

SAMPLE

To : _____ (Student Name) _____ (Student Number)

Date :

Dear Student

Conditions of Taking Up Part-time On-campus Employment at The Hong Kong Polytechnic University (PolyU)

In accordance with the regulation of the Hong Kong Immigration Department, you are required to satisfy the conditions stated below to take up any part-time on-campus appointment at PolyU:

- a. Non-local students of full-time degree programmes can take up part-time/temporary on-campus employment for **not more than 20 hours per week** except during the summer period (i.e. from 1 June to 31 August). All employment records will be kept for two years;
- b. The abovementioned ceiling on work hours includes all appointments at the University, regardless the number of concurrent appointments and whether such appointments are from the Work-on-Campus (WoC) Scheme or not;
- c. Students are not allowed to roll-over unused hours from one week to another;
- d. Students are only allowed to take up part-time on-campus employments at departments/offices/operators designated by PolyU; and
- e. The abovementioned employments must take place within the campus excluding subsidiary/associated bodies and self-financed offices/departments. If the work location is outside campus, PolyU should be the employer.

Please sign the undertaking below and return it to me as soon as possible.

Yours faithfully

(Name of Staff)
(Post Title)
(Name of Department)

To : (Name of Department)

I fully understand the above conditions of employments and limitations on work hours; and I undertake to abide by the above requirements.

Signature : _____

Name in English : _____

Student Number : _____

HKID Number : _____

Date : _____