Employment Traps](#)

IF YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT US

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BIG4

Non-BIG4 & BIG4

