

THE HANG SENG UNIVERSITY OF HONG KONG
Bachelor of Business Administration (Honours) in Professional Accountancy
ITN3001 Field Experience (Job Placement)
Guidelines on Internship Approval Criteria for Self-Searches Internship

1. Purpose

The purpose of this document is to outline the approval criteria for self-searched internship positions that satisfy the module requirements for ITN3001 Field Experience (Job Placement). Examples of eligible types of internship positions are provided in this document for students' reference.

2. General Principles

The purpose of ITN3001 is to encourage students to earn practical work experience that is relevant to the objectives of BBA-PA programme so that students are better-prepared for pursuing full-time employment upon graduation. Thus, internship positions that qualify for ITN3001 under the BBA-PA programme should bear the following characteristics:

- 1) Internship positions that ***require the application of the knowledge and skills acquired in the BBA-PA programme***; and
- 2) Internship positions that ***are relevant to students' career path after graduation***.

3. Approval

Approval of self-searched internship positions qualified for ITN3001 is subject to the final discretion of the BBA-PA Internship Programme Coordinator.

4. Examples of Acceptable and Unacceptable Internship Positions

4a. Examples of **Acceptable** Internship Positions

Positions in the field of:

- i. Accounting and corporate reporting
- ii. Auditing and assurance
- iii. Compliance
- iv. Financial management and treasury
- v. Taxation
- vi. Other business functions

4b. Examples of **Unacceptable** Internship Positions

- i. Frontline sales and marketing positions (e.g. Giordano, D&G, 7-11, Circle K, etc.)
- ii. Bartender/barista/bar helper/server positions in a coffee shop/café (e.g. Starbucks, Pacific Coffee etc.)
- iii. Waiter/waitress/server/receptionist or any other frontline operational positions in a restaurant (e.g. counter staff in McDonald's store, waiter in Pizza Hut etc.)
- iv. Private tutors in a school, private tutorship firm or any education institution
- v. Student helper positions for HSUHK