



香 港 大 學

THE UNIVERSITY OF HONG KONG

HKU Cooperative Education Programme 2024-2025

For Employers

What is the HKU Cooperative Education Programme?

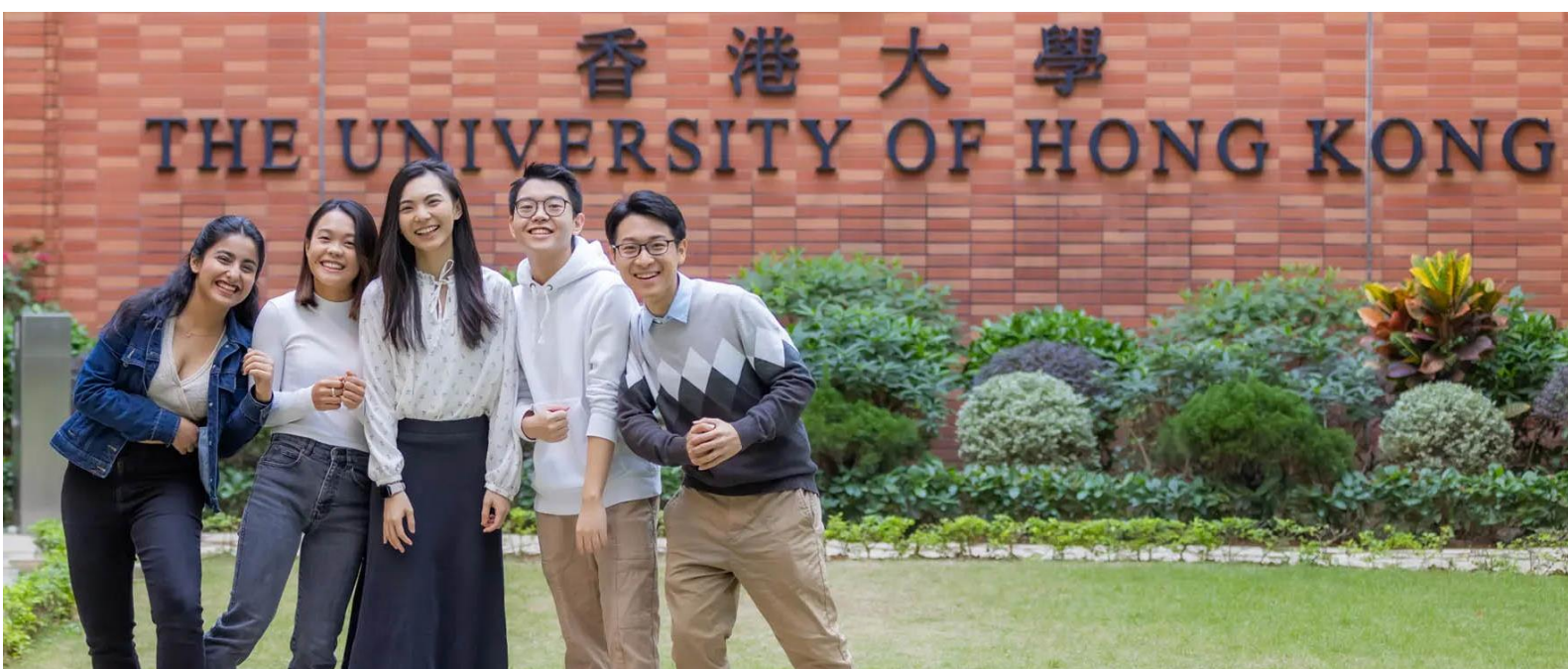
The HKU Cooperative Education Programme (Co-op) is a cooperation between three parties— the University, the Employer, and the Student who will collaboratively construct a fruitful experiential learning opportunity. **Students** desire to see and experience how their learning and skills can be applied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

The Co-op programme is an **18-credit course**, set to launch **starting from January 2025**, and 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 also be assigned a Co-op Academic Supervisor from their Faculty or the HKU Co-op Education Office (Co-op Office), and a Co-op Workplace Mentor assigned by the company after a suitable work placement has been secured.

For HKU Students, the outcomes of Co-op aim to:

1. Enable students to practically explore professional and career options prior to graduation.
2. Inspire students to learn new knowledge and facilitate the integration of academic learning in the practical work environment.
3. Enable students to evaluate their interests, capabilities and personal growth in the context of their field of study.
4. Provide the environment to cultivate skills, ethics, work habits and attitudes essential for professional development.
5. 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.
6. Allow students to acquire practical work experience to lay a foundation for future professional growth.



For Employers who partner with us in Co-op, potential benefits are:

Early Access to Emerging Talent

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.

Extended Engagement for 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 allows for deeper learning, skill development, and the delivery of tangible outcomes that can add value to your organisation. The Co-op Education Office, along with the student's academic supervisor, will closely keep track of the student's progress to ensure a mutually rewarding experience.

Commitment on Sustainability

By offering training and mentorship opportunities to our students, employer showcases its commitment to societal development and youth empowerment. Supporting the Co-op Programme reflects your dedication to nurturing future talent and contributing to the broader community.

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.

How Employers can support the HKU Co-op Partnership:

- Provide students with comprehensive on-the-job training to enhance their professional skills and industry knowledge.
- Assign 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.
- At the conclusion of the Co-op term, conduct a formal evaluation of the student's performance. This assessment will contribute 20% toward the student's overall Co-op course evaluation.
- Students should be offered a monthly salary for their full-time contributions. A suggested minimum monthly wage is **HKD \$12,000**.
- Ensure 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 are expected to commit fully to their company roles and will not be allowed to enroll in credit-bearing courses during their Co-op term. However, they may take non-credit courses if they will be beneficial to their work performance. While Co-op students will have assignments related to their Co-op course under the Programme, they are expected to complete these 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 shortlist of candidates who have applied for the position and meet the Co-op programme requirements. Typically, employers will select candidates from this list and arrange interviews (in-person or via Zoom). Once a candidate is selected, please inform both the successful candidate and the Co-op Office via email.

Q: Why is the work term seven months?

A: HKU students already have access to shorter work opportunities, such as summer internships. The seven-month Co-op term allows for deeper learning and greater involvement in long-term projects, providing both the employer and student with more substantial benefits. This duration also corresponds to two academic semesters.

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

A: Regular constructive feedback to the student is highly encouraged. At the end of the Co-op term, you will be asked to provide a formal assessment of the student's performance. Additionally, the Faculty Academic Advisor or the Co-op Office will periodically check in to ensure the placement is progressing well for both the company and the student. If any issues arise at any point, please do not hesitate to reach out to us. We are here to ensure a successful experience for all parties involved.

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

A: Non-local students will need to obtain a **No Objection Letter (NOL)** from the Immigration Department after receiving a job offer, and before they commence work.

Q: What is the timeline for employers interested in joining the January 2025 Co-op round?

A: Interested employers should to liaise with the Co-op Office on the Co-op placement positions with detailed Job Descriptions, and by setting the application deadline as the end of October 2024. The HKU Co-op Office will then provide a shortlist of suitable candidates to the employer shortly after the application deadline. Interviews with shortlisted candidates by employers are suggested to be conducted by November 2024, with offers extended to students as soon as possible, and typically no later than the end of November 2024. This timeline ensures a smooth onboarding process for both employers and students in time for the January 2025 start date, also cater for the application of NOL for non-local students.



More questions? Email us at co-op@hku.hk