

Work-Integrated Education (WIE) Endorsement Form Department of Industrial and Systems Engineering

Students are required to complete this form for submission to Department **AT LEAST TWO WEEKS BEFORE** commencement of placement to ensure the activity is properly recognized and approved as WIE, and covered by the Top-up Group Personal Accident Insurance for Work Integrated Education (WIE) activities of the University.

- Students should complete Part A, B & C below and submit this form to their academic department for the completion of Part D.

Part A: Personal Particulars (to be completed by Student)

Name of Student:			
	(English in BLOCK LETTERS)		(中文)
Student ID:		Year of Study:	
Contact No.:	(Mobile):	(Home):	
Programme Name:			
Department:		Programme Code:	

Part B: Placement Details (to be completed by Student) – please tick as appropriate

The placement that I am seeking WIE endorsement is arranged by –

- Student Affairs Office (SAO).
 My Department.
 Myself.

Details of the WIE placement

Name of Placement Organisation:			
Post Title:			
Location of Placement:	<input type="checkbox"/> Hong Kong <input type="checkbox"/> Chinese mainland: _____ (City) _____ (Province) <input type="checkbox"/> Overseas: _____ (City) _____ (Country)		
Offshore WIE Sponsorship (OWS) - applicable to students taking up offshore (Chinese mainland / Overseas) placements <u>ONLY</u>	<input type="checkbox"/> I would like to apply for OWS for the offshore placement arranged by myself. <input type="checkbox"/> This is a placement arranged by SAO/My department		
Type of Placement:	<input type="checkbox"/> Physical Placement <input type="checkbox"/> Virtual Placement		
Placement Period:	From:	To:	
	(dd/mm/yy)	(dd/mm/yy)	(no. of days)
Job details of WIE placement: (Please attach details about role and responsibilities, e.g. copy of letter of appointment or job descriptions from advertisement.)			

- 7.5 conduct myself, in terms of attitude and behaviour, to the high standard expected of a student of the University,
- 7.6 report any workplace injury suffered by me while on Placement to the University and the Placement Organisation as soon as possible and co-operate with the University and the Placement Organisation in respect of any investigation or claim arising from such injury.
- 8 I understand that any breach of the regulations stipulated in Clause 7 will lead to failure of my Placement, and the University reserves the right not to grant me the Placement credit, if any, and shall keep a record of my misbehavior in my personal file.
- 9 I warrant that I am not suffering from any illness, condition or disability that would prevent me from commencing and completing the Placement or which would impact upon my performance during the Placement. I agree immediately to advise the University in writing should it become apparent that I suffer from any illness, condition or disability that would prevent me from completing my Placement or which would impact upon my performance during the Placement.
- 10 I understand that the University has in place a Group Personal Accident insurance policy covering me taking on placement locally or off-shore, and I have to take out for myself additional travel insurance against medical expenses when taking on placement off-shore.
- 11 I understand that if I consider the coverage of the Group Personal Accident insurance policy taken out by the University covering me on placement not comprehensive enough, I am required to acquire for myself additional personal insurance when taking on placement at my own cost.

Part C: Declaration by Student

I _____ (name of student) declare that the information given by me in this form is complete and true to the best of my knowledge. Supply of false information in this form will result in not being recognised by the University as satisfying the WIE requirement even if I have completed the placement. I have also read the “**Internship Programme Agreement with PolyU**”, and understand that I am bound by the obligations set out above.

Signature of Student

Date

Part D: Recognition of the Placement as a WIE Activity (to be completed by the Department)

- *The placement stated in Part B to be taken by the student is **ENDORSED** as a WIE activity.
- The placement stated in Part B to be taken by the student is **NOT ENDORSED** as a WIE activity, because: _____
- *The placement is considered as discipline-related and can provide learning opportunities in the workplace (for application of OWS).

Official Chop and Authorized
Signature of Department

Date

*Required fields for application of Offshore WIE Sponsorship.