



**BEIJING NORMAL – HONG KONG BAPTIST UNIVERSITY (BNBU)**  
**INTERNSHIP REQUIREMENTS**  
**January, 2025**

Graduates are invited to apply for a one-academic year Internship at BNBU. Applications for the Intern position must be completed and submitted to BNBU's International Development Office ([international@uic.edu.cn](mailto:international@uic.edu.cn)) no later than April 15, 2025.

**Requirements for the application include:**

1. Successful completion of a Bachelor's degree in any relevant programme<sup>1</sup>. Meet at least a standard of 7.0 IELTS or equivalent if the applicant is from a non-English speaking country.
2. A full transcript of academic work completed with a minimum overall GPA of 3.0.
3. Two letters of recommendation from academic staff supporting the application.
4. A full personal resume including an expression of interest in a position in a specific department or unit. The applicant should articulate the skills and experience he/she would bring to this specific.
5. Additional information on activities, working experiences, travel and special strengths including computer/technology skills which are important in assuming the role of an Intern.
6. Agreement to enrol in the "Chinese Language, Culture, History and Development Programme" (see Compensation for the Intern Position at BNBU below for details) offered by the Centre for Chinese Language and Culture (CLCC) at BNBU during year of residence.<sup>2</sup>
7. An interview conducted by the Director of International Office at the home institution in which the applicant is enrolled. It is the applicant's responsibility to schedule this interview with the Director of International Education at his/her home institution.
8. Applicants will be interviewed by a panel, consisting of a faculty/school/ unit representative, one HRO representative, and one IDO representative and the list of recommended applicants will be submitted for final endorsement by AVPI, as well as HRO.
9. **All applicants need to sign a contract with HRO.**

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<sup>1</sup> MA degree in a relevant field may be required for some programmes. UIC shall specify in advance which fields require a MA degree.

<sup>2</sup> Due to visa restrictions, applicants without post-degree teaching experience can only apply for student visas. Therefore, the agreement to enroll into this programme is mandatory.

### **Compensation for the Intern position at BNBU:**

1. Free on-campus housing in the second phase campus will be granted; basic health insurance; a passage allowance for a round-trip air ticket (economy class) between your home country and China with amount of RMB 12,000. The stipulated allowance will be disbursed concurrently with the first month's stipend.
2. A monthly stipend of RMB 8000 will be paid from the assumption of duties. During the internship period -Interns are involved in assigned duties and organizing activities (see requirements and responsibilities of Interns below).
3. A "Chinese Language, Culture, History and Development Programme" consisting of (a) one Chinese language class of 3 hours weekly in both semesters;

### **Requirements and Responsibilities of Interns<sup>3</sup>:**

1. Interns are expected to
  - a) have strong communication skills and the ability to work effectively as a team member in an intercultural setting;
  - b) If placed in a program, be familiar with the syllabus of the course concerned;
  - c) work closely with assigned instructors/ supervisors in the daily planning and implementation of lesson plans;
  - d) attend lectures and/or tutorials as required;
  - e) competently maintain attendance and grade records;
  - f) assist in grading assignments;
  - g) assist the instructor in conducting classes;
  - h) assist in preparing course materials;
  - i) work with students as required by the instructor; and
  - j) give timely feedback from the students to the instructor so that the instructor can take appropriate and timely action.
  - k) possess relevant skills as stipulated by the recruiting unit.
2. Interns, once appointed, shall respect the political and religious policies of China, and the customs and traditions of Chinese people, and shall strictly follow all the Chinese laws, rules and regulations.

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<sup>3</sup> The responsibilities and duties of Interns may differ from depending on the placement. The workload should not exceed 35 h / week and include their participation in one Chinese Language course/semester as well as allocate around 3 hours for self-directed learning such as for example completing a TEFL certificate online.