Prepared by
Dr. Anthony Tam

COMP3410 INTERNSHIP

2024-25 Briefing

COURSE'S WEBSITES

Office Internship Website:

https://www.cs.hku.hk/comp3410/index

Moodle Course site

- Only be available in the summer semester
- For collecting the training reports and Students' feedback

BENG(CS) REQUIREMENT

Must PASS COMP3410 (for 2018 intake or after)

- Only PASS or FAIL grade

Usually be taken directly ahead of your final year of studies

- To gain maximum benefit from the placement, you must already possess a strong foundation of CS knowledge
  - BEng(CS) & GEBP – After successful completion of Year three (penultimate year)
  - BBA(IS)/BEng(CS) – After successful completion of BBA(IS)

We do not recognize past internship experience

COMP3410 VS. COMP3413

COMP3410 Internship

- This is a graduation requirement.
- All BEng(CompSc) students must take the course.
  - Get exemption automatically if joining **URFP+COMP3413**

URFP

- University Research Fellowship Programme
- Application only by invitation
  - By the end of the 1st semester of Year 3, your CGPA must be above 3.5
- COMP3413 Research Internship
  - An elective course associated with URFP; not open for general enrollment.

COMP3410 INTERNSHIP

The course consists of two components:

- Internship placement requires students to spend **a minimum of four weeks** employed, **full-time**, as IT interns or trainees.

- Professionalism exposes students to social and professional issues in computing.

INTERNSHIP PLACEMENT

PLACEMENT - TWO TRAINING MODES

To satisfy the Internship component, either

- Take a summer internship in a full-time IT position
  - > 90% of students took this option
  - Minimum requirement – 4 weeks of industrial placement in a full-time IT position
  - Usually between 8 weeks to 13 weeks, norm – 10 weeks
  - Between June to August

- Take a 6-month to full-year sandwich internship – Integrated Study-Work Programme (ISWP)

INTEGRATED STUDY-WORK PROGRAMME

Spend 6-14 months in the industry in a full-time IT position

Suspension of studies

- Granted leave of absence by Faculty
  - No need to explicitly apply for it.
  - Once you have obtained my approval, we shall inform the Faculty in July; the Faculty will issue a letter to you for confirmation that you are going to take up the ISWP
- **Not allowed to register any HKU courses/projects during this period**
  - Therefore, cannot join Final Year Project at the same time
- Require to pay a Registration Fee (3% of the composition fee)
  - Allow access to the University's library, health, counselling and physical education facilities during the study-work year

FINDING AN INTERNSHIP

It is your responsibility to seek and secure an internship

Procedure

- Looking for internship opportunities
  - Some jobs (but not a lot) are advertised through us
  - You can look for opportunities via other websites
- Submit your applications
  - Have your cover letter & CV (& transcript) be ready ASAP
- Companies may invite you to interviews
- **Inform us** your summer or 6/12-month internship once you have secured a placement
  - **The jobs must be approved by the Internship Coordinator to ensure they meet the standards**

SECURE AN INTERNSHIP

When is the latest time I should secure an Internship?

- For 1-year Internship, before mid of August 2025
- For summer internship, before July 20, 2025
  - You still have at least 5 weeks for the internship before the start of the 1st semester of 2025.
  - However, one complicated matter is - you have to enroll the Internship course COMP3410 by mid June 2024.
    - If you have enrolled the course but cannot secure a summer internship by the end of July, you cannot complete the course.
    - **You MUST report to us** to obtain our approval of skipping the course and you will get an 'NV' grade; otherwise, you would receive a Fail.

PLACEMENTS - REQUIREMENTS

Location – local or overseas

Job must be in the field of IT

- Preferably involving software development or with significant technical substances
  - Coding, testing, database design and maintenance, data analytics, infrastructure admin and networking
- Can work as research assistants under the supervision of a university's faculty member. However, you need to obtain our approval first.

Must be a full-time job at the company's workplace (or according to the company's policy)

Preferably working under the supervision of an experienced IT professional

- For some cases, you may work in a non-IT department without an IT supervisor

PLACEMENTS

For example, the following do not satisfy the criteria:

- Computer sale
- Data entry
- Web page graphic designer
- Helpdesk support
- General office duties
- Part-time work
- **Freelance work**

If you are not sure about a particular internship, please consult the Internship Coordinator for advice.

LAST YEAR PLACEMENT COMPANIES

Aerospace Information Research Institute, Chinese Academy of Sciences	Hong Kong Observatory	NTT Data Hong Kong Limited
Alibaba Cloud	Hong Kong Science and Technology Park	Orient Overseas Container Line Ltd.
Alpha AI Technology Limited	Hong Kong Univisual Intelligent Technology Limited	Portalvision Limited
Bank of China	HSBC	Preface Technopreneur Limited
Big Dipper Studio Limited	Huawei Tech. Investment Co. Ltd	PreTech Group Holdings Limited
Bowtie	HUAXIA Bank HONGKONG BRANCH	PRICEWATERHOUSECOOPERS CONSULTING HONG KONG LIMITED
BOXS LIMITED	Intact Financial (HK)	Qube Research & Technologies (QRT)
Bybit	Intact Lab	Rabbit Credit Limited
China Electric Power Research Institute	Jebsen & Co. Ltd	Recreate System Limited
China Unicom	Jefferies Hong Kong Limited	Shanghai Artificial Intelligence Laboratory
Chongqing Hog Big data Industry Development Co., Ltd	JPMorgan Chase and Co.	Shanghai Jiao Tong University AI Security Lab
Civil Engineering and Development Department	Kin Technology Limited	Shenzhen Ninenovo Technonlogy Limited
Deloitte	KPMG	Shenzhen Raisound Technology Co. Ltd.
DELOITTE ADVISORY (HONG KONG) LIMITED	LEARNMER LIMITED	Speakmanity Limited
DHL	LiDARist Co. Ltd.	Standard Chartered Bank
DIGITAL WAVE LIMITED	Manulife	The bank of east asia
DK Aromatherapy	Mapking International Limited	The Trade Desk
DocPro Limited	Metalympics Limited	Unframed Limited
Double Happiness Noodle And Food Ltd.	Metason	Varmeego Solutions Limited
eBRAM International Online Dispute Resolution Centre Limited	Microsoft (China) Co., Ltd.	Vis Mobility Limited
Eclipse Trading	Millennium Management Global Investment	Vision Beta IT Solution Limited
EventBinder	M-Labs Limited	Visutech Asia Limited
Fantastik AI	MOL Consolidation Service Ltd.	Zhejiang Big Data Multi-party Computing Center
FWD Group Management Holdings Limited	Morgan Stanley Hong Kong Limited	上海云赛创鑫企业管理有限公司
Gusto Collective	MUSTI MUSIK (HKSTP IDEATION PROGRAMME)	上海景宇宙智能科技集团有限公司
HKT Services Limited	NetEase Youdao Infomation Technology (Beijing) Co., Ltd	中国人民财产股份有限公司杭州分公司
Hong Kong Exchanges and Clearing Limited	New Knowledge and Culture Academy	北京中体骏彩信息技术有限公司
Hong Kong Logistics Technology and Systems Limited	NH Investment & Securities	科大讯飞
Hong Kong Monetary Authority	Nomura International (Hong Kong) Limited	

FINDING AN INTERNSHIP – SOURCES

Course's web site - https://www.cs.hku.hk/comp3410/index

- Job Portal
  - Jobs that submitted to the department by the company/agent directly or via CEDARS
- Jobs posted at CEDARS' career website
  - Some government jobs (but not much) may require nominations
  - Course Coordinator screens all applications and nominates candidates (to fill up the quota)

Start having summer Job advertisement from January

Recruitment activity reaches the peak during the months of April and May

- Government posts usually come in a bit late, but only available for HK residents

FINDING AN INTERNSHIP – OTHER SOURCES

Seek internship through other websites

- CEDARS (Centre of Development and Resources for Students)
  - https://www.cedars.hku.hk/careers/jobs
- JIJIS (Joint Institution Job Information System)
  - https://www.jijis.org.hk/
- Science Park (Talent Pool Platform)
  - https://talent.hkstp.org/
- Fintech Career Accelerator Scheme
  - https://www.hkma.gov.hk/eng/key-functions/international-financial-centre/fintech/talent-development/

These jobs must be approved by the Internship Coordinator to ensure they meet the standards

- If you find some internship posts and would like to consult me, send me the job ads. (**with details, not the URL**)

Inform us once you have secured a job

- Enter your placement details to your Placement record

GOVT STEM INTERNSHIP SCHEME

https://www.itf.gov.hk/en/funding-programmes/nurturing-talent/stem-internship-scheme/

- **Students**: Both local[27] and non-local undergraduates and postgraduates majoring in full-time eligible STEM-related programmes offered by the participating universities, including their GBA campuses, are eligible. Non-local students[28] are allowed to enrol in internships in Hong Kong only, subject to the conditions of stay of their visa/entry permit issued by the Immigration Department. For the Scheme operated by R&D Centres and HKPC, undergraduates and postgraduates majoring in full-time eligible STEM programmes in local[29] or non-local[30] universities will be eligible. Student interns receiving the allowance under the Scheme cannot concurrently benefit from other internship subsidies provided by the Hong Kong SAR Government (the "HKSAR Government").

The internship funded by the Scheme **should not be a compulsory requirement** of the degree programme to which the student is admitted.

- **This restriction is set by the HK Govt; we do not have the right to override this restriction**

Under the Scheme, allowance will be provided for undergraduates taking university **full-time STEM programmes** to enrol in short-term internships.

- With duration of no less than four consecutive weeks (28 calendar days).

GOVT STEM INTERNSHIP SCHEME

All STEM internships are **coordinated & approved** by HKU CEDARS

- https://www.cedars.hku.hk/careers/stem
- https://www.cedars-cp.hku.hk/stem-internship

Application

Individual participating institutions are responsible for administering the Scheme and prescribing their respective application procedures and arrangements. Interested students are welcomed to approach the respective participating institutions.

It is at the discretion of individual universities to decide whether an internship place offered by a company/organisation is I&T-related and meaningful, taking into account the feedbacks of past student interns, and to set a ceiling on the number of student interns under the Scheme in each company/organisation to enrich student experiences. Interested employers are welcomed to approach the respective universities.

The University of Hong Kong

The Centre of Development and Resources for Students
Tel: (852) 3917 2317
Email: stem@cedars.hku.hk

http://wp.cedars.hku.hk/fileupload/files/ca/STEM%20Guidelines_Employers%20and%20Students_Final.pdf

GOVT STEM INTERNSHIP SCHEME

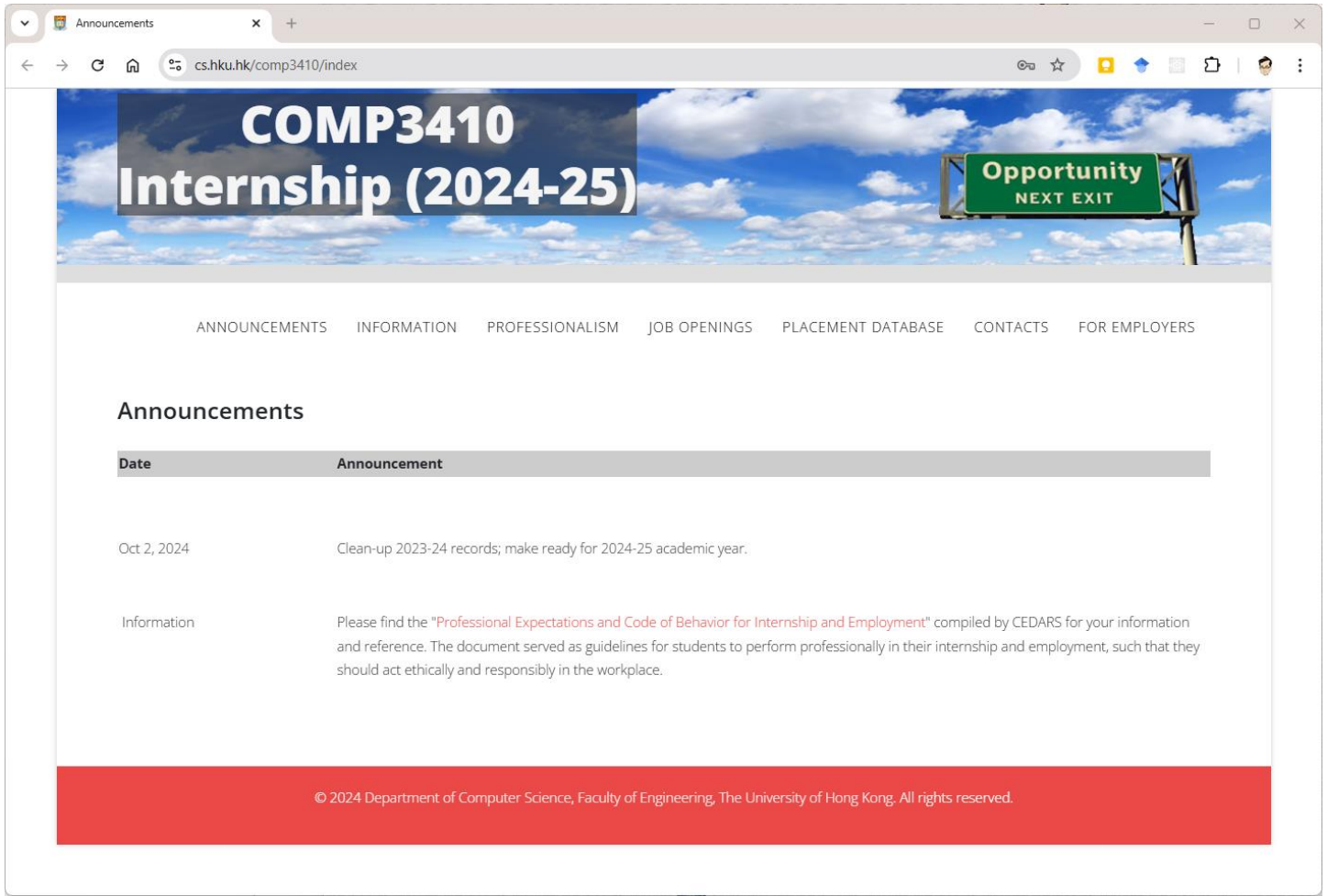
11. The student CANNOT concurrently benefit from other internship subsidies offered by the HKSAR Government.
12. The internship funded by the Scheme SHOULD NOT be a compulsory requirement of the degree programme to which the student is admitted. **However, the excess internship period of that the graduation requirements could be funded by the Scheme**, if the other requirements stipulated in the Guidelines are met

When a company offers an internship to you under the STEM scheme, please discuss with the company that you want to use **the first or last 4 weeks** of the internship to fulfill the compulsory Internship requirement of your degree programme, and the remaining period can be covered by the ITC STEM scheme.

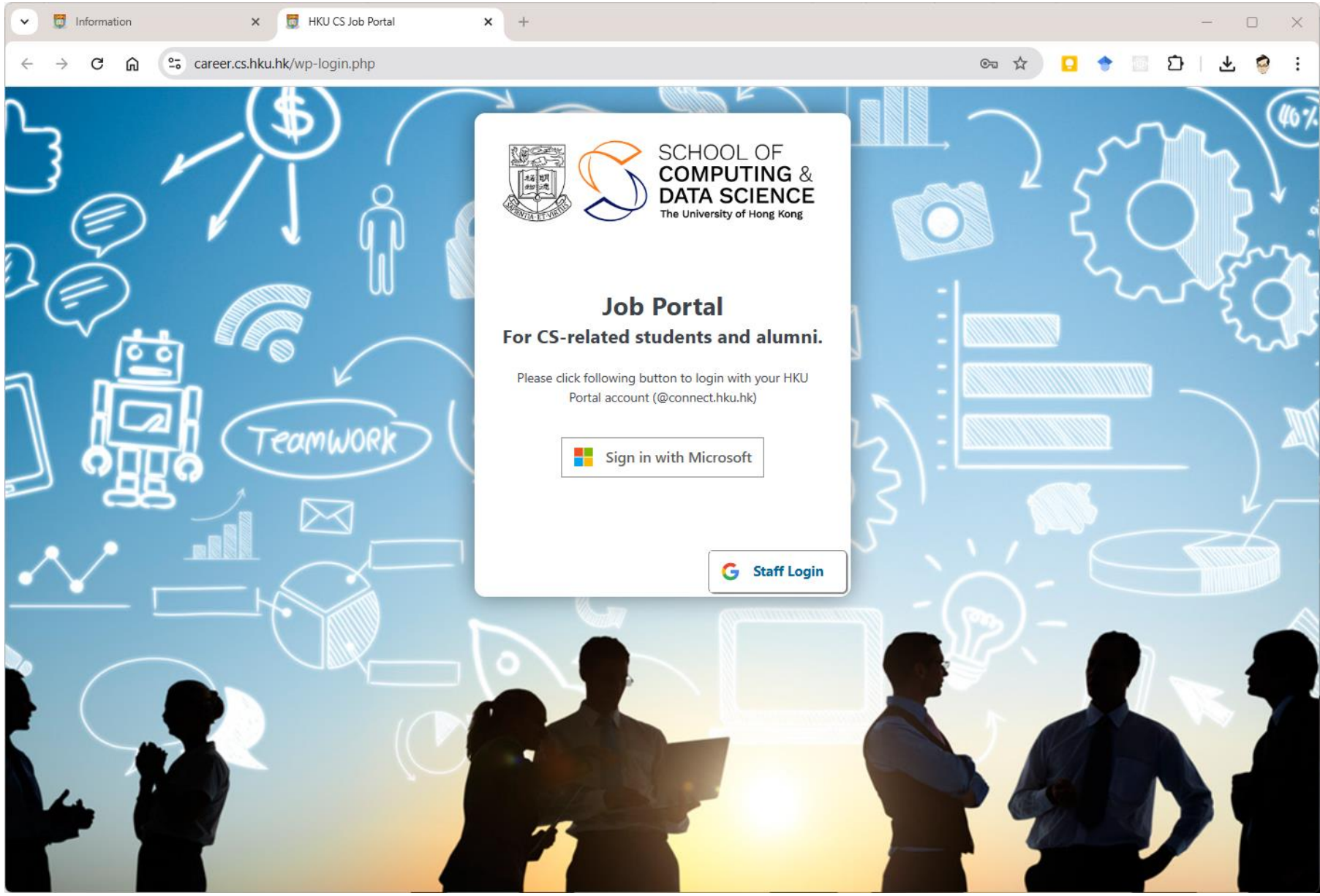
It would be better if the company can issue two appointments to you - one for the weeks to cover the course and the other for the remaining duration.

COURSE'S WEB SITE

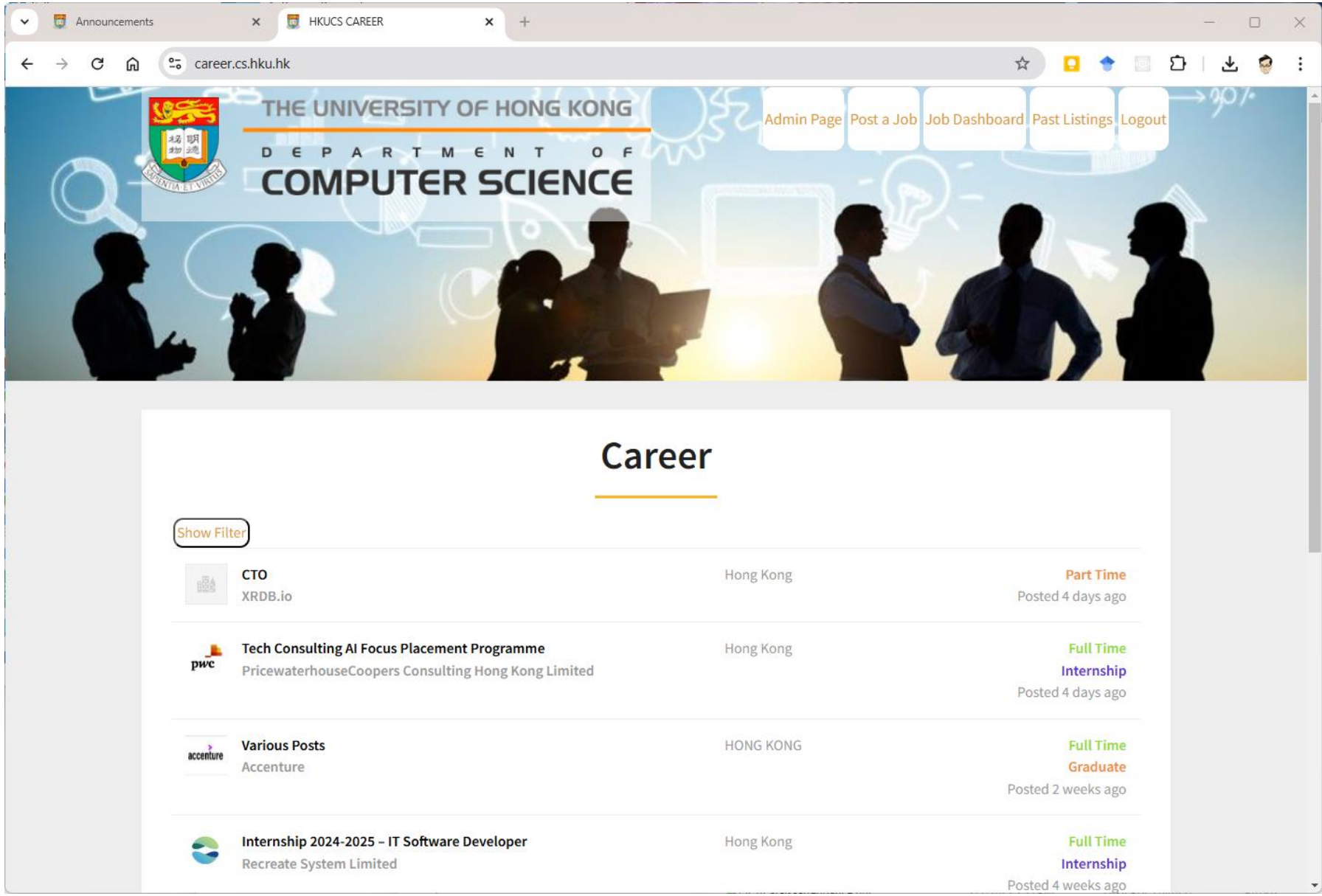
HTTPS://WWW.CS.HKU.HK/COMP3410/INDEX



JOB PORTAL


Information
HKU CS Job Portal
career.cs.hku.hk/wp-login.php
SCHOOL OF
COMPUTING &
DATA SCIENCE
The University of Hong Kong
Job Portal
For CS-related students and alumni.
Please click following button to login with your HKU Portal account (@connect.hku.hk)
Sign in with Microsoft
Staff Login
TEAMWORK

JOB PORTAL


Announcements
HKUCS CAREER
career.cs.hku.hk
THE UNIVERSITY OF HONG KONG
DEPARTMENT OF
COMPUTER SCIENCE
Admin Page
Post a Job
Job Dashboard
Past Listings
Logout
Career
Show Filter
CTO
XRDB.io
Hong Kong
Part Time
Posted 4 days ago
Tech Consulting AI Focus Placement Programme
PricewaterhouseCoopers Consulting Hong Kong Limited
Hong Kong
Full Time
Internship
Posted 4 days ago
Various Posts
Accenture
HONG KONG
Full Time
Graduate
Posted 2 weeks ago
Internship 2024-2025 – IT Software Developer
Recreate System Limited
Hong Kong
Full Time
Internship
Posted 4 weeks ago

YOUR PLACEMENT RECORD

Please access your placement record via the Placement Database (at course's website)

Log on to the system using your CS account (NOT the HKU Portal account)

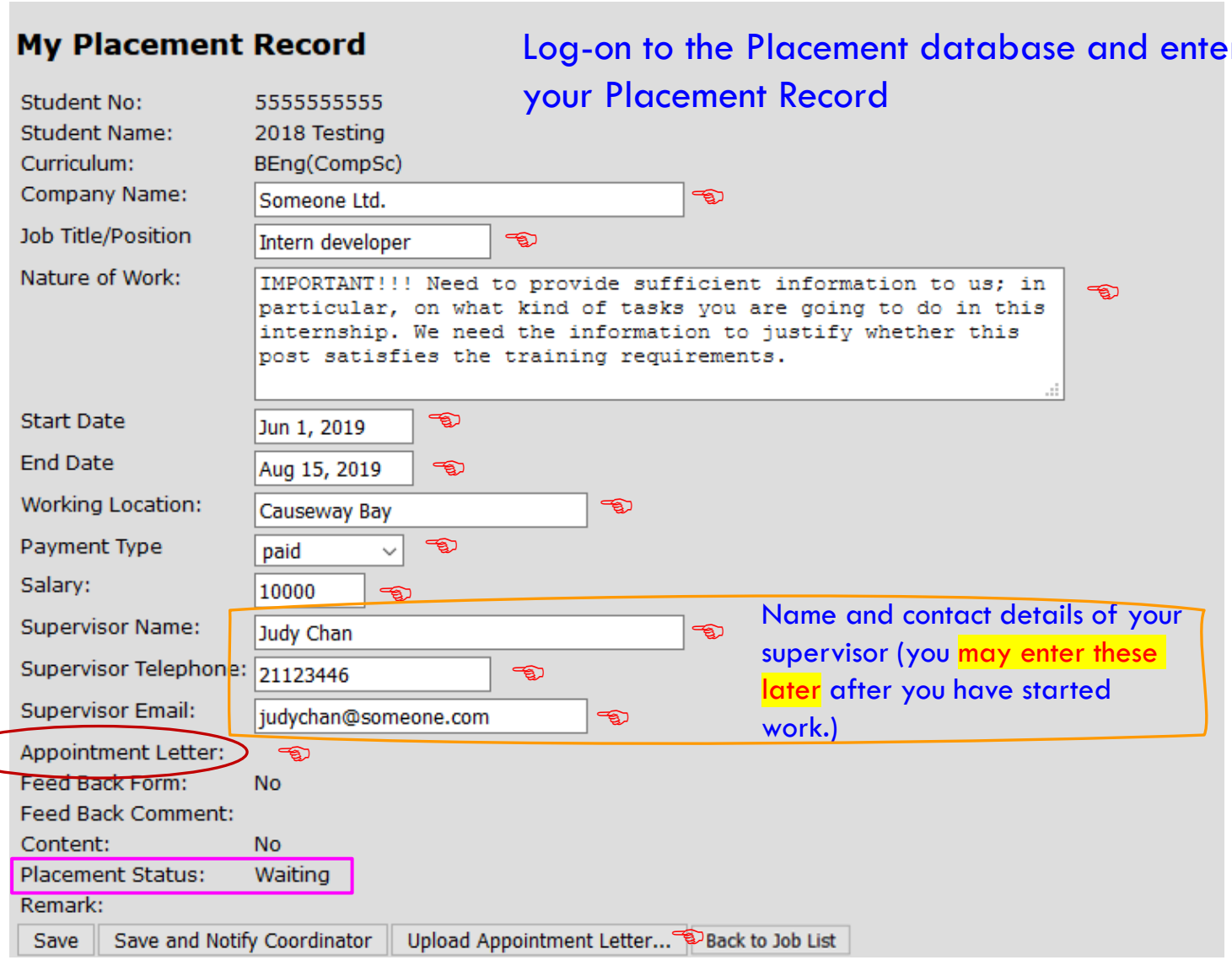
You have to submit your placement info to the department as soon as you have secured a placement.

- If we do not have a record of your placement, you cannot pass the course.
- We have to screen the job nature of all placement positions to make sure that the posts satisfy the course's requirements.

We will not accept and approve your placement if you submitted the placement record very late, e.g., has passed half of your internship.

- You may have to **redo another placement** next summer!!!

PLACEMENT RECORD



PLACEMENT RECORD

Placement Status of your placement record is either NA / Waiting / Incomplete / Approved

- **NA** – You haven't entered your placement record yet
- **Waiting** – You have entered your placement record
  - But it hasn't been screened by us yet, OR
  - I find that there is some issue with your placement; please take note of the REMARK
- **Incomplete** – We have screened your placement record and find that you did not input sufficient information
  - Examples: lack of details on the nature of work (Job Description), missing appointment letter, etc
  - Please take note of the REMARK
- **Approved** – this post is approved by us

Remark

- My comment on your placement record; in particular, indicate what is/are missing.

Feedback Form

- If we have received the supervisor's feedback form, we shall update this field

Feedback Comment

- Just to provide a summary on the comment and feedback provided by the supervisor; but may do it later

Consent

- This indicates whether you have submitted the signed "Consent Form" by your supervisor to the department

BEING A PROFESSIONAL

When accepting an internship, you will be asked to sign an agreement

We expect you to honor that agreement

Breaking an agreement without the department's prior approval will be treated as a serious breach of professional conduct

ASSESSMENT – INTERNSHIP COMPONENT

Write a training report of ~1000 words

- Outline the work you performed
- Provide a description and evaluation of the IT and /or software practices used by the organization
- Submission deadline: August 20, 2025 (for students taking 2025 Summer Internship or 2024/25 ISWP)

Assessment is based on the training report and supervisor's feedback

ASSESSMENT – INTERNSHIP COMPONENT

Supervisor's feedback – report to us on your professionalism and on the quality of your work

- "Consent Form"
  - We have drafted a letter to explain the requirement of providing feedback for you
  - Students are required to inform this requirement to your supervisor or employer.
  - Students complete the form and obtain their supervisor's signature, then students **return the signed letter** to us **by email** (mailto: **internships@cs.hku.hk**) within the first two weeks of your placement

- Supervisor's feedback form
  - Available on the CS Department Home page under
    - https://www.cs.hku.hk/about-student/hiring/info
  - On the last week of your internship, present the Feedback Form to your supervisor. Invite them to return the completed form (**by email** or **by fax** or **via you**) within two weeks after the internship.
    - (Note: If you collect the feedback form, please email the form to **internships@cs.hku.hk**.)

SCHOOL OF COMPUTING & DATA SCIENCE
The University of Hong Kong

School of Computing & Data Science
The University of Hong Kong
Pokfulam Road, Hong Kong
telephone +852 3917-2180
website: www.cds.hku.hk

All CS students are required to return the completed consent form to the CS Internship Coordinator, Dr Anthony Tam within the first two weeks of their internships.

Consent Form for Employer Hiring
HKU BEng(CompSc) Students as Interns

I have been given information regarding the recruitment of interns from the School of Computing & Data Science, The University of Hong Kong (HKU) through the Division's webpage at https://www.cs.hku.hk/about-student/hiring/info.

I understand that the internship taken up by the indicated student is for satisfying the internship requirement of his/her academic programme that he/she is currently studying at HKU.

By signing below, I am indicating my consent to complete and return the Employer's Feedback Report within 2 weeks after the indicated student has completed his/her internship at our company.

Student's Information
Name of Student Intern: _____

Supervisor's Information
Name of Company: _____

Name of Division / Department: _____

Name of Supervisor: _____

Capacity / Title / Position: _____

Contact Number: _____ Email Address: _____

Signature: _____ Date: _____

https://www.cs.hku.hk/comp3410/info#Feedback

SCHOOL OF COMPUTING & DATA SCIENCE
The University of Hong Kong

https://www.cs.hku.hk/about-student/hiring/info

Internship Questionnaire - Employer Feedback

Thank you for supporting our programme by offering the internship. It represents an important part of our students' professional training. This questionnaire is for obtaining feedback from the employer on the student's performance during internship. The feedback collected will contribute to the assessment of the student concerned. All personal information will be kept strictly confidential.

Company & division name: _____

Size of the company/division: [ ] <10 staff [ ] <50 staff [ ] ≤200 staff [ ] >200 staff

Business nature: [ ] IT development [ ] Banking & Finance [ ] Government
[ ] Research & Development [ ] Telecommunication [ ] Utilities
[ ] Consultant [ ] Others, please specify _____

Student name: _____ **Period of internship:** _____ **to** _____

Student's responsibilities: _____

Feedback on the performance of the student: ***(Please tick the appropriate box)***
(**NA** = Not applicable, **SD** = Strongly disagree, **D** = Disagree, **N** = Neutral, **A** = Agree, **SA** = Strongly Agree)

Questions	NA	SD	D	N	A	SA
1. The student demonstrated the ability to design, implement, and evaluate a computer-based system, process, component, or programme to meet desired needs.						
2. The student performed his/her function effectively in teams.						
3. The student demonstrated the ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.						
4. The student was able to understand professional, social, legal and ethical responsibilities.						
5. The student was able to communicate effectively with a range of audiences.						
6. The student was able to understand the impact of computing in a local, global and societal context.						
7. The student demonstrated an ability to recognize the need for, and to engage in life-long learning.						
8. The student demonstrated an ability to put knowledge into practice in this internship.						
9. The student was capable of using current techniques, skills, and tools necessary for computing practice with an understanding of the limitations.						
10. The overall performance of the student was satisfactory.						

Other comments on the student's performance in this internship:

https://www.cs.hku.hk/about-student/hiring/info

Name of supervisor: _____ **Capacity:** _____

Contact No.: _____ **Email:** _____

Date: _____ **Signature:** _____

You may return the completed questionnaire by one of the following ways :

- *By FAX to: 35851012*
- *By post to: School of Computing & Data Science, HKU, Pokfulam Road, Hong Kong (Attn: CS Internship Programme)*
- *Mail a soft version to: CDS.CSintern@hku.hk*

PAST FEEDBACK

Our students performed very well in the past years

- Overall performance
  - 2019-20 4.58
  - 2020-21 4.6
  - 2021-22 4.6
  - 2022-23 4.65
  - 2023-24 4.79

Keep up with the good performance and quality

PROFESSIONALISM

PROFESSIONALISM

Students need to understand their professional roles when working as computer professionals as well as the responsibility that they will bear.

They also need to develop the ability to ask serious questions about the social impact of computing and to evaluate proposed answers to those questions.

Objective

- Enable students to develop an understanding of the social and professional context in the discipline of computing.

PROFESSIONALISM - ARRANGEMENT

Three F2F seminars will be arranged in 2025

- **Tentative Schedule**
  - Feb 12, 2025 (Wednesday) 11:00am to 12:15pm
  - March 11, 2025(Tuesday)
  - March 14, 2025 (Friday)

Assessment

- No exam nor quiz nor assignment

INFORMATION

https://www.cs.hku.hk/comp3410/index

Information for Students

- About Summer Internship
  - https://www.cs.hku.hk/comp3410/info
- About ISWP
  - https://i.cs.hku.hk/~atctam/Course/comp3410/ISWP-new.html

Information for Employers

- https://www.cs.hku.hk/about-student/hiring/info