

BEIJING NORMAL – HONG KONG BAPTIST UNIVERSITY (BNBU)
INTERNSHIP REQUIREMENTS AND COMPENSATIONS
November, 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 International Development Office via application system at <https://apply.interfolio.com/176163> no later than April 15, 2026.

Requirements for the application include:

1. Successful completion of a Bachelor's degree in any relevant programme (please provide a scanned copy of the graduation certificate)¹. 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 or professional supervisor 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 point 3 of 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.²
7. 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.
8. All applicants need to sign an agreement with HRO.

¹ MA degree in a relevant field may be required for some programmes. BNBU shall specify in advance which fields require a MA degree.

² 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 BNBK:

1. Free on-campus housing will be granted; basic health insurance; a passage allowance for visa application and a round-trip air ticket (economy class) between your home country and China with amount of RMB 12,000.
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 Interns³:

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 Teaching Assistant role, 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) provide comprehensive academic support, including maintaining student records (attendance and grades) and assisting with grading;
 - f) served as a liaison between students and the instructor, communicating feedback for timely resolution.
 - g) if placed in an Administrative Role, provide comprehensive clerical and administrative support to ensure smooth office operations;
 - h) serve as an information hub by collecting, organizing, and disseminating data to support decision-making; act as a communication bridge to facilitate timely information flow within the team and to management;
 - i) coordinate administrative projects, including meetings, training sessions, and university events;
 - j) 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.
3. Interns are obligated to participate in faculty activities organized by the university, their respective departments, and IDO, and to consistently maintain professionalism in their work.

³ The responsibilities and duties of Interns may differ from depending on the placement. The workload should not exceed 35h / week and include their participation in one Chinese Language course/semester, as well as allocate additional 3 hours for self-directed learning.