

# HKU Co-operative Education Programme

Employer's Brochure

Together –  
We Nurture Future Talents

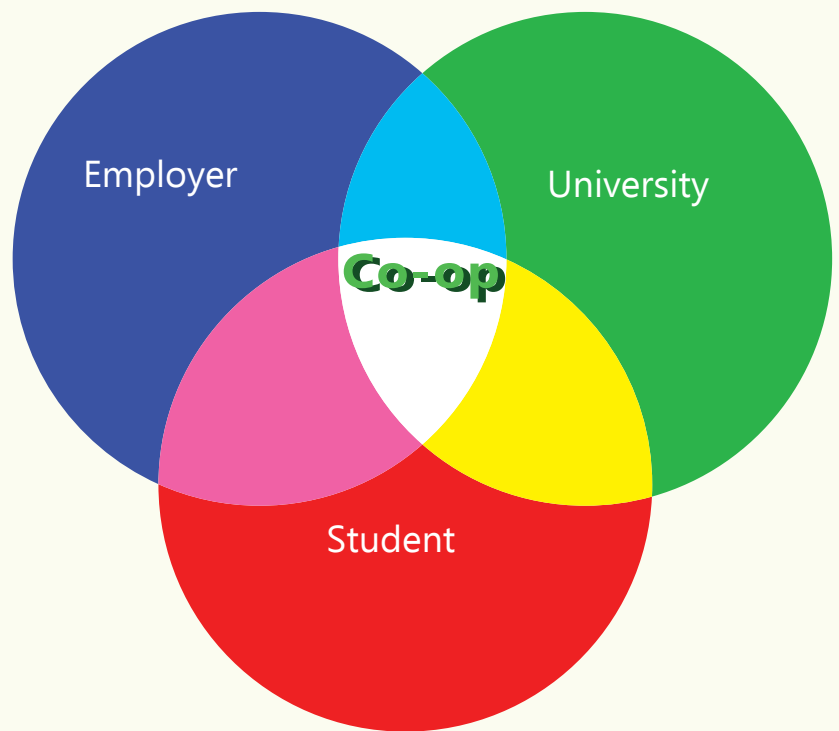


香港大學  
THE UNIVERSITY OF HONG KONG

**COOP**@HKU  
HKU Co-operative Education Programme

# What is the HKU Co-operative Education Programme?

The HKU Co-operative Education Programme (Co-op Programme) is a cooperation between three parties— the **University**, the **Employer**, and the **Student** — to work collaboratively to create a fruitful educational experience. **Students** desire to see and experience how their learning and skills can be applied in a real-world setting. The **employer** would receive constructive contributions from the student's work. As for **HKU**, we work to ensure that education is achieved, as we believe there is much to learn and grow beyond the classroom, to fulfill our University Educational Aims.



The Co-op Programme is delivered through an 18-credit course, COOP3000 Cooperative Education. The pioneering cohort started in January 2025. COOP3000 requires enrolled students to engage in full-time employment for at least seven consecutive months or 30 weeks with a single employer. Students are required to take Preparatory Modules before starting the placement. These modules focus on employment readiness, workplace professionalism, personal growth and building students' mental resilience for the workplace.

Each student will be coached by both a Co-op Academic Supervisor, assigned from their Faculty or the HKU Co-operative Education Office (Co-op Office), and a Co-op Workplace Mentor assigned by the employer after a suitable work placement has been secured.

# Through the Co-op Programme, we aim to:



-  1 Enable students to **explore professional** and **career options** prior to graduation.
-  2 Allow students to **acquire practical work experience** to lay a foundation for future professional growth.
-  3 Enable students to **develop transversal skills** including but not limited to communication, constructive critique, interpersonal and other essential skills for succeeding in job interviews and professional settings.
-  4 Enable students to **evaluate their interests**, capabilities and personal growth in the context of their field of study.
-  5 Provide the environment to **cultivate skills, ethics, work habits and attitudes** essential for professional development.
-  6 Inspire students to **learn new knowledge** and facilitate the integration of academic learning in a real-world work environment.

# Collaborating with us as an employer partner, you can:



## Nurture Future Employees

By participating in the Co-op Programme, employer has the opportunity to identify and recruit top-quality candidates early in their academic journeys. This early engagement offers a strategic advantage in shaping future employees, allowing employer to build a pipeline of talent that aligns with your long-term recruitment goals.

## Drive Meaningful Change

Employers can influence curriculum development and ensure that the skills taught in academic institutions align closely with real-world industry needs, leading to better-prepared graduates ready to seamlessly transition into the workforce, fostering a stronger tie between academia and industry.

## Leverage Fresh Ideas and Innovation

Young minds often bring a wealth of creativity and innovative thinking. Their fresh perspectives may inspire new approaches and solutions, adding value to your organisation in the current fast-evolving business and societal landscape.

## Achieve Greater Impact

Students will work within your organisation for a minimum of seven months, providing ample time for meaningful contributions under your supervision. This extended period, compared to a shorter summer internship, allows for deeper understanding, more extensive skills development, and a higher likelihood for delivery of tangible outcomes that can add value to your organisation. The Co-op Office, along with the student's Academic Supervisor, will closely keep track of the student's progress to ensure a mutually rewarding experience.

## Demonstrate Commitment to Community Good

By offering training and mentorship opportunities to our students, employers showcase their commitment to societal development and youth empowerment. Partnering in the Co-op Programme is a way to contribute that reflects your dedication to nurturing future talent and enriching the broader community.

# Employers can be part of the HKU Co-op Partnership by:

- Providing students with **on-the-job training** to enhance their professional skills and industry knowledge.
- Assigning a dedicated staff member to serve as the student's **Workplace Mentor**, responsible for providing training, guidance, and regular feedback to the student. The Mentor will also liaise with the Co-op Office and the student's Academic Supervisor to monitor the progress and address any challenges that may arise during the placement.
- Conducting a **formal evaluation** of the student's performance at the conclusion of the Co-op term. This assessment will contribute 20% toward the student's overall Co-op course evaluation.
- Offering a **monthly salary** for student's full-time contributions. A suggested minimum monthly wage is HKD \$12,000.
- Ensuring the student will work in a **fair, safe, supportive, and properly supervised environment** throughout the duration of their placement.



# Frequently Asked Questions



## **Q: Will students work full-time? Will they be concurrently studying?**

**A:** Co-op students will be working full-time and are expected to fully dedicate themselves to their placement roles within the company. They are not permitted to enrol in credit-bearing courses during their work term. However, they may take non-credit courses if those courses will further enhance their work performance. While Co-op students will have assignments related to their Co-op course under the Programme, these assignments are expected to be completed outside of company hours.

## **Q: How will employers select students for the job? Will there be interviews?**

**A:** Employers will receive from the Co-op office a list of shortlisted candidates who have applied for the position and meet the programme's requirements. Employers are asked to select candidates from this list for interviews, which can be conducted either in-person or via Zoom. After selecting a suitable candidate, employers are required to inform both the successful candidate and the Co-op Office via email.

## **Q: Why is the work term seven months?**

**A:** The seven-month work term is designed to provide more intensive and extensive learning and engagement opportunities to HKU students compared to shorter work experiences, such as summer internships. This duration allows students to be involved in longer-term projects and make substantial contributions, benefiting both the student and the employer. The seven-month period also aligns with the duration of two academic semesters.

## **Q: Should I provide feedback to the student or to HKU on the student's progress?**

**A:** We highly encourage regular constructive feedback directly to the students throughout their work term. Two meetings will be arranged between the Student, Academic Advisor, Workplace Mentor to discuss the co-op programme progress midway and towards the end of the placement. At the end of the placement, employers are required to provide a formal feedback and assessment of the student's performance. Additionally, the Faculty Academic Advisor or the Co-op Office may periodically check in to monitor the progress. But should any issues arise at any point, we encourage employers to contact us immediately.

**Q: Are there any special considerations if we hire a non-local student?**

**A:** According to Hong Kong Immigration Department (ImmD), starting from 1 November 2024, full-time non-local undergraduate students would be temporarily exempted from the restrictions on taking up part-time jobs. This means that non-local students can participate in the Co-op Programme without the usual work restrictions imposed on part-time employment.

**Q: What is the timeline for employers interested in joining the Co-op Programme and posting job offering?**

**A:** There will be three rounds of Co-op terms starting in January (Second Semester), June (Summer Semester) and September (First Semester). Employers are encouraged to register as an HKU co-op employer partner. Once registered, you can submit a job advertisement form to us. To align with the semester dates, we would suggest the timeline as below:

	Summer Round Jun - Dec Placement	Sem 1 Round Sep/Oct – Mar/ Apr Placement	Sem 2 Round Jan - Jul Placement
Deadline for Co-op Office to receive job advertisements	By 15 Feb*	By 15 May*	By 15 Sep*
Deadline for students to apply for posts	By 7 Mar*	By 5 Jun*	By 3 Oct*
Deadline for Employers to complete interviews	By 4 Apr*	By 3 Jul*	By 31 Oct*
Deadline to inform students/Co-op Office of selections via formal offer letters	By 18 Apr*	By 17 Jul*	By 14 Nov*

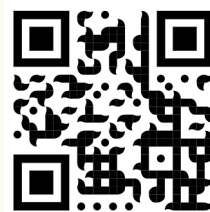
\* or the following business day, if this falls on a public holiday

**Register to be our Employer Partner**



<https://hku.to/V127z>

**Complete this form to post a job advertisement**



<https://hku.to/nqf88>

Join our regular information session at:

<https://co-op.hku.hk/employers-information-session>

More questions? Do not hesitate to contact us at [co-op@hku.hk](mailto:co-op@hku.hk)!



HKU Co-operative Education Programme

#### Contact Us



<https://co-op.hku.hk>



[co-op@hku.hk](mailto:co-op@hku.hk)



[hku\\_coop](https://www.instagram.com/hku_coop)



[HKU Co-operative Education](#)