User Manual for Students
Faculty Experiential Learning Application System
(Local / Non-local /Service Leadership Internship)

Version 1.1
(Jan 2016)
Introduction

The Faculty Experiential Learning Application System serves as an online platform for students to apply for the experiential learning programmes, organized by the Faculty of Social Sciences.

Experiential Learning Programmes organized by Faculty of Social Sciences:

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Eligible Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local, Non-Local and Service Leadership Internship</td>
<td>All HKU students</td>
</tr>
<tr>
<td>Global Citizenship Summer Institute</td>
<td>Students under Faculty of Social Sciences who have completed Year 1 of study before the programme commences</td>
</tr>
<tr>
<td>Faculty-level exchange programme</td>
<td></td>
</tr>
<tr>
<td>3 Campus Comparative East Asian Studies Programme</td>
<td>All HKU students</td>
</tr>
</tbody>
</table>

For details of the above experiential learning programmes, please visit the Faculty’s website [www.socsc.hku.hk/sigc](http://www.socsc.hku.hk/sigc).

This user manual provides guidance notes of the application system. Please read carefully.

Login the System

You must use your HKU Portal ID and password to login the system:

<table>
<thead>
<tr>
<th>System URL:</th>
<th><a href="http://www.socsc.hku.hk/sigc/apply">http://www.socsc.hku.hk/sigc/apply</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Login:</td>
<td>Use HKU Portal ID and password</td>
</tr>
</tbody>
</table>
Dashboard

This page shows the details and status of the programme(s) currently available for application.

- Click the “Apply Now” button to start an application
# Application

You have to complete the following sections in order to submit an application:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1. Personal Particulars  | ● It shows your basic personal information. You must input a valid contact phone number. (For students who are currently on exchange, you can provide overseas phone numbers.)  
                           |     ● Should you find any error in your personal information, please contact the Faculty immediately.                                        |
| 2. Internship Selection  | ● Students can choose **up to 3 internship placements** in each round. Once you have submitted the application, you are **NOT** allowed to make any changes on the application details until all placement choices are processed.  
                           |     ● You can check the available quota of each placement in this section.                                                                   |
| 3. Personal Statement    | ● The Personal Statement expresses a student’s motivation for participating in the internships offered by each of the Community Partner he/she chose in Section 2. Each Personal Statement should not exceed 500 words.  
<pre><code>                       |     ● The Personal Statement will be sent to the relevant Community Partner(s) according to the student’s choice(s).                          |
</code></pre>
<p>| 4. Personal Skills       | ● Students should indicate the proficiency of their language skills, IT skills and other skills, e.g. sports, research, etc.                    |
| 5. Awards/Exchange Studies | ● Students can provide information of the outstanding awards and scholarships they have recently received; and exchange studies they have participated.               |
| 6. Work Experience       | ● Students can provide information of relevant work experience, including voluntary work.                                                    |</p>
<table>
<thead>
<tr>
<th>7. Extracurricular Activity</th>
<th>• Students can provide information of relevant extracurricular activities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Preview and Submit</td>
<td>• Students must review all application details shown on this page carefully.</td>
</tr>
<tr>
<td></td>
<td>• Students must read the declarations and tick all the checkboxes before submitting the application.</td>
</tr>
<tr>
<td></td>
<td>• By clicking the “Submit” button, the application will be submitted online. An acknowledgement email will be sent to the student’s HKU email account. If you cannot find the acknowledgement email in your HKU email, please contact the Faculty immediately.</td>
</tr>
<tr>
<td></td>
<td>• Once you have submitted the application, you are <strong>NOT</strong> allowed to make any changes on the application details until all placement choices are processed.</td>
</tr>
</tbody>
</table>

The following pages show screen captures of the 8 steps:
Section 1: Personal Particulars

Step 1 / 8 » Personal Particulars

Items marked with an asterisk (*) are required

Personal Particulars

Application No.  (New application)
University No. 20094014AA
Salutation Miss
Full Name Chan Tai Man
Curriculum BSocSc
Course Year Year 2
Email  demo1@hku.hk
Nationality Hong Kong
Major Major in Geography
Correspondence Address Flat X, Block X, Floor 31
New Town Plaza 3, Shatin, Hong Kong
Contact Phone Number 91238888

Please enter a valid contact phone number
Section 2: Internship Selection

- Click “Please Select” to select an internship placement in a pop-up window
- The placements are arranged by programme (local/non-local internships, Service Leadership Internship), internship categories and Community Partners

Click “Select” to confirm selection
Section 3: Personal Statement

Choice 1: Backpack Hong Kong 香港背包: Project Executive
Your Personal Statement should reflect:

a. What would you like to learn from the internship programme?
b. What are your strengths and weaknesses?
c. Which skills do you want to develop?

Truly believe that education IS NOT confined IN a lecture hall OR a textbook, I always want TO explore more learning opportunities outside classroom. Participating IN an internship programme can BE ONE of the conventional OPTIONS FOR extra-curricular learning. Through the internship programme, I expect TO learn practical skills including workplace communication skill, independent research skill, organizational skill AND leadership skill.

These skills can be best learnt AND practised IN an actual working context that many of the college students may NOT have the chance TO get evolved. Therefore, joining the internship programme can FIRST expose me TO a REAL social setting AND THEN give me TO learn the skills AND equip WITH other essential skills AS well. OTHER THAN that, meeting LIKE-minded people AND building social network IS another focus which I expect TO gain FROM the internship programme.

Word count: 140

Choice 2: C.E.O Marketing - Social Media Executive (C.E.O for Creative, Effective, Online)
Your Personal Statement should reflect:

a. What would you like to learn from the internship programme?
b. What are your strengths and weaknesses?
c. Which skills do you want to develop?

Truly believe that education IS NOT confined IN a lecture hall OR a textbook, I always want TO explore more learning opportunities outside classroom. Participating IN an internship programme can BE ONE of the conventional OPTIONS FOR extra-curricular learning. Through the internship programme, I expect TO learn practical skills including workplace communication skill, independent research skill, organizational skill AND leadership skill. These skills can be best learnt...
Section 4: Personal Skills

Step 4 / 8 » Personal Skills

Language Skills

<table>
<thead>
<tr>
<th>Skill</th>
<th>Excellent</th>
<th>Fair</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spoken English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spoken Cantonese</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spoken Putonghua</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Chinese (Traditional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Chinese (Simplified)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Language(s) (please specify):
1. Japanese
2. 
3. 

IT Skills
(e.g. Microsoft Office, Apple iWork, Adobe InDesign, Photoshop and Illustrator, Chinese inputting)

I am good at Microsoft Office, Apple iWork, Adobe InDesign, Photoshop and Illustrator, Chinese inputting

Max 100 words

Other Skills
(e.g. Playing of musical instruments, sports, research)

I am good at playing of musical instruments, sports, research.

Max 100 words

Save and Next Step
Section 5: Awards/Exchange Studies

Step 5 / 8 » Awards and Exchange Studies

Outstanding Awards/Scholarships (list 5 most recent from Secondary 5 onwards)

<table>
<thead>
<tr>
<th>Date (MM/YYYY)</th>
<th>Awards / Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 2010</td>
<td>Best Student Award at ABC Secondary School</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exchange Studies (the most recent one first)

<table>
<thead>
<tr>
<th>Date (MM/YYYY)</th>
<th>Academic Institution and Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 2013 to 08 2013</td>
<td>McGill University, Canada</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save and Next Step

Faculty of Social Sciences, The University of Hong Kong
Section 6: Work Experience

Step 6 / 8 > Work Experience

Relevant Work Experience (including Voluntary work) (the most recent one first)

1. Date (MM/YYYY)
   08 ✅ - 2014 ✅ to 09 ✅ - 2015 ✅

   Organization:
   Hong Kong Art Centre

   Position:
   Student Helper

   Duties:
   - To assist in research projects
   - To assist in daily office duties

2. Date (MM/YYYY)
   - ✅ - 2016 ✅ to - ✅ - ✅

   Organization:

   Position:

   Duties:
## Section 7: Extracurricular Activity

### Step 7 / 8 - Extracurricular Activity

**Relevant Extracurricular Activities (the most recent one first)**

1. **Date (MM/YYYY)**
   - 
   - 
   - to 
   - 
   
   **Organization:**
   - 

   **Position:**
   - 

   **Duties:**
   - 

2. **Date (MM/YYYY)**
   - 
   - 
   - to 
   - 
   
   **Organization:**
   - 

   **Position:**
   - 

   **Duties:**
   - 

---
Section 8: Preview and Submit

- Students must review all application details shown carefully

Step 8 / 8 » Preview and Submit

Note: Your application is not yet completed. Please review your information and press the Submit button at the bottom of the page.

Personal Particulars

<table>
<thead>
<tr>
<th>Application No.</th>
<th>201510083</th>
</tr>
</thead>
<tbody>
<tr>
<td>University No.</td>
<td>3035207593</td>
</tr>
<tr>
<td>Full Name</td>
<td>Mr. Li Wing Yan</td>
</tr>
<tr>
<td>Nationality</td>
<td>Chinese</td>
</tr>
<tr>
<td>HKU Email</td>
<td><a href="mailto:u3503595@hku.hk">u3503595@hku.hk</a></td>
</tr>
<tr>
<td>Contact Phone Number</td>
<td>28608999</td>
</tr>
<tr>
<td>Curriculum</td>
<td>BSW</td>
</tr>
<tr>
<td>Course Year</td>
<td>Year 1</td>
</tr>
<tr>
<td>Major</td>
<td></td>
</tr>
<tr>
<td>CGPA</td>
<td>3.1</td>
</tr>
</tbody>
</table>

Internship Selection

1. World Green Organisation (Summer Internship) | SLI Placement 1
2. University of Auckland (Mental Health Promotion in Asian Communities) | GC Placement 2

Personal Statement

What would you like to learn from the internship programme (SLI Placement 1)?

Truly believe that education is not confined in a lecture hall or a textbook, I always want to explore more learning opportunities outside classroom. Participating in an internship programme can be one of the conventional options for extra-curricular learning. Through the internship programme, I expect to learn practical skills including workplace communication skill, independent research skill, organizational skill and leadership skill. These skills can be best learnt and practised in an actual working context that many of the college students may not have the chance to get involved. Therefore, joining the internship programme can first expose me to a real social setting and then able me to learn the skills and equip with other essential skills as well. Other than that, meeting like-minded people and building social network is another focus which I expect to gain from the internship programme.
An acknowledgement email will be sent to the student’s HKU email account. If you cannot find the acknowledgement email in your HKU email, please contact the Faculty immediately.

Once you have submitted the application, you are NOT allowed to make any changes on the application details until all placement choices are processed.
Result Announcement

Students will receive the application result in each round:

<table>
<thead>
<tr>
<th>Result</th>
<th>Description</th>
<th>Action to be taken by the student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application is not successful</td>
<td>The system will continue to process your other choice(s) of placements. You are NOT allowed to make any changes on the application details at this stage.</td>
<td>No action is required</td>
</tr>
<tr>
<td>Application is not successful (and all choices of placements are exhausted)</td>
<td>All choice(s) of placements are exhausted due to not being selected by Community Partner(s) and/or there is no more quota for the placement.</td>
<td>1. Select another 3 new placements on the system and continue to the next round; OR 2. Withdraw from the entire internship application process</td>
</tr>
<tr>
<td>Application is successful</td>
<td>An internship placement is offered to you. You have to take an appropriate action by the deadline.</td>
<td>1. Accept the internship offer on the system and proceed to next section – Offer Acceptance; OR 2. Decline the internship offer with justifications (at least 250 words) NOTE: If you do not take any action by the deadline, the system will automatically take that you declined the internship offer.</td>
</tr>
</tbody>
</table>

The following pages show screen captures of the result announcement:
Result: Application is not successful (and all choices of placements are exhausted)

Result: Application is successful (accepting an internship offer)
Result: Application is successful (declining an internship offer)

Acceptance of Internship Offer

To accept the internship offer, students should

- read through the Terms and Conditions
- agree the Declarations by clicking the checkboxes
- select an internship course for enrollment

*For students doing local or Service Leadership Internship, please select FOSS2018*

*For students doing non-local internship, please select either FOSS2018 or FOSS2019*

- provide the information of a contact person in case of emergency

By clicking the “Save and Confirm” button, you have formally accepted the internship offer. An acknowledgement email will be sent to your HKU email account. If you cannot find the acknowledgement email, please contact the Faculty immediately.

The following pages show screen captures of the Acceptance of Internship Offer:
# Acceptance of Internship Offer

**Personal Particulars**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Chan Tai Man N</td>
</tr>
<tr>
<td>University No.</td>
<td>90906666A</td>
</tr>
<tr>
<td>HKID No. (if applicable)</td>
<td><a href="mailto:student1@hkue.hk">student1@hkue.hk</a></td>
</tr>
<tr>
<td>Name of Community Partner</td>
<td>World Green Organisation (Summer Internship)</td>
</tr>
<tr>
<td>Internship Topic</td>
<td>SLI Placement 1</td>
</tr>
</tbody>
</table>

## Terms and Conditions

Please read through the following Terms and Conditions:

Social Innovation Internship and Global Citizenship Internship (SIGC) is a credit-bearing course offered by the Faculty of Social Sciences. It provides learning opportunities for students in different local or overseas organisations. At the same time, however, the Faculty needs to limit its liability in opening up these opportunities for the SIGC participants. This document therefore sets out the duties of SIGC participants, and identifies the responsibilities the students need to bear during the programme.

**Risks**

The risks of participating in SIGC may include, but are not limited to, incidents or accidents arising from:
- personal choices, actions or activities travelling
- overseas foreign political, legal, social, economic conditions
- different standards of design, safety and maintenance of buildings, places and conveyances
- medical and weather conditions any form of crime

Health or safety concerns, medical needs, treatments or hospital care may consequently arise. Participants should note that the rules, procedures, laws and regulations of the place in which SIGC is conducted could be different from those with which they are familiar in their home countries.
Pay attention to the details of the Internship Orientation. Attendance is COMPULSORY.