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 : ___________________