



# WORK INTEGRATED EDUCATION





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# WORK INTEGRATED EDUCATION

## “Discover, Design, Deliver”

### Academia

- Practical Business Education
- Applied Research
- Consultancy

### Work-Integrated Education

- Work-based learning to develop professional or transferable skills

### Whole Person Development

- FB Global Leadership Programme
- FB Mentorship Programme
- FB Student Ambassadorship
- FB Academy
- FB Business Club
- FB Community Service (FB CARES)



## Agenda

1. Overview
2. Types of WIE Activities
3. Types of Activities NOT Recognized for WIE
4. The WIE Procedure
5. Warning
6. WIE Form Submission
7. FB WIE Online System
8. Allowances / Subsidies / Insurances
9. MPF
10. Minimum Wage Ordinance
11. Non-Local Students
12. Students under age 18
13. CARE Programme
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# WORK INTEGRATED EDUCATION



## Work-Integrated Education (WIE)



### IMPORTANT!

NO Dangerous, unethical or illegal engagement

### WIE Requirement

Work-Integrated Education (WIE) is a compulsory component of our BBA curriculum with the aim of equipping students with real-world work experience. They integrate academic knowledge with business practice and learn in the workplace before graduation.

## Overview

- A requirement for graduation since AY2005/6
- **100 hours** throughout your study (approx. 2.5 weeks full-time work)
- **SHOULD be completed prior to the commencement of your FINAL YEAR**
- Overseas or Local
- Full-time (Spring: Jan-Apr; Summer: Jun-Aug)
- Part-time

|                                    | Admitted before 2017/18   | Admitted in or after 2017/18  |
|------------------------------------|---|---|
| Requirements                       | <p>A "Pass" in the subject FB3001 Work-Integrated Education requires successful completion of at least 300 hours of placement in one or more organizations OR participation in one or more eligible WIE activities before graduation.</p> <p>WIE is recorded as "Other Fulfillment" in the SRS System.</p>  | <p>A "Pass" in the subject FB3002*/ AF3002/ LGT3901/ MM3001 Work-Integrated Education requires successful completion of at least 100 hours of placement in one or more organization OR participation in one or more eligible WIE activities before graduation.</p> <p>WIE is recorded as "Other Fulfillment" in the SRS System.</p> <p>* Only for students admitted in 2017/18</p>  |
| Details                            | <ul style="list-style-type: none"> <li>• At least 100 hours for each placement.</li> <li>• Up to 30 hours of approved WIE training can be counted towards WIE.</li> </ul> <p>For Associate degree/Higher diploma students admitted to Year 2 of BBA programmes, up to 100 hours of prior work experience can be transferred. Please see <a href="#">How to Claim WIE Hours?</a> for details.</p> <ul style="list-style-type: none"> <li>• FB and Departments will arrange subject registration for students after they fulfilled the WIE requirement.</li> </ul>          | <ul style="list-style-type: none"> <li>• At least 100 hours for each placement.</li> <li>• Up to 10 hours of approved WIE training can be counted towards WIE.</li> </ul> <p>For Associate degree/Higher diploma students admitted to Year 2 of BBA programmes, prior work experiences cannot be transferred.</p> <ul style="list-style-type: none"> <li>• FB and Departments will arrange subject registration for students after they fulfilled the WIE requirement.</li> </ul>   |
| Recognised Internships/ Activities | <ul style="list-style-type: none"> <li>• Full-time internship (for AF students during the Summer or Spring semester)</li> <li>• Part-time internship</li> <li>• Ad hoc project-based internship</li> <li>• Business competition*</li> <li>• Start up own business*</li> <li>• Community service*</li> <li>• Leadership position in student associations or professional organizations</li> </ul> <p>* Approval and oversight by a supervisor/mentor or PolyU staff is required.</p> <p>Please see <a href="#">How to Claim WIE Hours?</a> for details of application.</p> | <ul style="list-style-type: none"> <li>• Full-time internship (for AF students during the Summer or Spring semester)</li> <li>• Part-time internship</li> <li>• Ad hoc project-based internship</li> <li>• Business competition*</li> <li>• Start up own business*</li> <li>• Community service*</li> <li>• Leadership position in student associations or professional organizations (up to 10 WIE hours can be claimed)</li> </ul> <p>* Approval and oversight by a supervisor/mentor or PolyU staff is required.</p> <p>Please see <a href="#">How to Claim WIE Hours?</a> for details of application.</p> |

**\* Students interested in full-time internship during term time are highly recommended to discuss with your WIE Coordinator and Programme Leader for the study arrangement.)**

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## **Types of Work-Integrated Education (WIE) Activities**

1. Full-time internship (during Spring / Summer, CAPS' Mainland and Overseas WIE Programme)
2. Part-time internship
3. Attending WIE training workshops organized/approved by the Faculty (max. 10 hours could be counted)
4. Participations in business competitions
5. Participations in community services
6. Holding leadership positions in FB's student bodies including HKPUSU, FBSA, and AFS (up to 10 hours could be counted)



## *Types of Activities **NOT** Recognized for WIE*

- Private tutoring (unless it is done via a tutoring centre)
- Engagement in dangerous, unethical, or illegal activities



## The WIE Procedure

(Procedure is slightly different based on the placement source)  
(Refer to <https://af.polyu.edu.hk/experience/work-integrated-education/> for full details)

### Before the internship

#### 1. Prepare a professional resume

- You can join the resume writing workshops offered by PolyU CAPS office – details can be found on CAPS webpage.

#### 2. Find the internship opportunities

- Students should take the initiative to find their own internship. Other possible ways include:
  - FB WIE Online System
  - AF emails
  - SAO - Careers and Placement Section (TU308)
  - JIJS website
  - Job searching websites, newspapers, etc.

#### 3. Seek career advices from AF WIE Coordinator before confirmation / commencement of any internship

#### 4. For self-sourced placement, submit the completed WIE form F6 and F3 to AF WIE Office for seeking prior endorsement from WIE Coordinator before confirmation to any internship





## The WIE Procedure

(Procedure is slightly different based on the placement source)  
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### During the internship

#### 5. Seek support from FB/AF WIE Offices and AF WIE Coordinator

- For any matters, such as **extension of internship period, statutory minimum wage, MPF, insurance, or any conflict with employer**, please contact AF WIE office [afwie@polyu.edu.hk](mailto:afwie@polyu.edu.hk) or FB WIE office [fbwie@polyu.edu.hk](mailto:fbwie@polyu.edu.hk). They will consult AF WIE Coordinator if needed.

### After the internship

6. **Complete self-evaluation via FB WIE Online System** within 7 days of the internship completion.
7. **Complete employer evaluation WIE Form F15** and submit to AF WIE Office (via email to [afwie@polyu.edu.hk](mailto:afwie@polyu.edu.hk) or in person to M731) within 7 days of the internship completion.



## Warning

- WIE Coordinator's endorsement should be sought via form F6 **before** confirmation / commitment of any internship
  - The hours worked will not be counted as WIE hours if you fail to seek the **prior** endorsement
- You will receive a **warning letter** under the following conditions:
  - Absent from an interview/internship without valid reason or prior notification (at least 1 day in advance)
  - Late for an interview/internship without prior notification
  - Quit WIE internship without valid reason
  - Poor work performance (as assessed by supervisor)
  - Reject an internship/interview offer without valid reason

Warned students WILL NOT be considered for any Faculty/Department-sourced WIE placement for two consecutive semesters.



## WIE Forms Submission

- If you have finished WIE placement(s) and wish to have the WIE hours claims updated in a particular semester, please remember to submit **all the WIE forms** (to FB WIE office or AF WIE office) and do **online self-evaluation** via FB WIE Online System before the end of the last teaching week of that semester, i.e.:
  - Week 13 for Semester 1 and 2
  - Week 7 for Semester 3 (Summer Semester)
- If you fail to do so, your WIE claims will be processed in next semester (can delay your graduation if that is your last semester)

## FB WIE Online System

(<https://hk-polytechnic-csm.symplicity.com/>)

- View WIE status and update personal information
- Receive email alert for internship opportunities
- View and apply for internship
- View application history
- Upload application documents
- Perform Self-evaluation
- Sign up for workshop/career seminar.

Available for new students  
to login in October





## Allowances / Subsidies / Insurances

- Allowances at employers' discretion
  - Full-time (approx. **\$4,500 to \$10,500** per month)
  - Part-time (approx. **\$37.5 to \$60** per hour)
- PolyU subsidize expenditures for overseas-based internships
  - **Offshore WIE Sponsorship (OWS)** for UGC-funded students administered by Student Affairs Office (SAO) - *Careers and Placement Section*
- Students taking local or offshore internships are covered worldwide under the University's Group Personal Accident Insurance Scheme.

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## MPF

- PolyU degree's students taking on-the-job training internships at organizations are not considered "relevant employees" and thus the MPF Ordinance does not apply.
- However, if there is an **employment relationship** between the student and the offering organization for a continuous period of not less than 60 days  
→ **MPF Ordinance must be applied**



## Minimum Wage Ordinance

- **Students who intend to participate in any internship placements in Hong Kong should take note that the Minimum Wage Ordinance (MWO) has already come into force from 1 May 2011.**
- With effect from **1 May 2019**, the Statutory Minimum Wage (SMW) rate is revised to **\$37.5 per hour**.
- The Minimum Wage Ordinance does not apply to interns/students with **no employment relationship** with the host organization or company.
- For details, please refer to [https://www.labour.gov.hk/eng/public/pdf/smw/SMW\\_Notes\\_for\\_Students\\_Employees\\_and\\_Employers\\_eng.pdf](https://www.labour.gov.hk/eng/public/pdf/smw/SMW_Notes_for_Students_Employees_and_Employers_eng.pdf)

Contact AF WIE team for any queries



## Non-Local Students

All non-local students are supposed to have **two** “**No Objection Letters (NOLs)**” issued by the HKSAR Immigration Department:

1. NOL for Study/curriculum-related internship (**valid for 1 year**), i.e. a placement whichever is **full-time/part-time or on-campus/off-campus placement**;
2. NOL for Part-time on-campus employment and employment during summer months (i.e. 1 Jun – 31 Aug)(**valid for 4 years**), i.e. **part-time on-campus job and summer job**.

<http://www.immd.gov.hk/eng/faq/imm-policy-study.html>



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## Non-Local Students

### (1) NOL – study/curriculum related internship

- For students to do study-related internship placement(s) while the total duration is up to one year, or one-third of the normal duration of the programme, whichever is shorter.
- Only be valid for one academic year and will only be issued if the student has not reached the limit set for taking up internship.
- Such internship placement can only be **legally commenced** with the **prior endorsement** by your WIE coordinator.

### (2) NOL – part-time on-campus employment and employment during summer months

- Covers the normal study period of the programme, i.e. 4 years for 4-year BBA programme.
- For students to do **part-time on-campus job** ( $\leq 20$  hours/week), e.g. student helper, with no limitation on the period of time.
- For students to do **summer job, not internship**, during the period 1 Jun – 31 Aug. No endorsement from the University will be required if this will not be used for WIE fulfilment.



## Non-Local Students

- Secure internship placement (with company acceptance letter or contract).
- **DO NOT** start your **internship** without the endorsement from your WIE Coordinator.



## Students under age 18

(as at the date that student starts the internship)

- As students under age 18 do not have full legal capacity, students should complete the form **WIE-F27-Letter of Consent for WIE** to seek the consent from parents / guardians.
- The completed form should be returned to AF WIE team (for self-sourced or AF-sourced internships) and FB WIE team (for FB-sourced internships) to seek the approval before the internship placement commencement.



## Career Development Programmes

(offered by Student Affairs Office (SAO) - Careers and Placement Section)

**Training courses and workshops will be held throughout the year:**

- Career advising (one-to-one career coaching) sessions;
- Training courses for internships;
- Training for graduating classes
- Career programmes
- etc.....

<https://www.polyu.edu.hk/sao/cps/career-services/career-development-programmes/career-development-programmes/>



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## FB WIE Career Resources Centre (M921a)

- Monday – Friday:  
9:00 AM – 5:50PM  
(1pm – 2pm Lunch Hour)
- Well-stocked with reference material, newspaper, business periodicals, and company directories.
- Email: [fbwie@polyu.edu.hk](mailto:fbwie@polyu.edu.hk)
- Tel: 3400 3562





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## Some current WIE partners

J.P.Morgan



Hongkong  
International Terminals



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## Some current WIE partners



Hong Kong Productivity Council  
香港生產力促進局

A.S. Watson Group

A member of CK Hutchison Holdings



HONG KONG MONETARY AUTHORITY  
香港金融管理局



Microsoft



JEBSEN



HKTDC  
香港貿發局

L'ORÉAL



醫院管理局  
HOSPITAL  
AUTHORITY

hket

香港經濟日報

KERRY  
LOGISTICS

SONY

Canon



香港青年協會  
the hongkong federation of youth groups

OTIS



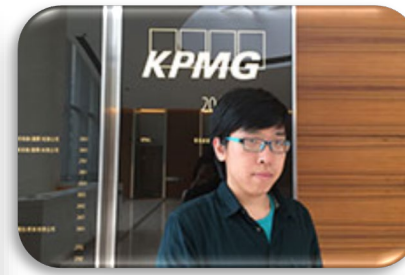
新創建集團成員 Members of NWS Holdings





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## *Students' happy moments*







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## Q & A

