

**DSE 畢業生大灣區實習計劃 2024**  
**Greater Bay Area Internship Program for DSE Graduates 2024**  
**校內宣傳及「學校推薦計劃」報名指引**  
**Promotion & “School Recommendation Scheme” Application Guidelines**

**1. 校內宣傳指引 School Promotion Guidelines**

- i. 建議於校內壁報板張貼**宣傳海報**及**學校推薦表格（學校專用）**，吸引學生瀏覽有關詳情及主動登記報名。The School may post **Program Posters** and **School Recommendation Form (School Use Only)** on classroom notice boards, to attract students to browse and apply for the Program.
- ii. 於集會時及課室內宣傳計劃內容及特色，鼓勵學生爭取學校推薦名額，以獲免團費資格。Teachers may promote the Program during school assemblies or home lessons, to encourage students to apply through the School Recommendation Scheme.
- iii. 在中六各班傳閱**活動章程**，方便學生知悉更多計劃內容及報名細節（亦可將活動章程張貼於課室壁報板，方便學生查閱）。To facilitate students’ understanding of the Program, the School may circulate the **Program Brochure** among S.6 classes (or post the Program Brochure on classroom notice boards).

**2. 「學校推薦計劃」報名指引 “School Recommendation Scheme” Application Guidelines**

- i. 在推薦計劃限期 2023 年 11 月 21 日（星期二）或之前，收回**學校推薦表格（學校專用）**，由學校或負責老師審核適合推薦的學生。School principals or teachers-in-charge may select and nominate outstanding students to join the Program and collect the **School Recommendation Form (School Use Only)** on or before 21 November 2023 (Tuesday).
- ii. 負責老師填妥**學校推薦表格（學校專用）**，蓋章或簽名後，連同附頁（如有），以電郵或傳真方式回覆主辦機構。Please complete and send back **School Recommendation Form (School Use Only)** and appendix (if any) with the official school stamp or signature of Teacher-in-charge by email or fax.
- iii. 主辦機構將按表格資料聯繫學生填寫**網上報名表格**及參加面試。The Secretariat will contact students about the submission of **online application form** and interview details.
- iv. 獲學校推薦並經面試取錄之參加者，將獲免團費資格。2023 年透過「學校推薦計劃」報名之學生，**超過 90%** 獲主辦機構取錄成為參加者。Students admitted through this Scheme shall receive a full waiver of program fee. **Over 90%** of students applying through the Scheme were admitted to the Program in 2023.

### 3. 其他報名方法（僅供參考） Other Application Methods (For Reference Only)

- i. 應屆中六級學生透過互聯網或其他渠道得悉本實習計劃內容，並主動從網站下載「學校推薦證明（個人專用）」，請求學校蓋章或老師簽署。連同此證明遞交報名者，亦視作參與「學校推薦計劃」，如獲取錄，亦可享免團費資格。Current S.6 students who learn about the Scheme through the internet or other channels may download the Proof of School Recommendation (Personal Application Only) from the application website, seek endorsement from the school or from teachers and submit to the Secretariat directly. Such applications will be considered under the School Recommendation Scheme, and successful applicants shall also receive a full waiver of program fee.
- ii. 未循「學校推薦計劃」報名之學生，亦可參與「個人自薦計劃」，自行撰寫一篇不多於 300 字的自薦文章（中文及英文皆可），介紹自己及簡述參與本計劃的目的，並於 2023 年 11 月 21 日（星期二）或之前完成網上報名表格。經主辦單位審核及面試後，如獲取錄，也可享免團費資格。惟主辦機構將優先處理經由「學校推薦計劃」報名之申請。Students who are not applying through the School Recommendation Scheme can apply through the Self-recommendation Scheme. Students are required to submit a Statement of Purpose of no more than 300 words, and fill out the online application form on or before 21 November 2023 (Tuesday). Students admitted through this Scheme shall receive a full waiver of program fee; however, priority will be given to applications submitted through the School Recommendation Scheme.
- iii. 未有參與「學校推薦計劃」或「個人自薦計劃」的報名，將視為一般申請，並不享免團費優惠。除保證金外，一般參加者另須繳付團費港幣\$2,500 元正。General applications applying through means other than the School Recommendation and Self-recommendation Scheme are not entitled to program fee waiver. Successful applicants shall pay the full program fee of HKD2,500 and a fully refundable deposit.

#### 註 Notes:

1. 如校方需要更多海報或計劃章程以供學生傳閱，或查詢更多詳情，歡迎經電郵 [dse.internship@hkacdc.org.hk](mailto:dse.internship@hkacdc.org.hk) 或致電 2332 2411 與主辦機構聯絡。Additional copies of posters and program brochures are available upon requests. In case of enquiries, please contact the Secretariat via email [dse.internship@hkacdc.org.hk](mailto:dse.internship@hkacdc.org.hk) or phone 2332 2411.
2. 經學校推薦的學生若獲取錄，其團費將獲主辦機構全數贊助，惟仍須繳交港幣 \$2,000 元作保證金，所繳交之保證金將於參加者完整完成本實習計劃（包括團前團後活動或其相關的替代活動及相關功課）後，全數退還予參加者。Students admitted through the School Recommendation Scheme and Self-recommendation Scheme shall receive a full waiver of program fee sponsored by the Organizer. However, students are required to pay a deposit of HKD2,000, fully refundable upon the completion of the internship, program activities and related assignments.
3. 參加者須服從主辦機構對實習企業及崗位的分配安排，不得擅自調動崗位。Participants should comply with the Organizer's arrangements on internship positions, and should not change their positions without authorization.
4. 英文譯本僅供參考，如文義與中文有歧異，概以中文版本為準。In case of any discrepancy between the English version and the Chinese version, the Chinese version shall prevail.
5. 主辦機構擁有更改及解釋本計劃內容的一切權利。The Organizer reserves the right to change and interpret the program.