

## Be a Citizen of the World!



Ken Leung (Year 4, HKU) took a technical internship in Krakow, Poland.



Leo Yeung (PostGrad, HKUST) works in Alcatel-Lucent in Paris, France.



Leanne Tse (Year 3, CUHK) did community work in Ecuador.



Moon Wong (Year 2, PolyU) did education work in a school in India.

Want to be a **citizen of the world** like them?  
Join the **Global Development Programme NOW!**

# Global Development Programme

## Information Package

### Content

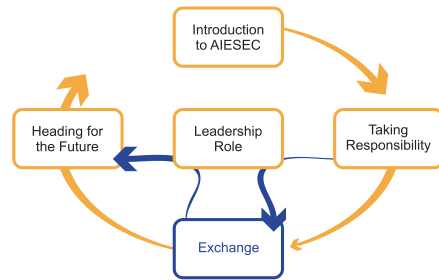
1. Introduction
2. Exchange Stage of AIESEC Experience
3. Types of Internships
4. Global Development Programmes
5. The Exchange Process
6. Contact AIESEC



## Introduction

Taking up an internship or professional international exchange is the most intense learning experience that AIESEC offers and links together our global network.

Each year, we provide over 5,500 AIESEC members the challenging opportunity to live and work in a foreign country in areas of **management, technology, education, and development**. Read more about the professional internship program of AIESEC.



## Exchange Stage of AIESEC Experience

In AIESEC, we see that the world needs leaders who are entrepreneurial, culturally sensitive, socially responsible and an active learner. One of the best ways to develop what it takes to be a leader is to take up **international internships** with AIESEC – **Exchange stage**. It facilitates an intense intercultural and practical experience in another society, and exposes the intern and those they meet to a different culture, community and its issues.

As a university student or recent graduate, an internship ranges from **6 weeks to 18 months** in one of **107 countries and territories** around the world will not only allow you to develop a broader understanding of cultural, economic, business, and world issues, gain a global network, but also obtain personal discovery and professional development, in order to help create positive impact to society.

### Logistics

- Salary covers living costs except some development internships
- It takes between 2-7 months to find an internship and complete the selection processes
- Airfare is usually not included

## Types of Internships

**Management** – internships related to administration, finance, accounting, marketing, project management and human resources.

**Development** – usually with NGOs, internships usually relate to wide variety of issues in community development.

**Technical** – internships related to management and development in web, software, networks, and databases, plus some engineering.

**Education** – internships related to promotion, curriculum development, teaching, and counselling in the education sector.

## Global Development Programmes

#Country names in bold are the countries with relatively high supply.

#Country names with \* are the partnership countries



### Southeast Asia Management Programme

**Type of Internship:** Management

**Countries:** Afghanistan, **Bangladesh\***, **India\***, **Indonesia**, **Malaysia\***, **Pakistan**, The Philippines, Sri Lanka, Thailand, Vietnam

**Work Fields:** Accounting, Advertising, Business Administration, Finance, Hotel Management, Human Resources, Marketing, Public Relations

**Duration:** 4 months or above

**Requirements:** Year 2 or above students with business background and related work experience.

### Asia Community Programme

**Type of Internship:** Development

**Countries:** Afghanistan, **Bangladesh\***, **India\***, **Indonesia\***, **Mainland of China**, **Malaysia\***, **Pakistan**, **The Philippines**, **Sri Lanka\***, **Taiwan\***, Thailand, Vietnam

**Issues:** HIV/AIDS, Entrepreneurship, Sustainability, CSR, Environment

**Work Fields:** Education, Fundraising, NGO work, Project Management, Training

**Duration:** 1.5 - 3 months

**Requirements:** All students

### Eastern Europe & Central Asia Management Programme

**Type of Internship:** Management

**Countries:** Armenia, Azerbaijan, Bosnia Heregovina, Bulgaria, Croatia, **Czech Republic**, Estonia, Georgia, **Hungary**, Kazakhstan, Kyrgystan, Latvia, **Lithuania**, Republic of Macedonia, Moldova, **Poland**, **Romania**, **Russia**, Serbia, Slovakia, Slovenia, Tajikistan, **Turkey**, **Ukraine**

**Work Fields:** Accounting, Business Administration, Finance, Human Resources, Marketing

**Duration:** 4 months or above

**Requirements:** Year 2 or above students with business background and related work experience. Proficiency in Eastern European languages is highly preferred.



### Experience Eastern Europe Programme

**Type of Internship:** Development

**Countries:** Armenia, Bosnia Heregovina, Bulgaria, Croatia, Czech Republic, Estonia, **Hungary\***, Latvia, Lithuania, Republic of Macedonia, Moldova, **Poland\***, **Romania**, Russia, Serbia, Slovakia, Slovenia, **Turkey**, **Ukraine**

**Issues:** Cultural Education

**Work Fields:** Education, Project Management, Social Work, Training

**Duration:** 1.5 - 3 months

**Requirements:** All students



### Central Asia Development Programme

**Type of Internship:** Development

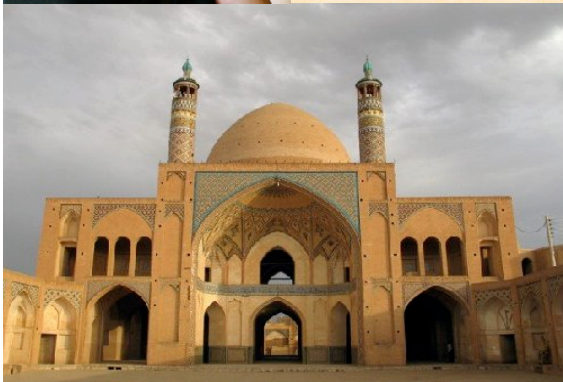
**Countries:** Azerbaijan, Georgia, **Kazakhstan\***, Kyrgyzstan, **Tajikistan**

**Issues:** Tourism, Cultural Education

**Work Fields:** Education, Project Management, Training

**Duration:** 1.5 - 3 months

**Requirements:** All students



### Islamic Business Exploration Programme

**Type of Internship:** Management

**Countries:** Algeria, Bahrain, **Egypt**, **Iran\***, **Jordan**, Morocco, Oman, Qatar, Kingdom of Saudi Arabia, **Tunisia**, **United Arab Emirates\***

**Work Fields:** Accounting, Business Administration, Finance, Human Resources, Import/Export, Marketing, Trading

**Duration:** 4 months or above

**Requirements:** Year 2 or above students with business background and related work experience.

### Uncovering Islam Programme

**Type of Internship:** Development

**Countries:** Algeria, Bahrain, **Egypt\***, Iran, Jordan, **Morocco**, Oman, Qatar, Kingdom of Saudi Arabia, **Tunisia**, **United Arab Emirates**

**Issues:** Entrepreneurship, Social Work

**Work Fields:** Education, NGO work, Project Management

**Duration:** 1.5 - 3 months

**Requirements:** All students

### Africa Business Programme

**Type of Internship:** Management

**Countries:** Angola, Benin, Botswana, **Cameroon**, Cote D'voire, Ethiopia, Gabon, **Ghana**, **Kenya**, Mauritius, **Nigeria**, Rwanda, Senegal, South Africa, **Tanzania\***, Togo, Uganda, Zimbabwe

**Work Fields:** Accounting, Business Administration, Finance, Human Resources, Marketing

**Duration:** 4 months or above

**Requirements:** Year 2 or above students with business background and related work experience.



### Empowering Africa Programme

**Type of Internship:** Development

**Countries:** Angola, Benin, Botswana, **Cameroon\***, **Cote D-ivoire**, Ethiopia, Gabon, **Ghana**, **Kenya**, Mauritius, **Nigeria**, Rwanda, Senegal, South Africa, Tanzania, **Togo**, **Uganda**, Zimbabwe

**Issues:** CSR, Entrepreneurship, Environment, HIV/AIDS, IT, Tourism

**Work Fields:** Education, NGO work, Project Management

**Duration:** 1.5 - 3 months

**Requirements:** All students



### Latin Management Programme

**Type of Internship:** Management

**Countries:** **Argentina**, Bolivia, **Brazil**, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, **Mexico**, Panama, Peru, Puerto Rico, Spain, Uruguay, Venezuela

**Work Fields:** Accounting, Business Administration, CSR, Finance, Human Resources, Marketing

**Duration:** 4 months or above

**Requirements:** Year 2 or above students with business background and related work experience. Proficiency in Spanish or Portuguese is highly preferred.

### Spicing Latin Programme

**Type of Internship:** Development

**Countries:** Argentina, Bolivia, **Brazil**, Chile, **Colombia\***, **Costa Rica**, Dominican Republic, **Ecuador**, El Salvador, Guatemala, Mexico, **Panama**, Peru, Puerto Rico, Spain, Uruguay, Venezuela

**Issues:** Poverty, Social Work

**Work Fields:** Education, NGO work, Project Management

**Duration:** 1.5 - 3 months

**Requirements:** Students with proficiency in Spanish or Portuguese.

### East Asia Management Programme

**Type of Internship:** Management  
**Countries:** Mainland of China\*, Japan, Singapore\*, Korea, Taiwan  
**Work Fields:** Accounting, Business Administration, Finance, Human Resources, Marketing  
**Duration:** 4 months or above  
**Requirements:** Year 2 or above students with business background and related work experience. Proficiency in Japanese, Korean or Mandarin is highly preferred.

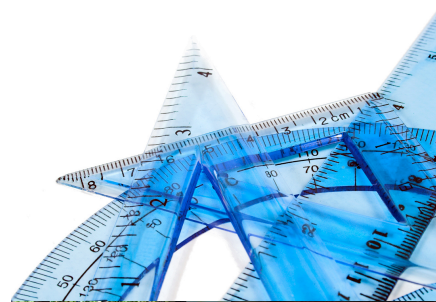


### Western Management Programme

**Type of Internship:** Management  
**Countries:** Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Malta, The Netherlands, New Zealand, Norway, Portugal, Sweden, Switzerland, United Kingdom, United States of America  
**Work Fields:** Accounting, Business Administration, Finance, Human Resources, Marketing  
**Duration:** 4 months or above  
**Requirements:** Year 2 or above students with business background and related work experience. Proficiency in European languages is highly preferred.

### Technical Internship Programme

**Type of Internship:** Technical  
**Countries:** World – with high supply in Mainland of China, India, Japan, Poland Tunisia, Turkey, Brazil, Denmark, Germany, Portugal  
**Work Fields:** Engineering, Information Technology, Programming, Software development, Web design  
**Duration:** 4 months or above  
**Requirements:** Year 2 or above students with technical background and related work experience.



### Education Internship Programme

**Type of Internship:** Education  
**Countries:** World – with high supply in India, Taiwan, Poland, Romania, Russia, Turkey, Ukraine  
**Work Fields:** English Education, Subjects Education  
**Duration:** 2 months or above  
**Requirements:** Bachelors with Education certificate.



## The Exchange Process

Brief Process Timeline				
Oct	1/11, 14/11	Nov Week 2 - 3	Nov Week 3 - 4	December onwards
Application	Selection	Contract Signing Matching Training	Intensive matching Preparation Seminar Goal-setting	Get matched, prepared and depart Hong Kong!

## 1. Application

### AIESEC in HONG KONG members MUST

- (1) be 30 years old or below
- (2) have taken responsibility or have been in Leadership Role in LC / MC / Global level;  
and
- (3) be currently a university student or a graduate who finished his/her studies for no longer than 2 years; **OR**
- (4) have finished their full time work for AIESEC for no longer than 3 years; **OR**
- (5) have completed their full time work for AIESEC and finished their last university degree for no longer than 3 years

in order to be qualified to apply for the Internship Exchange Program in AIESEC HONG KONG.

Note: One member may participate in the internship program up to a **maximum period of 36 months abroad**, with no limitation on number of internships and maximum length of one internship can be 1.5 years.

### Step 1: Sign up on myAIESEC.net

You must have a myAIESEC.net account first before applying for internship. You need to wait for approval for your membership status.

### Step 2: Complete Application Package

A complete Application Package includes:

- Application form
- CV with recent photo
- Transcript (optional)
- Supporting documents about language proficiency (optional)
- Competency assessment results from MyAIESEC.net

**Please put all the documents into a zip file, and name your application package as "LC\_Surname\_FirstName\_Application.zip". Send it to your LC no later than November 2009 HKT 23:59. Late submission will not be accepted**

## 2. Selection

The selection process aims to ensure that everyone participating in an AIESEC exchange is suitable and will have a positive experience while on exchange. It is comprised of 2 stages:

- Student Assessment Centre
- Student Review Board

which is organized by AIESEC in HONG KONG.

Both Student Assessment Centre and Student Review Board shall be held on the same day, on **31<sup>st</sup> October, 1<sup>st</sup> November and 14<sup>th</sup> November.**

You are expected to be **PRESENT PHYSICALLY** for **BOTH** Student Assessment Centre and Student Review Board. Only applicants who have previously been on **same type of Exchange** with AIESEC would be allowed to waive the Student Assessment Centre.

Please specify if you need special or make-up selection in your application. Any other reasons of not being able to attend the selection will not be accepted. You will be recommended to attend next rounds of EP Recruitment.

### 3. Matching

By this stage you have been through the selection process and have become an official AIESEC exchange participant (EP). Now you are able to start being matched to a suitable internship.

For this round of EP recruitment, you are expected to depart Hong Kong from 1<sup>st</sup> December 2009 to 30<sup>th</sup> April. Successful applicants will be nominated as AIESEC's Exchange Participant (EP) till 30<sup>th</sup> April.

You will be trained and given access to use our on-line database of jobs on MyAIESEC.net. You are highly encouraged to manage your matching progress on your own with assistance offered by your sending LC. Matching and delivery of exchange takes 2-6 months, depending on your flexibility and amount of time and effort you invest in matching.

#### Your commitment in the Matching Process

You are expected to participate actively and be responsible for searching for internship during the intensive matching process to search for the most suitable internship for your exchange experience. Your LC EP Manager will facilitate your matching process, who would be able to give you expertise advice about exchanges in the global network.

Every week, you shall:

1. Spend at least 5 hours in your matching, search & approach organizations responsible in other countries;
2. Fill in the matching report at the end of a week and send it to your EP manager;
3. Meet your EP manager at least once in two weeks to review on your matching progress; and
4. Approach at least 10 [TNs](#).

If you do not comply to the rules & regulations, you will not be granted to continue your matching process.

### 4. Preparation

This step happens before leaving for your exchange experience and actually starts before you have matched yourself to a suitable internship. It consists of areas such as:

- **Logistical preparation.** Ensuring that you are physically and legally prepared to work in another country.
- **Community Involvement.** To help you gain an understanding of issues facing the world and your own community.
- **Direct Country preparation.** Preparation on the country you will be going to and also how to cope with the pressures of living in a foreign culture.
- **AIESEC preparation.** Providing you with knowledge about the exchange program and the roles of various entities.

AIESEC in HONG KONG will hold compulsory preparation seminar to assist your preparation for the internship. The sessions will cover contents listed above. Full attendance of the preparation activities is expected for you to be qualified to participate in the programme.

The preparation step is critically important to ensure that you are ready to make the most out of your experience in a personal and professional sense. We also see it as an important part in ensuring that the people participating in the exchange program understand their responsibilities and the role that they play in fulfilling AIESEC's vision.

## 5. Integration

The most fulfilling step from here is experiencing the actual internship itself. AIESEC will provide you with much more information on what to expect during your internship experience and what kind of involvement you can have with AIESEC and the local environment while you are on your exchange experience in a new country. AIESEC members in your host LC provide support in receiving you, getting logistically setup while providing opportunities for cultural and social activities.

## 6. Re-integration

AIESEC supports you in making the readjustment process when you return home. We hope that your experience opens up a world of opportunities to create a better society for us all. Also, you are strongly recommended to continue your AIESEC career, through joining the leadership opportunities available for you in your LC and AIESEC in HONG KONG.

## Contact AIESEC

Please visit our official website for further information and browse sample internships currently happening in AIESEC: <http://www.aiesec.hk> .

### **AIESEC in HONG KONG**

Debby SHING  
Director (Global Development Programme)  
Email: [debby.shing@aiesec.hk](mailto:debby.shing@aiesec.hk)

### **AIESEC-LC-CUHK**

Tina TSANG  
Local Committee Vice President – Outgoing Exchange  
Email: [tina.tsang@cuhk.aiesec.hk](mailto:tina.tsang@cuhk.aiesec.hk)

### **AIESEC-LC-HKBU**

Katie LEUNG  
Outgoing Exchange Responsible  
Email: [katie.leung@hkbu.aiesec.hk](mailto:katie.leung@hkbu.aiesec.hk)

### **AIESEC-LC-HKU hkusu**

Delton LI  
Local Committee Vice President – Exchange  
Email: [deltonli@aiesechku.org](mailto:deltonli@aiesechku.org)

### **AIESEC-LC-HKUST hkustsu**

Christopher MAK  
Outgoing Exchange Manager  
Email: [christopher.mak@hkust.aiesec.hk](mailto:christopher.mak@hkust.aiesec.hk)

### **AIESEC-LC-Lingnan**

Cherrie WONG  
Local Committee Vice President – Outgoing Exchange  
Email: [aiesec.cherriewong@gmail.com](mailto:aiesec.cherriewong@gmail.com)

### **AIESEC-LC-PolyU**

Ernest CHAN  
Local Committee Vice President – Outgoing Exchange  
Email: [ernest.chan@polyu.aiesec.hk](mailto:ernest.chan@polyu.aiesec.hk)