

Work-on-campus Scheme

Guidelines to Participating Students

1. General Principles:

1.1 Eligibility

The Scheme is open to all full-time sub-degree/undergraduate students (excluding Associate Degree) as well as postgraduates in taught programs.

**Non-local students studying at PolyU with at least one academic year are also eligible*

1.2 Remuneration

The rate of remuneration is generally HK\$40/hour. MPF is applicable for employments longer than 59 calendar days. Payment to students will be on a monthly basis (mainly via auto-pay). However, it is not recommended to assign more than 18 hours/week to a student during term time in order not to affect his/her studies.

[Non-local students may be required to sign undertaking regarding the regulations stipulated by the Immigration Department]*

2. Nature of Work:

All kinds of campus work e.g. assistance in research projects and teaching support, clerical or technical work, promotion or publicity work and any other duties related to the provision of student services

3. Mechanisms & Implementation:

3.1 Registration

- Registrations are open to all eligible students in July (for current students) and in August/September every year (for new and remaining current students). Interested students can register online via ePortfolio: <http://www.polyu.edu.hk/sao/special/portal> [under My Application --> Work-on-campus Scheme --> My Work-on-campus Scheme Application (fill in your personal details with skills and available timeslots) --> myResume and click 'submit']
- Personal profile of participating students can be viewed and updated throughout the year.
- Work opportunities offered to students will be on a competitive basis, subject to the availabilities, skills, knowledge and past performance of students.

3.2 Job Applications

- ◆ Job advertisements will be sent to scheme participants via emails according to the job requirements set by individual departments as well as the information (e.g. skills, availabilities and job preference) provided by students. Interested students can apply for specific jobs by replying to our emails.

3.3 Job Assignment & Monitoring by Departments

- ◆ After receiving the list of applicants from SAO, authorized parties from individual recruiting departments will view personal profile of the applicants. They will approach suitable candidates, take up the selection (e.g. interviews and written tests) and notify students of the selection results direct.
- ◆ Individual departments will be responsible for the safety of students in their workplaces. Necessary precautions should be taken to prevent accidents and ensure safety of the students.

3.4 Performance Appraisal

- Individual departments are responsible to give specific briefings on job duties.
- Students demonstrating irresponsible behaviours will be warned and may not be given further job opportunities unless/until they are able to prove themselves trustworthy again with improved behaviours and attitudes.
- Individual departments are encouraged to conduct verbal/written appraisal or evaluation with students upon completion of employments.

Remarks for Non-local Students on Implementation of Education Hub Policies:

- a. Non-local students of full-time degree programmes can take up part-time on-campus employment for not more than 20 hours per week, [off-campus employment is allowed during the summer months from 1 June to 31 August].
- b. The Immigration Department would issue No Objection Letter (NOL) to all eligible students and all the terms and conditions would be stated in the NOL.
- c. Part-time employment must take place on campus excluding any subsidiary and associated body of the University or its self-financing arms. If the work station is outside campus, the university should be the employer.
- d. All departments/offices/units/designated operators are required to maintain the employment records of non-local students, if any, for two years for checking and investigation by the Immigration Department.
- e. Non-local students may be required to sign undertaking regarding the regulations stipulated by the Immigration Department
- f. Any breach of the above regulation will render students liable to prosecution and removal from Hong Kong under the Immigration Ordinance