

SE Study-Work (Sandwich) Programme

Overview

The Integrated Study-Work Programme offers students the opportunity to spend a year in relevant, full-time employment before entering their final year of studies. Also known as a sandwich option, it is open to all students pursuing the B.Eng.(SE) or B.B.A.(IS)/ B.Eng.(SE) degrees. Following successful completion of Year 2 (SE) or Year 3 (ISSE) of their programme, participants enter the industrial, commercial or government IT sectors for a period of 12-14 months as full-time interns. Students who take this opportunity gain substantial practical experience - a valuable supplement to their formal Software Engineering training.

Procedures

Participation in the programme is purely voluntary. Students should register their interest with our Industrial Liaison, Mr. Joseph Leung, as early as possible ahead of their proposed sandwich year; students usually register early in the Second Term. Details of sandwich internships will be released as we receive them from employers. Students apply directly to the companies concerned, and will be invited for interview before being offered a position. Successful applicants will be notified before the end of the Second Term and, if the internship is approved by Faculty, will begin work in June or July. The salary paid to the student is determined by the employer in negotiation with the student.

Students are welcome to seek their own internships. As with all placements, these must be approved by the Department, and by the Faculty of Engineering, to ensure they meet the standards of the programme.

Students may start work before their exam results are published. They must, however, withdraw from the programme if their results are such that they cannot proceed to their final year of studies.

Information for Participants

While participating in the Study-Work programme, you are effectively on leave of absence from the University. There are a number of implications you should bear in mind:

- Participants are not registered in HKU courses or projects during their internship; they work under the direction of a supervisor from the employer's organization. They are paid a salary by that organization and they are required to observe the rules and regulations of the organization. For accident insurance purposes students are considered to be employees of the companies concerned.
- Students cannot live in Hall while participating in the programme and cannot receive any scholarship or bursary from the University, nor any grant or loan from the Government (these resume automatically when students return to their

studies). Participants do, however, retain student status, together with access to University library, health, counselling and sports facilities. They pay a small, non-refundable Registration Fee for the year decided by the Finance Office (in the past it has been 3% of the composition fee).

- If a participating student leaves employment, or the internship is terminated early, we may try to find an alternative placement. In the event that an alternative cannot be secured and First Term teaching has already begun, the student will be granted leave of absence until the beginning of the next academic year.

You will receive a full statement of terms and conditions from the Faculty of Engineering when you are offered a place in the Study-Work programme.

Counselling, Supervision and Assessment

The Dept. will assign a counsellor to each participating student. Counsellors are members of CSIS teaching staff and their role is to provide any guidance and advice required by students during the sandwich year. Counsellors will contact students and supervisors periodically, to ensure the internship continues to be beneficial to both student and organization.

Every participant is required to maintain a logbook detailing training and work experience gained over the course of the year. The logbook must be certified by the employer, and presented to the Director of the Software Engineering Programme for review at the end of the internship. If properly documented, this period of employment may be used to satisfy part of the training required by HKIE for the award of Professional Engineer status.

The employer will be responsible for formal assessment of the student during the internship. The Dept. and the employer will jointly issue a certificate to the student on successful completion of the Study-Work programme.

With the approval of the Dept., students may use their internship to satisfy the Software Engineering Industrial Training requirement.

Interested?

Study-Work provides an excellent preparation for a career in software engineering. We encourage all students to consider participating in the programme. For more information, please contact our Industrial Liaison, Mr. Joseph Leung (joeleung@csis.hku.hk).