

**Work Integrated Education (WIE) Guidelines  
For  
BSc (Hons) in Investment Science and Finance Analytics  
BSc (Hons) in Data Science and Analytics  
Academic Year 2021/2022**

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## 1. What is Work Integrated Education (WIE)?

Since 2005, The Hong Kong Polytechnic University (PolyU) has made Work Integrated Education (WIE) a mandatory component of all full time undergraduate programmes. The goal is to let students have real world experience relating to their academic training. WIE is a credit-bearing component in the programme. Specifically for BSc (Hons) in Investment Science and Finance Analytics and BSc (Hons) in Data Science and Analytics, WIE carries 2 training credits which will not be counted towards the Grade Point Average (GPA).

## 2. Learning Objectives

One of the objectives of WIE is to enhance students' professional knowledge through workplace context and experience. It will also provide opportunities for students to understand employer's expectation, enhance their generic skills such as interpersonal and communication skills. It is also a valuable opportunity for students to try out their job hunting skills.

## 3. WIE Requirements

Different programme might have different requirements for fulfilling WIE. For **BSc (Hons) in Investment Science and Finance Analytics** and **BSc (Hons) in Data Science and Analytics**, the minimum duration is 3 weeks (full-time mode) or 120 hours (part-time mode). Job nature must be discipline-related and in relation to the knowledge acquired during the programme.

### For Non-IUPAS students

You are required to complete your WIE in summer 2022.

### For 4-year programme students

It is preferably to complete your WIE in the summer of 2022, 2023 or 2024.

## 4. Way(s) to Fulfill WIE?

There are various sources to find WIE placement. WIE can be fulfilled through placement, attachment or employment relevant to the context and knowledge learned from your programme. It can be fulfilled through part-time, full-time, project-based, summer job, placement, internship or attachment.

Students can obtain their placement through different sources, such as students' own personal connections, Mentorship Program, the Department(s), or other activities deemed appropriate by PolyU, such as the "International/Mainland Internship Programme" organized by Careers and Placement Section of SAO.

Students should take the initiative and responsibility to seek opportunities to fulfill the WIE requirements, as well as responsible for good time management, such as ensuring there is no time clash or conflicts with their classes and study.

### **BSc (Hons) in Investment Science and Finance Analytics**

Recommended kinds of Placement Organization are:-

- Banking & Finance
- Regulationary Bodies
- Investment House
- Insurance & Re-insurance
- Statistics & Market Research
- Operational Research, Logistics, Supply Chain Management
- Consultancy
- The Hong Kong Polytechnic University (PolyU – SAO)

Relevant job natures at mentioned kinds of Placement Organization are:-

- Financial Data Analysis and Modeling
- Research Data /Statistical Analysis
- Investment Portfolio Analysis

### **BSc (Hons) in Data Science and Analytics**

Recommended kinds of Placement Organization are:-

- Statistical Analysis and Software Development
- Market Research and Advertising
- Medical Statistics
- Business Intelligence and Data Analysis
- Operations Research, Logistics, Supply Chain Management
- Banking and Finance
- The Hong Kong Polytechnic University (PolyU – SAO)

Relevant job natures at mentioned kinds of Placement Organization are:-

- Data Analysis and Modeling
- Research Data /Statistical Analysis
- Database Management
- Data transformation and aggregation

## **5. Procedures and Assessment**

**Pre-approval of placement is always needed.** It is to ensure that the job students are going to work for can fulfill WIE requirements. Students should provide supporting documents regarding the details of the Placement Organization, job title and nature, working conditions, etc. to obtain pre-approval from WIE Officer.

If students have doubt about whether a certain job can fulfill WIE, they are recommended to consult the WIE Officer or programme leader before accepting an employment offer.

To remind, students should take the initiatives to keep the WIE Officer/or their Programme Leader of the Department updated about their WIE status and progress from time to time.

**Students are required to provide the following 5 documents for assessment after completion of WIE placement.**

Items to be prepared/ provided by Employer/ Supervisor are:-

- i. Employment Letter/ Job Advertisement (including job title, job nature & job description, etc.)
- ii. Employer's Evaluation Questionnaire (Appendix I of this booklet)
- iii. Log Sheet – the log sheet is prepared by student himself/herself and endorsed by the Supervisor

Items to be prepared by students are:-

- iv. WIE Final Report plus student reflection report (Appendix II of this booklet)
- v. On-site Photo

Students should take the responsibility to explain why and what kind of WIE documents the Placement Organization need to provide. Students should also provide the Placement Organization sufficient time to prepare the documents and collect them before the last day of placement.

Based on the documents submitted and the evaluation from the Placement Organization, WIE Officer will assess and grant the 2 training credits to students who have satisfactory results. **To summarize, you can refer to the flowchart below:**

## Before Placement

The Department tries to understand student intention in undertaking WIE placement.



Student submits his/ her resume to AMA for pre-assessment.

AMA and SAO will provide pre-internship workshops, advisory and consultation service on resume writing, interview skills and placement related topics when necessary. Students are recommended to participate in these activities before placement.



## Sourcing Placement

### STUDENT

(Student self-sourced internship)  
Student submit job advertisement &/or employment letter with company information and related job nature for Department (AMA) pre-approval.

### SAO' Internship Programmes

Students apply offshore program / local program organized by Careers and Placement Section of SAO. SAO provides job matching and assigns placement to students. Application deadline of Offshore Internship Programme is around November-Feb each year, and Local Internship Programme is year round with peak season of job openings around February to May. Students should pay attention to SAO announcements for details.

### DEPARTMENT

Department (AMA) posts job openings to students through PolyU email from time to time. The job may be on part-time or full time basis. For summer job, the peak season is April to May.



Student informs AMA the details about their WIE placement, such as job nature, period, etc.



## During Placement

Student is required to work in the organization with pro-active attitude and ethical behaviors. Upon the end of the placement, student should take the initiative to remind his or her employer to complete the WIE documents and collect them by the end the placement.



## After Placement Assessment

Student submits the WIE documents to AMA



WIE Officer assesses student's WIE documents and performance



Department sends out note of WIE result to student



Official result of WIE will be announced on transcript at the end of the semester with a **'P' grade (passed) for the subject AMA242/ 243**

**AMA242 – WIE code for BSc (Hons) in Investment Science and Finance Analytics**

**AMA243 – WIE code for BSc (Hons) in Data Science and Analytics**

## 6. Learning Support for Students

From time to time, AMA will provide learning support to students to enhance their employability to fulfill their WIE. Briefing sessions, workshops and consultation service will be provided by the Department when necessary.

Besides, Careers and Placement Section of SAO will also provide Pre-placement Training Programs to enhance students' job application skills, etc.

## 7. General Guidelines During Placement

At all times of the placement, students should:

- attend work punctually and follow the Placement Organization's reasonable instructions, policies and procedures,
- advise the Placement Organization as soon as possible if you are unable to attend work on a particular day or if you will be late,
- dress appropriately to the role with the Placement Organization,
- not misconduct oneself or act in a way that may cause loss, cost, liability, damage or embarrassment to the University or the Placement Organization,
- conduct oneself, in terms of attitude and behaviour, to the high standard expected of a student of the University,
- report any workplace injury suffered by the student while on Placement to the University and the Placement Organization as soon as possible and co-operate with the University and the Placement Organization in respect of any investigation or claim arising from such injury.

**Any breach of the above regulations will lead to failure of WIE placement.**

Besides, students are encouraged to take pro-active working attitude during the placement and try to learn most out of the working experience.

### **Restriction on non-local students taking internship in Hong Kong**

According to the Immigration Regulations, non-local students may take up:

- part-time on-campus employment for **not more than 20 hours per week** throughout the year only; and
- off-campus summer internship in Hong Kong during the summer months which are taken to mean the period from **1 June to 31 August, both dates inclusive**. You have to seek the approval from the Immigration Department if your summer employment lies outside the above period.

Details please refer to the webpage of Immigration Department - <http://www.immd.gov.hk/eng/faq/imm-policy-study.html>

## 8. Useful Contacts and Links

Programme	Programme Leader	Contact info
BSc (Hons) in Investment Science and Finance Analytics	Dr. Raymond Sze	Office: TU831 Tel: 2766 5642 Email: raymond.sze@polyu.edu.hk
BSc (Hons) in Data Science and Analytics	Dr. TK Pong	Office: TU803 Tel: 3400 3330 Email: tk.pong@polyu.edu.hk

### Marketing Officer, Department of Applied Mathematics

Miss Eunice Hung

TU726

Tel: 3400 3908

Email: [eunice.hung@polyu.edu.hk](mailto:eunice.hung@polyu.edu.hk)

### Careers and Placement Section, Student Affairs Office (SAO)

Venue: TU308

Tel: 3400 3775

Email: [wie.cps@polyu.edu.hk](mailto:wie.cps@polyu.edu.hk)

SAO's WIE Website: <https://www.polyu.edu.hk/sao/careers-and-placement-section/wie-programmes/>

Other relevant job openings that may be available (which require the Department pre-approval)

- SAO's Job Board (Find Jobs -> choose "PolyU Job Board")  
<https://www.polyu.edu.hk/sao/careers-and-placement-section/job-opportunities/job-portals/>
- JIJIS  
<https://www.jijis.org.hk/>
- Classified Post  
<https://www.cpjobs.com/hk/>
- JobsDB  
<http://www.jobsdb.com/hk>
- Career Times  
<https://www.ctgoodjobs.hk/?browser=ie>

### Job Hunting Tips

- Career Advising and Training workshops Provided by PolyU  
<https://www.polyu.edu.hk/sao/careers-and-placement-section/career-development/career-advising-and-training-workshops/>
- Guides to Write a Cover Letter  
<https://hk.jobsdb.com/en-hk/resources/job-hunters/coverletter-guide/>
- How to Write a Resume  
<https://www.monster.com/resume-assessment/>
- How to Ace a Job Interview  
<https://www.thebalancecareers.com/job-interviews-4161912>

### Salary/ Wages

Minimum Wage does not apply to **student interns during a period of exempt student employment**.

[www.labour.gov.hk/eng/news/pdf/Notes for Student Employees and Employers.pdf](http://www.labour.gov.hk/eng/news/pdf/Notes%20for%20Student%20Employees%20and%20Employers.pdf)

### Insurance coverage by PolyU

<https://www.polyu.edu.hk/sao/internal/careers-and-placement-section/policies-and-guidelines/>

**WIE Evaluation Questionnaire (to be completed by employer/supervisor)**

If you joined the offshore/overseas internship via the SAO, you are just required to invite your employer to complete the questionnaire provided by SAO in order to avoid duplication of effort. Updated version of evaluation questionnaire will be sent to you via PolyU email, if any.

Name:	
Title / Position	
Name of Organization:	
Email:	
Tel:	
Address:	
Local or Non-local Placement	<input type="checkbox"/> Local <input type="checkbox"/> Non-local
Immediate Supervision:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Student:	
Description of Work involved	
Salary / Wages:	
Completed <u>at least 80 hours /120* hours</u> of work? *delete where appropriate	<input type="checkbox"/> Yes <input type="checkbox"/> No Period: From _____ to _____
Overall Performance	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Attitude	
Potential	
Punctuality	
Team Spirit	
Integrity	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**WIE final report (to be completed by student)**

Name:		
Student Number:		
Programme:		
Name of Organization:		
Address:		
Local or Non-local Placement	<input type="checkbox"/> Local	<input type="checkbox"/> Non-local
Placement referred by SAO?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Placement referred by department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any relationship with employer/supervisor?	<input type="checkbox"/> Yes	Specify:
	<input type="checkbox"/> No	
Description of Work involved		
Salary / Wages:		
A copy of appointment letter attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed <u>at least 80 hours /120* hours</u> of work? *delete where appropriate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Period: From _____ to _____	
Any signed log sheet attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any reflection report attached? (Please refer to Appendix III)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any on-site photos of WIE attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SELF-REFLECTION REPORT**

Please use at least 300 words (English) to share your internship experience. Your report ideally should address the following points:

- Brief description of the placement organisation
- Your role and responsibility in the internship
- Knowledge/ skills/ benefits acquired from the internship
- Difficulties encountered during the internship (if any)
- Insights into the company culture and people of the internship organization (if any)
- Memorable moment(s) experienced during the internship (if any)

Please type your report and print out the hard copy:

## Suggested Timeline

Timeline	2022							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Suggested schedule	Prepare Resume & Cover Letter Template							
	Practice your interviewing skills							
	Research and start <b>SEEKING</b> your WIE placement (take note of the job posting and start applying internship programme via different channels)					Internship period		
Internship training and support	Online CV writing workshops for WIE placement by CPS							
	AMA Pre-internship Training workshops (Jan 28)	AMA Pre-internship Training workshops (Date to be confirmed)		AMA Pre-internship Training workshops (Date to be confirmed)				
WIE opportunities	Int'l & Mainland Summer WIE 2022 (Application d/l: 31 Jan 2022)							
	The selection and nomination process of CPS International Summer WIE will tentatively take place from <b>January to April 2022*</b>							
	Peak Season of Internship Application (various multinational corporation)							
	Peak Season of Summer Internship Application, & Interview by Employer							

**\* Remarks:**

- For shortlisted candidates, CPS will further discuss with you in April 2022 as to whether your international WIE programme will proceed as scheduled, you will have to work with an assigned employer virtually, subject to the COVID-19 situations and border restrictions of the target location.
- Offshore virtual internship is not recommended by the Department