



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Faculty of Law of University of Macau

Bachelor of Law in Chinese Law and Global Legal Studies

Internship Guidelines

In accordance with the teaching arrangement of the Bachelor of Law in **Chinese Law and Global Legal Studies**, these guidelines provide relevant instructions for the practical component of the course "**Legal Practice and Professional Internship**."

1. Internship Requirements

- **Duration:** Students are required to complete a minimum of 160 and a maximum of 180 internship hours at a legal service entity.
(Note: This refers to the reported internship hours. The actual internship period shall be mutually agreed upon between the student and the employer.)
- **Eligible Host Organizations:** Internships can be undertaken at various legal forums, including but not limited to law firms, trial courts/arbitration institutions, judiciary bodies, research institutes, legislative bodies, non-government organizations, corporate legal departments and other relevant legal functionaries.
- **Documentation:**
 - **Certification:** Upon completion, students must submit an internship report issued by the host organization. This report should include:
 - Name of the host organization
 - Registered address and business license (if applicable)
 - Name and contact details of the internship supervisor
 - Description of internship tasks
 - Performance evaluation
 - **Personal Report:** Students must also submit a personal internship report in English, summarizing their completed work, application of legal knowledge, and development of professional legal skills.
 - **Time line:** As the course *Legal Practice and Professional Internship* is scheduled for the second semester of Year 3, the required documents must be submitted to the Faculty for assessment on or before April 30 of the third academic year. It is recommended that students complete their internship within one year prior to that date (including the summer break after Year 2, the winter break of Year 3, etc.



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2. Important Notes

- **Working Hours:** Internships are prohibited after **8:00 PM**.
- **No conflict with other University teaching and learning activities:**
 - *Legal Practice and Professional Internship* is a compulsory course and therefore cannot be used as a justification for absence from any other regular University teaching or learning activities.

3. Compliance and Conduct

- **Adherence to Laws:** Interns must strictly comply with local labor laws and related regulations of the internship location. **Any legal risks or consequences arising from violations of local laws shall be borne solely by the intern.**
- **Professional Behavior:** Students are expected to uphold the highest standards of professionalism, ethics, and integrity during their internships.

4. Special Notice for Non-Local Students

According to Article 2 of Administrative Regulation No. 17/2004, “Regulations on the Prohibition of Illegal Work” of the Macao Special Administrative Region, the following are considered illegal work:

- 1) Non-residents engaging in activities without the necessary permits required for such activities, even if unpaid;
- 2) Non-residents holding a permit to work for others but providing services to entities other than those that applied for their employment, regardless of whether they are paid or unpaid;
- 3) Non-residents holding a permit to work for others but engaging in activities without complying with other mandatory employment conditions stipulated in the relevant permit;
- 4) Non-residents engaging in activities for their own benefit without adhering to the conditions specified in the following article.

Therefore, it is recommended that students who do not hold a Macao Resident Identity Card choose to undertake internships outside of Macao. Students without a valid Macao Resident Identity Card who engage in any paid or unpaid work or internships in Macao are acting illegally.