



**Full-time Student's Engagement in
Curriculum-related Internship /
On-campus Part-time Work
Application Form**

**全日制學生
課程相關之實習 / 校內兼職工作
申請表**

Please read the Guidelines attached and take special note of 1.1.5. & 1.1.6

請詳閱申請指引，並特別留意第 1.1.5 及 1.1.6 指引

1. Guidelines to Applicants:

1.1 Internship/Outreach Activities/Outside Work

- 1.1.1 Applicants should read the following Guidelines in conjunction with the regulations on “Work Outside the Academy” (General Academic Regulations Governing Programmes of Study, Para.23) of the Student Handbook before submitting this application.
- 1.1.2 Applicants should submit the application **at least one month** prior to commencement of the internship/activities/work. They should not commit themselves to any of these activities prior to obtaining the Academy approval.
- 1.1.3 Applicants should fill out Part A of this Application Form and submit it together with supporting documents to the respective School Executive Officer(EO)/Programme Co-ordinator (PCo) for processing.
- 1.1.4 Applicants should notify the EO as soon as possible should there be any change in their submitted applications.
- 1.1.5 **Non-local Bachelor’s and Master’s Degree students (termed as “degree students” below) with relevant “No Objection Letter” (NOL) issued by the HKSAR Immigration Department are permitted to take up part-time on-campus employment for not more than 20 hours a week through the academic year; and employment during the summer months (1 June to 31 August) without any limit in relation to nature of work, work hours and location.**
- 1.1.6 **In accordance with the Immigration regulations, non-local sub-degree & visiting students are not permitted to take up any work in Hong Kong, paid or unpaid. Besides, their application for engagement in curriculum-related internship/outreach activities in Hong Kong are subject to approval of Immigration Department on a case by case basis.**
- 1.1.7 The Academy will not be responsible for these internship/outreach activities/outside work. In this respect, students concerned should accept at their own discretion the terms and conditions offered by the employer/organization involved.

1.2 On-Campus Part-time Work

- 1.2.1 Local students and full-time non-local degree students may take up part-time on-campus work subject to prior approval by the Dean of their School. (Please also see 1.1.5.)
- 1.2.2 For full-time non-local Degree students, they may be requested to submit the NOL issued by Immigration Department together with this application.

2 Processing Procedures:

- 2.1 Students applying for study-related internship/outreach activities/outside work should complete Part A.
- 2.2 The School EO of the applicant should arrange completion of Part B.
- 2.3 If the application is not approved by Dean of School or Programme-in-charge, School EO/PCo should return Part F to the applicant directly. This Form will not be processed any further.
- 2.4 **Internship/Outreach Activities/Outside Work**
- 2.4.1 **Applications for outside work during the academic year (1 Sept – 31 May the next year) by non-local students should not be entertained.**
- 2.4.2 For applications for internship/outreach activities submitted by **local students and non-local degree students, and duly approved by Dean of School** or Programme-in-charge, School EO should return Part F to the applicants; and the remaining parts of the application to the Academic Services and Student Affairs Office for record.
- 2.4.3 For applications for internship/outreach activities submitted by **non-local sub-degree & visiting students and duly approved by Dean of School**, School EO should forward the applications to M(AS). M(AS) will seek discretionary approval from Immigration Department. Upon receipt of written reply from Immigration Department, School EO will then complete and forward Part F to the applicant.
- 2.4.4 As internship/outreach activities are arranged/endorsed by the Academy, School/CTT Office should be prepared to enter into contract with host organizations.
- 2.4.5 For applications for employment during summer months, only non-local degree students are required to fill out this Form.
- 2.5 **On-Campus Part-time Work**

- 2.5.1 For applications for on-campus part-time work, only non-local degree students are required to fill out this Form. The Form should then be sent via School to the Human Resources Office for approval and arrangement of employment contract.

1. 申請指引

1.1 課程相關實習/外展活動/校外工作/校內兼職

- 1.1.1 申請人遞交此申請表格前，應一併閱讀以下指引及學生手冊「課程總學則」第 23 段有關「校外工作」的規則。
- 1.1.2 申請人須在實習/活動/工作開始前最少一個月向本院提出申請，未取得本院批准前，不應答應參與任何實習/活動/工作。
- 1.1.3 申請人請填妥申請表甲部，連同有關證明文件交予所屬學院之行政主任辦理批核手續。
- 1.1.4 申請人遞交表格後，如有任何更改，請立即通知所屬院校之行政主任。
- 1.1.5 全日制非本地學位本科生及研究生(下稱「非本地學位課程學生」)取得香港特別行政區政府入境事務處(下稱「入境處」)簽發的「不反對通知書」後，可在校園內擔任兼職工作，學年內每週不超過 20 小時。於暑假期間〔即 6 月 1 日至 8 月 31 日〕，工作的性質、工時及地點則不設限制。
- 1.1.6 根據入境處條例，非本地學位以下課程學生及訪問學生均不可接受有薪或無薪的工作。如須參加課程相關實習或外展活動，每項實習或活動必須獲得入境處的批准。
- 1.1.7 本院概不負責處理或洽談此等實習/外展活動/校外工作。學生須自行判斷是否接受有關僱主及機構所提出的聘用條款。

1.2 校園兼職

- 1.2.1 本地學生、非本地學位課程學生經所屬學院院長批准後，准許在校園內兼職。(請參閱指引 1.1.5)
- 1.2.2 非本地學位課程學生於申請校園兼職時，或須一併提交入境處簽發的「不反對通知書」。

2 審批程序

- 2.1 學生申請課程相關實習/外展活動/校外工作，必須填妥表格甲部。
- 2.2 申請人所屬學院行政主任須請有關負責人簽核表格乙部。
- 2.3 如申請不獲所屬學院院長或課程統籌主任批准，學院行政主任須通知申請人結果(表格己部)，審批經已結束。
- 2.4 實習/外展工作/校外工作
- 2.4.1 本院不接受非本地生於學年內(即 9 月 1 日至翌年 5 月 31 日)於校外工作之申請。
- 2.4.2 本地生及非本地學位課程學生申請課程相關實習/外展工作，經所屬學院院長或課程統籌主任批准後，行政主任須通知申請人結果(表格己部)，並將表格送交教務處處理(丁部)。如有需要，教務處再送交表格予人力資源部處理(戊部)，完成後，表格交教務處存檔。
- 2.4.3 非本地學位以下課程學生及訪問學生申請課程相關實習/外展工作，經所屬學院院長或課程統籌主任批准後，學院行政主任將申請表格送交教務處經理。教務處經理再向入境處申請酌情審批。收到入境處回覆後，行政主任須通知申請人審批結果(表格戊部)。
- 2.4.4 本院負責安排及核准課程相關實習或外展工作，有關學院辦公室須與有關機構簽署合約。
- 2.4.5 非本地學位課程學生於暑期間工作，須填寫此申請表格。本地生於暑期間工無須申請。
- 2.5 校園兼職
- 2.5.1 非本地學位課程學生於校園兼職，須填寫此申請表格。學院行政主任將表格送交人力資源部批核及安排聘用合約。

Part A 甲部 – To be completed by Applicant 申請人填寫

Name 學生姓名:		
_____	_____	_____
(Last Name 姓)	(First Name 名)	(Chinese 中文姓名)
School 學院 : _____	Programme & Year 課程及年級 : _____	
Major 主修 : _____	Student No 學生編號 : _____	
I am a full-time 本人是全日制課程 <input type="checkbox"/> Local Student 本地生 <input type="checkbox"/> Non-local Student 非本地生		
I apply for permission to engage in the following activity 本人欲申請校方批准參與下列活動:		
<input type="checkbox"/> Curriculum-related Internship 實習 <input type="checkbox"/> On-campus Part-time work 校內兼職工作 <input type="checkbox"/> Outside Work 校外工作 (<i>Applicable to local students ONLY / 只適用於本地學生</i>)		
Details are as follows 詳細資料如下 :		
Type of Production/Job title* 製作類別 / 職位		
Name and Address of Organization/Employer 機構/僱主名稱		
Name of Production, if applicable 製作名稱		
Duties of the Production / Internship 製作 / 實習的職責		
Production/Employment Details* [Full rehearsal and performance schedule or details of the job * regarding this application is attached] 製作 / 聘用詳情* [附上此申請的排練及表演時間表 / 聘用內容*]	Production/Employment Period 製作/ 聘用*日期	
	Time 時間	
	Location 地點	
Will you use/hire Academy space or equipment? 是否使用演藝學院場地或器材?	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是 (<i>please specify 請註明</i>) _____	
Will you receive any form of remuneration (income, allowance, reimbursement)? 是否領取酬金(包括任何收入、津貼或報銷費用)?	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是 (<i>please specify 請註明</i>) _____	
Will you be absent from class(es)? 是否須要申請缺課?	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是 (<i>please specify 請註明</i>) _____	
In what ways will the internship/activity enhance your study at the Academy? 參與是項實習/活動如何幫助你在演藝學院的學習?	(<i>please specify 請註明</i>)	
_____	_____	
Signature of Student 學生簽名	Date 日期	

* whichever is appropriate 任何適用者

Part B 乙部 – To be completed by School 所屬學院填寫

This engagement of the applicant will / will not adversely affect his/her studies at the Academy		<i>Comments, if any</i>
_____ Signature of Advisor/Mentor/Supervisor (If applicable)	_____ Date	
Approval /Disapproval		
_____ Signature by Head ()	_____ Date	
Endorsement/Disapproval		
_____ Signature by Dean () (If disapproved, go to Part F)	_____ Date	

Part C 丙部 – To M(AS) for approval by HKSAR Immigration Department

For application of internship/outreach activity submitted by full-time non-local sub-degree students only

Reply of Approval / Disapproval from Immigration Department		<i>Comments, if any</i>
_____ Initial by M(AS)	_____ Date	

Part D 丁部 – To be noted and recorded by Academic Services and Student Affairs Office & be copied to School

_____ Noted by	_____ Date :	_____ Recorded by	_____ Date
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Part E 戊部 – To be approved and, if applicable, employment contract prepared by Human Resources Office.
This completed should be returned to ASO for record.

For application of on-campus part-time work submitted by full-time non-local degree students & local students only

_____ Approved by	_____ Date :	_____ Contract prepared by (If applicable)	_____ Date
		_____ Received by ASO	_____ Date

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Part F 已部 – To be returned to Applicant 審批結果交回申請人

*For applications for internship/outreach activities/outside work of **local students and non-local degree student**, after the **completion of Part B**,*

*For applications for internship/outreach activities of **non-local sub-degree & visiting students**, after the **completion of Part C & Part D**.*

*For applications for **on-campus part-time work of non-local degree students**, after the **completion of Part E**.*

Student Name 學生姓名: _____ Student No 學生編號: _____

Please be informed that your application on _____ for engagement in the following activity has / has not been approved.

閣下於 _____ (日期) 申請參與以下活動，已獲 / 不獲批准。

Activity 活動	Date/Time 日期/時間

Signature by EO (School) Date

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