

Guidelines for Work-Integrated Education (WIE)

(Updated on 1 June 2023)

1. Background

Commencing from 2005-2006, all full-time UGC-funded undergraduates are required to fulfill the mandatory requirement of Work-Integrated Education (WIE). Each student must attain a minimum of one WIE training credit, i.e. a completion of at least 2 weeks / 80 hours of full-time training, or equivalent, before graduation.

2. WIE Requirements

WIE activities should be “**structured**” and “**measurable**”.

“**Structured**” means that the type of tasks to be undertaken by the student in a WIE activity should be well defined beforehand. It might include, but not be limited to, one or more of the following intended learning outcomes:

- (a) Practice in the field related to the student’s study with the necessary professional knowledge, skills, ability and attitude.
- (b) Identify and apply fundamental principles in the profession related to the student’s study.
- (c) Apply both scientific and mathematical principles in the profession related to both the student’s current and further study.
- (d) Design solutions to real-life problems in areas related to the student’s study while taking into consideration any constraint(s) imposed on such problems.
- (e) Recognise the responsibility, ethics, and environmental issues when practicing in the profession related to the student’s study.
- (f) Communicate effectively up to the expected standard of the profession related to the student’s study.
- (g) Have a global outlook, and be able to recognise technological developments in areas related to the student’s study, both local and international.
- (h) Think critically and creatively.
- (i) Recognise social and national responsibility.
- (j) Pursue life-long learning and continual professional development.
- (k) Have a sense of entrepreneurship, and be able to recognise market needs and product development requirement in the profession related to the student’s study.
- (l) Work and collaborate in a team.
- (m) Exercise leadership when working in a team.
- (n) To meet the academic requirements for Corporate Membership of professional bodies, such as the Hong Kong Institution of Engineers (HKIE).

“**Measurable**” means that the degree of success with which the student completes the activity should be assessed by the Department. Students are required to document their workplace learning experience using the WIE logbook (Appendix B). A “Pass” grade to be given if the student achieves one or more of the target learning outcomes.

3. Types of WIE Activities

All structured and measurable learning experience which takes place in an organisational context relevant to a student’s future profession or to the development of generic skills that will be valuable in that profession will be considered as satisfying the WIE requirement. Examples of the types of activity which are regarded as satisfying the WIE requirement are given as follows:

- (a) Summer placement (of normally 2-month duration) in a suitable organisation participating in the Work-Integrated Education (WIE) programme arranged by the Careers and Placement Section (CPS) of the Student Affairs Office (SAO).
- (b) Any other placement in any suitable external organisation for a specified period of time.
- (c) Any collection of community service programmes of an acceptable aggregate duration.
- (d) Any jobs found by the student himself/herself in an external organisation and deemed to be suitable by the Department meeting the requirement of WIE.
- (e) Relevant placement as student assistant in the PolyU.
- (f) Assisting PolyU activities that have an external collaboration or service components such as, Innovation and Technology Fund Projects, RAPRODs projects, IGARD projects, high-level consultancy projects, collaborative research projects that are undertaken with external organisations, jobs undertaken by the Industrial Centre as a service for an external organisation.
- (g) Placement within the IAESTE Programme in which the student is attached to a workplace abroad during the training.

Students are encouraged to find their own placements to fulfil WIE requirements; while the Department will also assist in finding suitable WIE activities for students. However, a student should hold responsibility if he/she declines to undertake the activity identified by the Department, or the organisation in which a possible placement has been secured refuses to place the student because the organisation think he/she is not suitable for whatsoever reason.

Students who have not fulfilled WIE by the end of the commencement of the first semester of their final year study should report their cases to their WIE Coordinators immediately. Students should recognise that it is their ultimate responsibility to fulfil WIE as required by the University. If students face difficulties in securing a placement, they should actively seek further assistance from the WIE Coordinators in advance.

4. Pre-placement Training for WIE

The pre-placement training offered by the CPS aims to equip students with workplace skills before taking the internship, and help student to make the most of your internship. Students are highly recommended to take the training, which can be registered via CPS's website at <https://www.polyu.edu.hk/sao/cps/wie/> BEFORE attending their placement.

5. Supervision and Operation of WIE activities

WIE Coordinators are responsible to manage WIE; together with the Industrial Supervisor, they will monitor students' placement.

5.1 Role of WIE Coordinators

The Departmental WIE Coordinators will:

- (a) Be responsible for approving WIE activities by reviewing and approving all WIE Endorsement Forms (Appendix A) submitted by students.
- (b) Specify the learning outcomes for students to achieve upon completion of WIE placements, and monitor the progress of students in fulfilling the WIE requirement.
- (c) Liaise with the Industrial Supervisors / companies directly if they find anything uncertain or doubtful.
- (d) Review and grade all the WIE Logbook (Appendix B) submitted by students.
- (e) Coordinate placement opportunities offered by companies / organisations to the Department.
- (f) Inform the Department's General Office to announce the WIE placements provided by the Department by email.
- (g) Students can approach their WIE Coordinator if they have problems related to their placements.

5.2 Role of Industrial Supervisor / Companies

Industrial Supervisors will be students' immediate work supervisors or delegates from the companies / organisation. The Industrial Supervisor will provide a general direction of the operation activities related to the WIE contents and endorse the students' final WIE reports.

6. Approval Procedures for WIE Activities

As previously mentioned, WIE placements can either be arranged by the University / Department or be found by students themselves. Students should complete the WIE Endorsement Form (Appendix A) at least two weeks before the commencement of their placement and submit it to the General Office at EF625 to get endorsement from the WIE

Coordinators. The outcomes should be recorded in the first two pages of the WIE logbook and be signed by the respective WIE Coordinator. The respective WIE Coordinator should monitor the progress of the students against the approved WIE activities.

7. Assessment – WIE Logbook (Appendix B)

Upon completion of the placement, students should invite their Industrial Supervisor to provide feedback by completing and signing page 3 of the WIE logbook. Students should complete the whole WIE Logbook and submit it to the General Office. The General Office would then pass the logbook for WIE Coordinators' approval. Upon obtaining WIE Coordinators' endorsement, the General Office will email a scanned copy of the logbook for students' record.

8. Remuneration and Regulatory Matters

8.1 Remuneration

WIE activity is not necessarily one in which the student is remunerated. The provision of compensation and/or benefits is at the discretion of employers. While WIE employers are encouraged to provide an allowance for meals and transportation for students, the choice is theirs. For overseas and Mainland placements, the University has introduced an Offshore WIE Sponsorship (OWS) scheme to encourage students' taking on meaningful WIE Offshore placement which may not be remunerated and help students to cover part of the costs incurred. For further details of the scheme, please refer the "Offshore WIE Sponsorship" webpage at SAO's website at <https://www.polyu.edu.hk/sao/cps/wie/about-wie/sponsorships-for-offshore-placements/offshore-wie-sponsorship-ows/>. To get the department's approval on OWS, please complete and submit the WIE Endorsement Form (Appendix A) at least two weeks before the commencement of your offshore placement. Students should recognise that WIE is a credit-earning activity and it is not an opportunity to supplement their income.

8.2 Exemption of "Student Intern" and "Work Experience Student" under the Statutory Minimum Wage (SMW)

Statutory minimum wage does not apply to the following student employees:

- **Student intern**, for the fulfillment of PolyU's Work-Integrated Education (WIE) requirements, and planning to take on an internship that offers a salary/allowance lower than that of SMW. Students should complete and submit the "Student Intern Form" (Appendix C) together with the WIE Endorsement Form (Appendix A) to the Department for approval.
- **Work Experience Student**. Students who do not need WIE fulfillment, but wish to agree with their employers a period of exempt student employment would be considered as "Work Experience Student". Students should note that work experience students may have at most one period of exempt student employment up to 59 days within the same calendar year. Besides, the student employee has to make a statutory declaration verifying this fact, and employers may request from you a confirmation

that you are currently enrolled in a full-time accredited programme being provided by PolyU. Students should complete and submit the "Work Experience Student" Form (Appendix D) together with the WIE Endorsement Form (Appendix A) to the Department for approval.

For further details on Minimum Wage Ordinance, please refer to “Statutory Minimum Wage: Notes for Student Employees and Employers” which can be downloaded in the Labour Department's website https://www.labour.gov.hk/eng/public/content2_smw.htm.

8.3 Mandatory Provident Fund (MPF)

Students who are attached to organisations for the purpose of training, therefore they are not classified as employees. Accordingly, they are not eligible for enrolment of the MPF Scheme.

8.4 Insurance

The University covers all students under a Group Personal Accident insurance and a Work Integrated Education Activities insurance policy (For details, please go to SAO's website at <https://www.polyu.edu.hk/sao/cps/wie/about-wie/policies-and-guidelines/insurance-coverage/>). Students are required to complete the WIE Endorsement Form (Appendix A) and submit it to the General Office at EF625 at least two weeks before the placement commences in order to be eligible for the Work Integrated Education (WIE) Activities insurance policy. Otherwise, it may be possible that students cannot claim the WIE Activities insurance according to the regulation set by the Student Affairs Office (SAO) and the Finance Office (FO).

Moreover, students going on overseas WIE placements are recommended to purchase additional travel insurance for travel and medical protection if deemed necessary.

8.5 Work visa for Non-Local Students

Non-local students are eligible to engage in WIE work and, thus, can apply for all WIE job postings, unless otherwise specified. For non-local students with a copy of the “No Objection Letter (NOL)” issued by the Immigration Department, there's no need to seek individual permission from the Director of Immigration for study-/curriculum-related internship/placement arranged or endorsed by Department, part-time on campus employment or off-campus summer jobs. For non-local students without the “No Objection Letter (NOL)”, they should obtain the “No Objection Letter (NOL)” from the Hong Kong Immigration Department before commencing work.

For further details on immigration restrictions on employment/internship/placement for non-local students, please refer to the [Student Handbook](#).

9. WIE Coordinators

Programme	WIE Coordinator	Tel	Email
ISE / PEM (45485/45498-ISE / 45496/45498-PEM)	Prof. Sandy To	2766 6587	sandy.to@polyu.edu.hk
EEM / LEM (45492/45499-EEM / 45494/45499-LEM)	Dr J.Z. Ren	2766 6596	jingzheng.jz.ren@polyu.edu.hk
AOS (45497)	Dr Kun Wang	2766 6578	allen-kun.wang@polyu.edu.hk

Appendices

Appendix A: WIE Endorsement Form

Appendix B: WIE Logbook

Appendix C: Student Intern Form (for SMW)

Appendix D: Work Experience Student Form (for SMW)