(Internship undertaking)

To: General Office of the Academic Department concerned

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| Name of Programme Hosting Department | : |  |
| Name of Internship Hosting Company/Employer | : |  |
| Internship Period | : |  |

**Undertaking for Taking Internship**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student name), (student no. ), undertake to the following:

1. The internship offer letter from employer concerned is provided to the programme hosting department when I submit the internship application in order to continue to enjoy campus facilities during my internship.
2. I shall provide the letter of internship completion from my employer concerned to the programme hosting department within 10 working days after completion of the approved internship in order to prove my completion of the internship.
3. I shall notify the programme hosting department concerned in written form by my PolyU email account within 5 working days should: i) the approved internship has been terminated before the approved internship period; ii) any leave with 10 consecutive calendar days or more has been taken; iii) I am unable to complete the internship; or iv) I cannot submit the proof of internship completion by the deadline. If any such case arises, I understand that I shall need to apply for “zero subject enrolment” and pay the related fee.
4. Failing this, my student registration on the programme will be at risk of being terminated.
5. If necessary, I agree and authorize the University to approach the internship offering company or employer to verify any matters related to my internship.
6. I declare that the information provided by me in this Undertaking and the Internship application is complete, true and accurate.

**I confirm that I have read and fully understand the declaration stated above.**

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| Signature | : |  |
| Date | : |  |

c.c. Student concerned

August 2019