

Global Engagement Office

Undertaking for Participating in Mainland WIE Programme 2024/25

1. I accept the internship offer under the Mainland WIE Programme 2024/25, and agree to undertake a mainland WIE activity at _____ (name of placement organisation) in _____ (city) from _____ (internship start date) to _____ (internship end date).
2. I understand that The Hong Kong Polytechnic University (PolyU), Global Engagement Office (GEO), or the placement organisation reserves the right to amend the conditions of participation in, or terminate, cancel, or delay the Programme should unforeseen circumstances make this advisable. PolyU, GEO, or the placement organisation shall not be liable for any loss resulting from the change or cancellation.
3. I agree that before the internship, I will:
 - a) inform GEO as early as possible if I decide to withdraw from the Programme;
 - b) attend mandatory pre-WIE training workshop, OWS Briefing, and Departure Briefing;
 - c) equip myself with knowledge about the prevention of communicable diseases from the guidelines of the Centre for Health Protection (CHP) of the Department of Health, HKSAR government or other relevant sources;
 - d) download the International SOS (ISOS) application (PolyU ISOS membership ID number: 07AYCA550139), register for the [Outbound Travel Alert \(OTA\) system](#) to receive the latest updates on travel advice and travel risks, and remain vigilant to evolving circumstances throughout the entire duration of the overseas internship; and
 - e) seek medical advice and inform GEO immediately if I have any symptoms of communicable diseases or in the event of any accident or injury that may prevent me from participating in the Programme.
4. I agree that throughout the internship, I will:
 - a) go to work and attend training or other activities arranged by the placement organisation punctually and follow its instructions as long as the work, training or other activities are legal, safe, reasonable and within my abilities;
 - b) not act in a way that may cause loss, cost, liability, damage or embarrassment to the placement organisation and PolyU;
 - c) comply with the internal guidelines and requirements of the placement organisation, as well as the laws, customs, and health advice of the internship destination. I understand that the intentional violation or disrespect for those laws, customs, and health advice may result in my dismissal from the programme;
 - d) refrain from requesting for absence from work or leave for personal reasons other than health issues;
 - e) refrain from terminating the internship early due to non-health-related reasons; otherwise, I will arrange my own passage and bear all costs incurred by the entire trip. Exceptions to this include life-threatening events such as severe natural disasters and wars;
 - f) report to GEO and the placement organisation as soon as possible in case of any illness, accident or injury;
 - g) take adequate precautionary measures, including the time during my travel from and to Hong Kong;
 - h) utilise facilities or properties provided by the placement organisation in a careful and proper manner, and inform the placement organisation immediately if there is any damage or loss; and
 - i) not engage in activities that will endanger myself or any other person.
5. I understand that I am responsible for the arrangements and all costs incurred as required to complete the Programme, including but not limited to visa application, passage, accommodation, insurance and other

incidental expenses. The Offshore WIE Sponsorship (OWS) is subject to approval and aims to cover partial expenses only.

6. I have read the [OWS Guidelines](#) and understand the conditions of receiving OWS.
7. I understand that my offer of participation in the programme will only be granted when my student status at PolyU remains active at the time of the actual programme period.
8. I undertake any possible risks involved in the Programme and I declare that my parents/guardians will be well informed of the details of the Programme and travel schedules.
9. I understand that PolyU shall bear no liability other than what is legally bound to bear in the event of any accident, damage, injury, illness, or death arising from the Programme.
10. I understand that PolyU or GEO will contact me through instant messaging applications in case of emergency and/or when a prompt response is required during the Programme. I shall respond promptly to, as required, any communications from PolyU or GEO regarding the Programme.
11. I hereby give PolyU and GEO the consent to contact my parents/guardians in case of emergencies or if I cannot be contacted within 24 hours.
12. I have read the [Group Travel Insurance](#) policies acquired by PolyU (AXA General Insurance Hong Kong Limited) and understand that coverage will be provided for registered students going overseas for internships endorsed/arranged by PolyU.
13. I understand that I shall consider purchasing additional travel and/or health insurance prior to travel, which provide extra coverage for my entire period outside Hong Kong.
14. I agree to authorise PolyU to disclose, whenever necessary, my personal information (such as name, major, and year of study) to relevant parties concerned (including but not limited to the placement organisation and other participating students of the same Programme) for my participation in this Programme.
15. I understand that I need to provide feedback materials (including but not limited to photos, videos, reflection articles, and questionnaires) to GEO. Such materials may be disclosed on platforms such as webpages, reports, social media platforms, and in other promotional events of GEO, PolyU, and other parties concerned, and may be visible to the public. If I prefer to keep my information confidential and not be included in any publicity, I will notify GEO in writing prior to the commencement of the Programme.
16. I acknowledge that any breach of the regulations stipulated in this Undertaking may lead to failure of the Programme completion. PolyU reserves the right not to grant me the WIE approval or financial subsidy, and a record of my misbehaviour may be recorded in my personal file.
17. I understand that should I fail to honour this Undertaking and/or fulfil other requirements of the placement organisation and of PolyU, PolyU reserves the right to cancel my place of participation in the above Programme and impose a penalty on my future application(s) for other programmes coordinated by PolyU.
18. I understand that PolyU will have the final decision in case of any doubts.

☐ I have read and agree to the [Privacy Policy Statement](#) of PolyU.

☐ I have read carefully and fully understood the Undertaking of the Programme, and I agree to accept all of the terms and conditions.

Student Full Name: _____ Student ID Number: _____

Signature: _____ Date: _____