*Amended\_ Aug 2024*

**THE UNIVERSITY OF HONG KONG**

**DEPARTMENT OF STATISTICS AND ACTUARIAL SCIENCE**

**STAT4767 Actuarial Science Internship**

**Progress Report Form**

Please make 2 different submissions: (i) the first one within two weeks from the job start date, and (ii) the second one within the first three days of the third month of your internship. You should show differences between the 2 submissions in terms of work progress and challenges. Please send the form to ugdoc@hku.hk.

1. **PERSONAL PARTICULARS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | University No.: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Programme: | Bachelor of Science in Actuarial Science | Year: | 1/2/3/4 |

|  |  |  |  |
| --- | --- | --- | --- |
| Email: |  | Mobile No.: |  |

1. **INTERNSHIP INFORMATION** *(^ Please check as appropriate)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job position: |  | Internship period: |  | - |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mode^: | [ ]  Full-time | [ ]  Part-time | Total no. of working days: |  |  | Total no. of working hours: |  |

1. **EMPLOYER’S INFORMATION**

|  |  |
| --- | --- |
| Company name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of supervisor: |  | Job Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone: |  | Email: |  |

|  |  |
| --- | --- |
| Address: |  |

1. **WORK PLAN AND PROGRESS (First / Interim\* progress report)** *(\* Please delete as appropriate)*

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 *(Please attach additional sheets if necessary)*

1. **CHALLENGES AND OPPORTUNITIES**

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 *(Please attach additional sheets if necessary)*

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |