

# Guidelines of The Greater Bay Area (Mainland)

## Work Attachment Scholarships

### About the Scholarships

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- The Greater Bay Area (Mainland) Work Attachment Scholarships (“Scholarships”) aims to provide sponsorship to support students to participate in internships in the Greater Bay Area (GBA) Mainland Cities. It offers a valuable platform for students to immerse in real-life business environment to broaden their outlook and perspectives; and to develop their workplace generic skills, especially inter-cultural communication skills and cultural sensitivity through engaging in business practices in different work environments and through direct interactions with local people in GBA Mainland Cities. The Scholarships is to award outstanding students who participate in internships in GBA Mainland Cities during summer holiday break.
- The purpose of the Scholarships is to help students:
  - Gain valuable work experience and a good understanding of local work culture through working in interning organisations in GBA Mainland Cities;
  - Improve inter-cultural communication skills and cultural sensitivity for effective communication with people from different cultural and backgrounds; and
  - Develop a global vision and outlook to prepare them for careers in Mainland (especially for GBA Mainland Cities).
- Awarded students will participate in face-to-face internship activities taking place in GBA Mainland Cities or virtual internship activities under mainland enterprises/organisations in GBA Mainland Cities during summer holiday break (can be either arranged by College/School/Department; or self-solicited by students) with a minimum duration of 4 consecutive weeks. After the internship, students are required to submit internship reflection report and attend a sharing session organised by the University (if any) to consolidate their learning experience and share it with the CityUHK community.
- Scholarships will be granted to successful applicants in two instalments to the applicants’ personal bank account per AIMS record per below arrangements:
  - First instalment: upon receiving complete and valid pre-departure documents per the deadline, first instalment (90%) of the approved scholarship amount will be disbursed before the departure of the internship on or before 30 June 2026;
  - Second instalment: upon completion of the internship and upon receiving complete and valid post-internship documents per the deadline, second instalment (10%) of the approved scholarship amount will be disbursed.
  - In addition to the conditions outlined above, the University reserves the right to demand a full or partial refund of the financial support disbursed if any recipient fails to satisfactorily complete the non-local work attachment or fulfill any other related requirements.

## (A) Value of Awards

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The value for each award is subject to the internship mode and duration:

Internship Mode/ Working Period	Scholarship Amount per Student
Face-to-Face Internship	
≥ 4 weeks to < 8 weeks	\$20,000
≥ 8 weeks to < 10 weeks	\$30,000
10 weeks or above	\$35,000
Virtual Internship	
≥ 4 weeks to < 8 weeks	\$2,500
8 weeks	\$5,000

## (B) Eligibility

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The Scholarships are only offered to internship students who are full-time local undergraduate students. Students who are eligible to receive the award must:

1. attain a cGPA of 3.0 or above (cGPA as at the last Semester A);
2. 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 same internship, *with the exemption of receiving from the top-up financial assistance plan of the Joseph Lau Non-local Internship Awards (JLA) by eligible students (interested students may refer to the [guidelines of JLA](#) for more details)*;
3. participate in a face-to-face internship activity taking place in GBA Mainland Cities or virtual internship activity under mainland enterprises/organisations in GBA Mainland Cities (can be either arranged by College/School/Department; or self-solicited by students) with a **minimum duration of 4 consecutive weeks**, with the **internship period starting before 30 June 2026 and ending before their graduation date**; and
4. possess versatile abilities and skills, e.g. leadership skill and striving for excellence.

## (C) Application and Selection Procedures

### 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:

	<b>Application Documents (per the application deadline)</b>	<b>Remarks</b>
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>
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 **on or before 1 June 2026 OR two weeks before departure for the internship, whichever is earlier.**

	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 problem-solving skills etc.</li> <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	<ul style="list-style-type: none"> <li>Successful applicants should download the documents below <b>before departure</b>, for</li> </ul>

	submitted after the internship)	submission after the completion of internship: Employer Evaluation Form: English [ <a href="#">link</a> ], or Chinese [ <a href="#">link</a> ]
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>
C4	Student’s Self-reflection Report	<ul style="list-style-type: none"> <li>Template [<a href="#">link</a>]</li> </ul>
C5	Supporting Documents for Overseas Activities	<ul style="list-style-type: none"> <li>Boarding passes, accommodation receipt, and fees associated with the non-local internships</li> </ul>
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).