

**The Chinese University of Hong Kong**  
**Department of Statistics**  
**Guidelines on Enrolment in STAT4013 Practicum**

Students of the Statistics Programme who take up an internship in the areas related to statistics and data science may apply to take STAT4013 Practicum.

**Enrolment Term**

- Students who take up part-time internships may enrol in STAT4013 in the same term. Students who take up full-time internships may enrol in the term following the suspension period.
- To provide a greater extent of flexibility, we also consider applications from students who cannot register the course in the term that immediately follows their internship period due to suspension of study because of participation in exchange programmes administered by OAL/ colleges/ faculties/ departments of CUHK, provided that prior approval from the course lecturer is obtained. Such an arrangement will be given to students on suspension of study due to exchange, medical reasons or other special reason approved by the course lecturer.

**Requirement on Internship Duration**

- The minimum duration required for full-time internship is 6 weeks.
- The minimum duration required for part-time internship is 234 hours.

**Application Procedures**

- Students should seek approval on enrolment in STAT4013 Practicum as soon as possible, and in any case, **before the end of the internship period.**
- Students must submit 1) an application form, 2) copy of contract, 3) job descriptions and 4) one page introduction of the company (e.g company website, company's information etc.).  
<(5) Plus a copy of No-Objection-Letter for non-local students. Non-local students should observe the stipulations of Immigration Department on taking up internships as stated on their No- Objection-Letter)>

- Students must have obtained consent from their supervisor on completing a survey on work performance.

### **Assessment**

- A written report of around 10 pages summarizing what you learn from the Practicum. The experience may or may not be related to quantitative skills. But the report should be written with an emphasis on "statistics and data science" in a broad sense.
- A presentation on your work.
- Performance in the course will be assessed by the survey completed by your supervisor, your written report and presentation.

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**Department of Statistics**  
**Application for Enrollment in STAT4013 Practicum**

**Personal Particulars**

Full name: \_\_\_\_\_ SID No.: \_\_\_\_\_

Major: \_\_\_\_\_ Year of Attendance: \_\_\_\_\_

Email: \_\_\_\_\_ Contact No.: \_\_\_\_\_

**Information of Internship**

Employer: \_\_\_\_\_

Internship Period: \_\_\_\_\_ (FT/ PT\*) Enrollment Term: \_\_\_\_\_

Supervisor' Name: (Mr./Ms.\*) \_\_\_\_\_

Supervisor's Email (it should be a company email address, personal email address is not accepted):

\_\_\_\_\_

Contact No.: \_\_\_\_\_

☐

I have obtained consent from my supervisor on completing a survey on work performance for me

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please circle as appropriate*

**The Chinese University of Hong Kong**  
**Department of Statistics**

**Approval by Department**

I approve/ do not approve the student's application.

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**Signature of Course Lecturer**

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**Date**