

**The Chinese University of Hong Kong**  
**Department of Statistics and Data Science**  
**Guidelines on Enrolment in STAT4013 Practicum**  
**(Term 1, Term 2 and Summer session 2025-26)**

Students of the Statistics Programme who take up an internship in the area of 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 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, 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.
- Students who have joined the Joint training programme organized by our Department and Census and Statistics Department of HKSAR Government in summer are not eligible to register STAT4013.

### **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.

### **Assessment Scheme**

<b>Assessment Type</b>	<b>Percent</b>
Presentation	25
Homework or assignment	25
Internship or practicum	50

### **Use of Artificial Intelligence Tools in Teaching, Learning and Assessments**

#### **Approach 3 - Use only with explicit acknowledgement**

Use of AI tools is allowed for the assessment type - homework or assignment only on the condition that students make explicit acknowledgement and proper citations of the input from AI tools. Students are required to acknowledge all functional uses of an AI tool and cite it when they paraphrase, quote, or incorporate into their own work any content (whether it is text, image, data, or other format) that was created by it.

i. An example of acknowledgement

*I acknowledge the use of (name of AI tool – e.g. ChatGPT (<https://chat.openai.com/>)) to (specify the support, e.g. plan my essay, generate some ideas for the content, ask for examples of data collection instruments, get the dates of historical events, etc.).*

- ii. An example of citation

*OpenAI. (2023). ChatGPT (Mar 20 version). <https://chat.openai.com/chat>*

(Students are reminded that due to the rapid developments of AI tools, some citation formats may be updated regularly.)

- iii. An example of including texts generated by an AI tool in their work

*"The following text was generated by an AI tool/language model (ChatGPT):"*

*[Insert the text generated by ChatGPT here.]*

- iv. An example of including texts generated by an AI tool and the prompts that were used to elicit the text from the AI tool

*"[The prompt], as generated by an AI language model (ChatGPT):"*

*[Insert the text generated by ChatGPT in response to the prompt.]*

Students are reminded to learn and use the AI tools responsibly and ethically and be aware of the limitations. Improper/unauthorized use of AI tools in learning activities and assessments will constitute acts of academic dishonesty which will be handled in accordance with the University's Procedures for Handling Cases of Academic Dishonesty.

Students are reminded to clarify with the course teacher and obtain permission if necessary when in doubt.

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**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\*) Course  
Enrolment Term: \_\_\_\_\_

Supervisor's Name: (Mr./Ms.\*) \_\_\_\_\_ *(\*Please circle as appropriate)*

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.

**Internship Interview**

No. of Interview Rounds: \_\_\_\_\_ Aptitude Test  
Required/Format? \_\_\_\_\_

Round	Mode*	Number of Interviewers	Positions of Interviewers	Interview Duration

\* e.g. In person, over phone, video, or in café? Group interview?

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Time from last round to offer: \_\_\_\_\_ Number of applicants vs intakes, if known: \_\_\_\_\_

Job Description/Website: \_\_\_\_\_

From where did you know about the opportunity: \_\_\_\_\_

**Application for Enrollment in STAT4013 Practicum**

**Internship Interview**

Skills Required for the Internship/Interview: \_\_\_\_\_

Why were you selected: \_\_\_\_\_

Their feedback on the interview/your remarks: \_\_\_\_\_

(The most difficult)  
Interview Question #1: \_\_\_\_\_

Your answer: \_\_\_\_\_

Interview Question #2: \_\_\_\_\_

Your answer: \_\_\_\_\_

Interview Question #3: \_\_\_\_\_

Your answer: \_\_\_\_\_

Interview Question #4: \_\_\_\_\_

Your answer: \_\_\_\_\_

Interview Question #5: \_\_\_\_\_

Your answer: \_\_\_\_\_

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

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**Approval by Department**

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

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**Signature of Course Lecturer**

**Date**