

## Joseph Lau Non-local Internship Awards (2025/26 Sem B: Summer)

The Joseph Lau Non-local Internship Awards (劉鑾雄境外實習獎) provide support to **full-time local undergraduates** with financial needs to participate in non-local (Chinese Mainland and overseas) internship programmes. This round of application is open for 2025/26 Semester B (Winter) internship participants.

- The purpose of the Awards is to help students:
  - gain valuable work experience;
  - improve interpersonal and communication skills in real work environments; and
  - enhance student competitiveness and employability in the global job market.
- Awards will be granted on reimbursement basis, subject to satisfactory completion of the internship and evaluations, including positive employer evaluation, reflective journals and the required documents (boarding passes, accommodation receipt, and fees associated with the non-local internships).

### (A) Financial Support

The value for each award depends on students' financial needs (with/without Government Grant/Loan\*\* and/or CSSA\*\*\*), internship destinations and duration:

#### 1. With Government Grant/Loan\*\* and/or CSSA\*\*\*

Location	Internship Working Period	Award Amount per Student*	Top-up Financial Assistance Plan <sup>^</sup>
Chinese Mainland	≥ 4 weeks & < 6 weeks	\$23,000	\$5,000
	≥ 6 weeks	\$28,000	
Africa, Asia & Others	≥ 4 weeks & < 6 weeks	\$15,000	\$7,500
	≥ 6 weeks	\$20,000	
Australia & New Zealand	≥ 4 weeks & < 6 weeks	\$20,000	\$10,000
	≥ 6 weeks	\$25,000	
Americas & Europe	≥ 4 weeks & < 6 weeks	\$30,000	\$12,500
	≥ 6 weeks	\$35,000	

<sup>^</sup> *Top-up Financial Assistance Plan:*

*Eligible students may apply for this JLA top-up plan as an additional funding source alongside other non-local internship financial sponsorship/subsidy/award/scholarship schemes. Students are, however, reminded to check to ensure that the said scheme(s) also allow the recipient to receive monetary support from more than one funding source for a single internship experience.*

## 2. Without Government Grant/Loan\*\* and/or CSSA\*\*\*

Location	Internship Working Period	Award Amount per Student*	Top-up Financial Assistance Plan^
Chinese Mainland	≥ 4 weeks & < 6 weeks	\$11,500	N/A
	≥ 6 weeks	\$14,000	
Africa, Asia & Others	≥ 4 weeks & < 6 weeks	\$7,500	
	≥ 6 weeks	\$10,000	
Australia & New Zealand	≥ 4 weeks & < 6 weeks	\$10,000	
	≥ 6 weeks	\$12,500	
Americas & Europe	≥ 4 weeks & < 6 weeks	\$15,000	
	≥ 6 weeks	\$17,500	

\*Student Development Services (SDS) has discretion to approve an Award in partial or in full amount, depending on the programme fee and whether the internship is paid/unpaid.

\*\*Applicants with Government Grant/Loan are the successful applicants of Tertiary Student Finance Scheme (TSFS) or Financial Assistance Scheme for Post-secondary Students (FASP); successful applicants of Non-means-tested Loan Scheme (NLS) are NOT included.

\*\*\*Applicants with CSSA are from families receiving assistance under the Comprehensive Social Security Assistance (CSSA) Scheme.

## (B) Eligibility

The Awards are only offered to outbound internship students who are **full-time local undergraduate students**. Students may at most obtain the Awards twice during their course of study; this includes a maximum of 1 overseas internship. Students who are eligible to receive the award must:

1. attain a latest CGPA of 2.0 or above;
2. prove their financial needs and meet the assessment criteria set by the University;
3. not receive other monetary sponsorship/subsidy/award from the University (including but not limited to subsidy or allowance from the applicants' College/School/Department) for the
4. same internship, EXCEPT for those who are eligible and applying for the top-up financial assistance plan of the Joseph Lau Non-local Internship Awards (JLA);
5. demonstrate that they have been accepted by a host organisation or a recognised internship organiser as an intern with period of work;
6. participate in an **internship programme of not less than 4 weeks or 150 hours** in duration, with internship period ending before their graduation date;

7. be offered with an internship which they need to pay for the major costs, i.e. internship with fully refundable programme fee or the major costs including flight and accommodation offered freely will not be eligible;
8. attend the pre-internship training workshop\* organised by their home college / department, Career and Leadership Centre and/or the internship organiser ;
9. show satisfactory performance according to host organisation and/or internship organiser (if any) evaluation by the end of the internship; and
10. submit all the required application, pre-departure and reimbursement documents with the requirements specified below.

*\*Please refer to the “Before Departure: Mandatory Requirements for All Successful Applicants (before departure)” section below.*

## (C) Application and Selection Procedures

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### 1. Application Submission Deadline to SDS:

- **29 April 2026 at 5:00pm OR two weeks before departure for the internship, whichever is earlier.**
- Late applications will not be considered. A full set of application documents must be submitted before the application deadline or two weeks before departure for the internship, whichever is earlier.
- Students who fail to submit the required documents by the deadline will have their application withdrawn automatically.

### 2. Application Documents:

	Application Documents (per the application deadline)	Remarks
A1	Application Form	<ul style="list-style-type: none"> <li>• Form [<a href="#">link</a>]</li> </ul>
A2	Internship offer letter/formal notification email	<ul style="list-style-type: none"> <li>• Either in English or Chinese (if neither English or Chinese offer letter/email is available, the applicant should make sure she/he understands the terms of the internship offer and accepts the offer)</li> <li>• With name of hosting company, stated period of internship, signature and company stamp (for internship offer letter only)</li> </ul>
A3	Departmental support letter	<ul style="list-style-type: none"> <li>• Template [<a href="#">link</a>]</li> <li>• With student name and student ID number, name of internship programme, name of hosting company and period of internship, the benefits/relevancy of joining the internship / how the internship will benefit the participating student</li> <li>• With signature from Programme Leader or Academic Advisor and department stamp</li> </ul>
A4	(if applicable) Government grant and loan application result notification with approved amount for the current academic year and/or CSSA application result notification	<ul style="list-style-type: none"> <li>• Notification sample [<a href="#">link</a>]</li> </ul>
A5	Acknowledgement email from Finance Office	<ul style="list-style-type: none"> <li>• Stating that bank account information has been provided in AIMS</li> <li>• Sample of the acknowledgement email from Finance Office [<a href="#">link</a>], with screen captures showing the procedures to input bank account information in AIMS</li> </ul>
A6	Additional information to support the application	If any
AA	<b>For College/School Coordinators only</b>	<ul style="list-style-type: none"> <li>• Submit to Student Finance Team of Student Development Services via email: (<a href="mailto:sdsfinance@cityu.edu.hk">sdsfinance@cityu.edu.hk</a>)</li> <li>1. List of applicants via the excel file [<a href="#">link</a>]</li> <li>2. All applicants' application documents</li> </ul>

### 3. Selection Process:

Declared financial needs of applicants will be vetted by the College / School / Department. In case the number of eligible applicants exceeds the number of awards, or if there are other constraining circumstances, Student Development Services (SDS) will make the final decision in determining the successful applicants.

SDS has discretion to approve an Award in partial or in full amount, and priority will be given to those who have not been granted with the Awards before. It is the responsibility of the applicants to provide all the supporting documents and information. Successful applicants should inform the SDS immediately and before their departure for the internship if there are any changes in the internship, including the change of internship location and duration. SDS will not accept result appeal after the application result is announced.

## (D) Before Departure: Mandatory Requirements for All Successful Applicants

**\*\*\* Preliminary approval on the award will be automatically withdrawn and no reimbursement claim will be considered should any of the required documents NOT be provided per the designated timeline. SDS reserves the final discretion on reimbursement of funding for student internship.**

Successful applicants should submit the documents below **two weeks before departure**:

	Documents	Remarks
B1	Signed copy of Student Agreement	<ul style="list-style-type: none"><li>Agreement [<a href="#">link</a>]</li></ul>
B2	Copy of the personal travel insurance purchased by students covering the whole internship period	<ul style="list-style-type: none"><li>Insurance policy should cover:<ol style="list-style-type: none"><li>Medical expenses (accidents and sickness)</li><li>Hospitalization</li><li>Personal accidents</li><li>Emergency medical evacuation/repatriation</li><li>Loss of luggage and personal belongings</li><li>Flight delay</li><li>Personal liability</li></ol></li><li>Guarantee slip showing students' name and insurance policy number</li></ul>
B3	Copy of pre-internship training workshop attendance proof	<ul style="list-style-type: none"><li>Successful applicants are required to attend a pre-internship training workshop to be organised through their home college / department, Career and Leadership Centre and/or the internship organiser BEFORE departure of internship.</li><li>Pre-internship training workshop can be on any subjects in relation to preparing the students for (non-local) internship, including but not limited to attitude training, briefing on logistics and safety measures, trainings on business etiquette, expectation management, communication and</li></ul>

		<p>problem-solving skills etc.</p> <ul style="list-style-type: none"> <li>Workshops conducted both face-to-face and on digital platforms (e.g. LinkedIn Learning or Zoom) would be accepted, and written proof of workshop attendance is required before the internship to confirm the preliminary approval of the Award.</li> </ul>
B4	Supporting document	If any
	Preparation only	
P1	Download before departure (to be submitted after the internship)	<ul style="list-style-type: none"> <li>Successful applicants should download the documents below <b>before departure</b>, for submission after the completion of internship: Employer Evaluation Form: English [<a href="#">link</a>], or Chinese [<a href="#">link</a>]</li> </ul>
P2	Crisis Management Plan	<ul style="list-style-type: none"> <li>Please read the plan in Section F and prepare if appropriate</li> </ul>

## (E) After Internship: Reimbursement Procedure

\*\*\* *No reimbursement claim will be considered should any of the required documents NOT be provided per the designated timeline. SDS reserves the final discretion on reimbursement of funding for student internship.*

Participating students are required to submit the following documents **within four weeks upon the completion of the internship**:

	Documents	Remarks
C1	Employer Evaluation Form	<ul style="list-style-type: none"> <li>Overall performance rated “satisfactory” or above to be completed by students’ direct supervisor at the host organisation.</li> <li>English Form <a href="#">[link]</a>, or Chinese Form <a href="#">[link]</a></li> </ul>
C2	Thank You Letter	<ul style="list-style-type: none"> <li>To the donor of this Award Mr. Joseph Lau (劉鑾雄)</li> <li>Full name of the student recipient (both English &amp; Chinese, if any) name of programme (major) and year of study in CityUHK</li> <li>Name of the destination country, organisation for the internship</li> <li>A brief description of the internship, e.g. industry, position held, job profile and duties, knowledge and skills acquired, interesting stories, personal insights, etc.</li> <li>At least 2 photos on the internship experiences (Work-related photos, such as photos taken in company’s events, are suggested)</li> <li>Appreciation and thankful message to Mr. Lau</li> <li>Students’ full name and signature</li> </ul>
C3	Student Feedback Form	Online form <a href="#">[link]</a>
C4	Student’s Self-reflection Report	• Template <a href="#">[link]</a>
C5	Supporting Documents for Overseas Activities	• Boarding passes, accommodation receipt, and fees associated with the non-local internships
C6	Other Supporting Documents	If any

## (F) Crisis Management Plan for Students Undertaking Overseas Internship

For students' safety, a Crisis Management Plan is developed by the Critical Incident Management Team (CIMAT) of the University to provide guidelines and procedures to student participants in the event of an emergency while studying and travelling outside of Hong Kong.

In this regard, all CityUHK enrolled students who participate in an internship programme outside of Hong Kong (i.e. outbound students) are required to observe the following guidelines issued in the Plan.

### **Guidelines for students**

- Information below is copied from CIMAT website as of 19 Nov 2025.
- For the latest information, please visit CIMAT website: <https://www.cityu.edu.hk/cimat/>

Outbound students should:

1. Consider your health and other personal circumstances when applying for or accepting a place in a non-local programme;
2. Read and get familiar with all materials issued by the programme organiser/sponsor relating to safety, health, legal, environmental, political, cultural, and religious conditions in the host country/city;
3. Provide programme organiser/sponsor with accurate and complete physical and mental health information;
4. Provide two updated emergency contact numbers of your family, guardian or next of kin on AIMS.
5. Assume responsibility for taking care of your personal preparation for the programme and participate in pre-departure orientation;
6. Understand and comply with the terms of participation, codes of conduct, rules and regulations of the host institution, as well as laws and customs of the host country/city. While in a foreign country or sovereignty, you are subject to the local laws;
7. Accept responsibility for your own decisions and actions. Ignorance or negligence is never an excuse for violating the laws;
8. Stay vigilant at all times as crime exists in all countries and all cities. Avoid becoming a crime victim;
9. Obtain and maintain appropriate insurance coverage that will cover medical service and medical evacuation;
10. Know how to use the insurance information. Keep a copy of the insurance policy with you at all times and leave the original policy with your family;
11. Make two copies of your passport/travel document. Leave one with your family and bring one with you on the trip and keep it separately from your passport/travel document. Whilst you are travelling, protect your passport/travel document;
12. Learn as much as you can about your country/city before you go. Behave in a manner that is reasonable and respectful of the rights and well-being of others, and encourage others to treat you in a similar manner;
13. Develop with your family a plan for telephone or e-mail contact, so that in case of emergency you will be able to communicate with your parents directly about your safety and well-being;
14. Take a credit card or make sure you will have access to additional funds in case of an emergency;

15. Keep the following emergency numbers with you at all times:

- a. Emergency contact numbers of on-site coordinator and/or your host institution;
- b. Emergency numbers in the host city/country for police and ambulance;
- c. Emergency contact numbers of the programme organiser/sponsor in CityUHK;
- d. 24-hour CityUHK Campus Security Hotline (collect calls acceptable): + 852 34428888;
- e. Contact number of the insurance company including the 24/7 SOS hotline;
- f. 24-hour hotline of Hong Kong SAR Immigration Department: +852 1868;
- g. Contact number of the nearest Chinese Embassy in your host country (if applicable).