30 November, 2004

Dear placement partners,

Greetings from the Department of Computing and the PolyU. We again thank you for your partnership with us in equipping our students to be IT professionals through the Industrial Placement Program.

In the last academic year, with your faithful partnership, we sent out almost 100 students to various local and overseas placement companies. We were also delighted to recognize 3 students for their outstanding achievement during the placement year through the Seymour Cray Outstanding Placement Award.

Besides offering placement opportunities to our students, this year we are also inviting you to consider the possibility of making the positions available to overseas students. These overseas students (e.g., from Denmark, Norway, Germany) are usually top students in their countries, and they are able to communicate fluently in English. Unlike our own students, the placement duration for an overseas student could range from 6 weeks to 48 weeks. Please indicate in the reply proforma if the position is open to these overseas students.

I am grateful if you could mail/fax us the completed reply proforma before the New Year, so that the interview process could be promptly started in January 2005. Should you have any further queries, please contact Ms. Winifred Ng, or myself at 2766-7260.

We look forward to forming partnership with you in educating our future leaders.

Yours truly,

Dr. Rocky K. C. Chang
The Placement Officer

Encl.
REPLY PROFORMA

Name of Company: __________________________ Company's website: ______________

Address: _________________________________________________________________

Total no. of employees in HK: _______ Main business: ____________________________

Contact Person: _________________________ Title: ________________ Tel: ____________

Department / Section: ___________________ Fax: _______________ E-mail: ____________

Please check one of the followings:
[  ] We do not wish to recruit placement students for 2005-2006, but please send us the placement information next year.
[  ] We do not wish to participate in the placement program for 2005-2006 and the year after.
[  ] Please find the placement position(s) below:

Please duplicate this portion if necessary

<table>
<thead>
<tr>
<th>Position offered</th>
<th>Dept/section</th>
<th>No. of vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job description (It would be very helpful if you could state this as specific as possible):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Expectations from the students (please check your choices for questions 2-9):

1. Technical skills and knowledge required: ________________________________

2. Command of English: [ ] Excellent [ ] Good [ ] Average [ ] Not important

3. Self-learning ability: [ ] Excellent [ ] Good [ ] Average [ ] Not important

4. Able to work in a team: [ ] Excellent [ ] Good [ ] Average [ ] Not important

5. Able to handle customers' requests: [ ] Excellent [ ] Good [ ] Average [ ] Not important

6. Presentation skills: [ ] Excellent [ ] Good [ ] Average [ ] Not important

7. Analytical skills: [ ] Excellent [ ] Good [ ] Average [ ] Not important

8. Organization skills: [ ] Excellent [ ] Good [ ] Average [ ] Not important

9. Academic results: [ ] A students [ ] B+ students [ ] B students [ ] Not important

10. Others: ______________________________________________________________

Expected remuneration per month (please check): [ ] 7,000-8,000  [ ] 6,000-7,000  [ ] 5,000-6,000  [ ] below 5,000

Location of work (district): _____________ Is this position open for overseas students? (please circle)  YES  NO

The maximum number of applications that you would like to receive from us for this position: ______________

Would you like us to do the initial application screening for you? (please circle)  YES  NO

Company Stamp / Signature : ___________________________ Date : ____________________