



Application for Self-Sourced WIE Placement/Activity

Students should reserve 3 weeks for self-sourced WIE placement processing and approval. During this period, the organization offering the placement will be contacted. As such, students should inform the contact person listed below accordingly.

Date: _____

Student Name: _____ Dept/Sch: _____ AF / LMS / MM

Student ID: _____ Student Mobile: _____

Name of Organization: _____
(Enter name of organizer here, if competition)

Website: _____

Address: _____

Industry/Sector: _____

Internship Period: _____ to _____ Internship Title: _____

Internship Location(s): _____
(enter location where competition is held, if applicable)

Nature of Internship: _____ Full-Time / Part-Time / Ad-Hoc / Project / Competition*

Any Contract of Employment? ☐ Yes (Please provide a copy for internal reference.)
☐ No

Hours per week: _____ Total hours planned: _____

Job/Activity Description(s):

Allowances, if applicable: _____

Contact Person**: _____ Position: _____
(Enter mentor here for competition, if applicable)

Telephone: _____ Email: _____

- (i). I declare that this internship does/does not* involve employer-employee relationship.
- (ii). I understand that this application does not imply approval from my Department/School and that the final decision on accepting this self-sourced WIE placement /activity lies completely with my PolyU Department/School.

Applicant Signature

Date:

*delete where not applicable

**note that there must be a mentor for you if you wish for your competition participation to be counted towards WIE.

Cc:

WIE Coordinator – School/Department
Supervisor – Host WIE Organisation

For WIE Office use

Endorsed by:

Date: