

**THE EDUCATION UNIVERSITY OF HONG KONG
FACULTY OF HUMANITIES**

**Dean's Outstanding Internship Award
Guidance Notes (for Students)**

1. Title of Award

Dean's Outstanding Internship Award (院長優秀實習生獎).

2. Objectives

This Award, administered by the Faculty of Humanities (FHM) of The Education University of Hong Kong (EdUHK), aims:

- (i) To recognise and honour students for their exceptional performance, dedication and achievements during their internship;
- (ii) To inspire and motivate students to strive for excellence in their internships, fostering a supportive environment that encourages continuous improvement;
- (iii) To enhance students' awareness of the internship opportunities available to them and the important role internships play in their future career development; and
- (iv) To express gratitude to our internship partners for their invaluable guidance and support to our students throughout the internship period.

3. Number of Awards and Prizes

- (i) There will be up to nine award recipients each academic year. Each award will consist of:
 - A cash award funded by FHM; and
 - A Certificate of Recognition signed by the Faculty Dean.

Details are provided as follows:

	Maximum Number	Prize
Awardee	3	Cash Award of HK\$3,000 each and a Certificate of Recognition
Merit	6	Cash Award of HK\$1,000 each and a Certificate of Recognition

- (ii) To honour our internship partners for their commitment and support in providing meaningful internship opportunities to our students, the internship mentors of the Award and Merit recipients will be acknowledged and presented with a Certificate of Appreciation signed by the Faculty Dean.

4. Eligibility

To be considered eligible for application, prospective applicants must meet the following requirements at the time of application:

- (i) They must be current students of the full-time undergraduate programmes offered by the FHM;
- (ii) They must have successfully completed an internship locally, in Chinese Mainland or abroad, at a company, organisation or school listed by the University/Faculty/programme. The duration of the internship should not be less than 180 hours. Please note that this Award Scheme does not apply to Field Experience or Block Practice organised by the academic departments or the School Partnership and Field Experience Office;
- (iii) They must attain a minimum year Grade Point Average of 3.0 during their internship year;
- (iv) The internship experience must have been undertaken within the period of 1 September to 31 August of the previous academic year at the time of application. It may be a mandatory or optional component within the curriculum of the respective programme, or a non-formal internship learning experience listed by the University; and
- (v) Normally, students are not permitted to receive scholarships or awards that exceed their total annual tuition fee in accordance with the current University guidelines. To ensure compliance with these guidelines, students participating in local internships must disclose any concurrent scholarships or awards they are receiving or have received previously. For students engaged in non-local internships (i.e., outbound activities), this restriction does not apply.

5. Application Documents

To complete the application process, the applicant must submit an Application Form, which includes the following:

- (i) **Personal Particulars and Internship Details:** This section requires the applicant to provide relevant personal information and comprehensive details about their internship organisation.
- (ii) **Reflection on the Internship Experience:** In this section, the applicant is required:
 - **Reflection Article:** To submit a 3-4 page reflection article in either English or Chinese. The reflection should highlight the significant aspects of the internship experience, including the knowledge and skills acquired, notable work or projects completed, and how the experience contributed to personal and professional growth in preparation for future career development.
 - **Artefacts (Optional):** To provide artefacts showing the student's internship experience. They can be photos, images, videos, exemplary work or projects undertaken during the internship.

(iii) **Supporting Documents:** This section requires the applicant to provide the following documents as evidence of his/her outstanding performance during the internship:

- A **letter of Recommendation** from the Internship Mentor or Immediate Supervisor of the internship organisation.
- An **Assessment Form** completed by the internship organisation for the applicant's performance during the internship, if available.
- **Recommendation** from the Internship Supervisor of the EdUHK, if applicable.

6. Selection Criteria

The selection process for the Award will be conducted based on the submissions provided by the applicants. It normally requires the applicants to demonstrate:

- (i) Student excellence and outstanding job performance during their internship;
- (ii) Strong work ethics, dedication, commitment, and diligence in carrying out their responsibilities during the internship;
- (iii) The extent to which the internship experience has contributed to their development of professional knowledge and workplace skills, such as interpersonal and communication skills; and
- (iv) Evidence of how their internship experience has facilitated their personal and professional growth.

7. Selection Process

(i) A Selection Panel appointed by the Faculty Dean will be set up to consider the eligible applications. The Panel will consist of the following members:

Chairperson
Dean's Nominee

Members

- Internship Coordinators from the relevant programmes within the Faculty
- One staff member from the Career Development Section of SAO

Secretary

- FHM Staff

- (ii) The Selection Panel will review the applications taking into consideration the application documents and selection criteria outlined in paragraphs 5 and 6 above. In some cases, individual applicants may be invited for an interview if deemed necessary.
- (iii) The Selection Panel will make recommendations on the list of awardees to the Faculty Dean, who serves as the final approving authority.

8. Application and Announcement of Results

The Award will be offered to eligible students on an annual basis. Under normal circumstances, the call for application will be made in June/July with the application deadline by the end of September. The results will be announced in November.

9. Presentation of Award

The Award shall be presented to the successful applicants and their internship mentors. The award and merit recipients will be informed of the arrangement in due course.

10. Dissemination of Good Practices

- (i) The winning entries may be uploaded to the FHM's website, allowing others to learn from the achievements and aspirations of the awardees.
- (ii) Awardees will be invited to share their valuable internship experience during University/Faculty/programme events or through other suitable platforms as deemed appropriate.

11. Personal Information and Data

- (i) The personal data provided in student applications shall be used solely for the selection process and the compilation of the relevant statistics to facilitate the review of the Award Scheme. Disclosure of personal data will be limited to the relevant parties on a need-to-know basis and for the stated purposes only. The personal data provided will be kept confidential for two years by appropriate safeguards.
- (ii) The EdUHK may disclose the personal data when required by law or court order, or as requested by any government or law enforcement authorities, or in the good faith that disclosure is otherwise necessary or advisable in circumstances which the EdUHK considers to be related to any of the purposes for which the data collected.
- (iii) You are entitled to access or correct the personal data that you have provided to the EdUHK for administration purposes. If you wish to obtain a copy of your personal data or if you believe that the personal data relating to you which the EdUHK collects and maintains is inaccurate, you may make the relevant data access request in accordance with the Personal Data (Privacy) Ordinance ("PDPO"). For the details of the University's commitment to protecting personal data privacy, please visit the University Privacy Policy Statement (PPS) at the following website:
<http://www.eduhk.hk/main/privacy-policy/>