STEM Internship Scheme – Summer 2021
(<u>CANNOT</u> use this internship to fulfil WIE requirements)

Internship Information

Department:	ISE
Eligible Programme:	BSc (Hons) Scheme in Logistics and Enterprise Engineering or
	BSc (Hons) in Enterprise Engineering with Management or
	BSc (Hons) in Logistics Engineering with Management or
	BEng (Hons) Scheme in Product and Industrial Engineering or
	BEng (Hons) in Industrial and Systems Engineering or
	BEng (Hons) in Product Engineering with Marketing

Project Title:	**Social robot for service industry**	
Internship Title:	Intern (full-time)	
Internship Period:	from 15/06/2021 to 12/08/2021	
	DD/MM/YYYY DD/MM/YYYY	

Internship Location: On Campus

Job Descriptions:
1. Feasibility study on using deep learning technique for solving specific task
2. Develop and implement the algorithm and programme
3. Integrate the developed solution with a service robot
4. Create a proof of concept show case

Eligible Student:
1. **Local[1] or Non-local[2] undergraduates** enrolling on one of above **full-time STEM programmes** funded by the University Grants Committee (UGC);
2. From any years of studies (final-year students are eligible as long as the internship commences BEFORE the expiry of student status based on the dates shown on their student ID card and/or Academic Registry record); and
3. **Legally employable** in Hong Kong

Key Points of the Scheme:
1. Students **CANNOT** use this internship to fulfil their WIE requirements.
2. Students to apply for this position directly to ISE and need NOT to submit the online application to CPS.
3. Students are required to submit the following post-internship documents to ISE **within 2 weeks** upon the internship end date.
   - Assessment/Evaluation Form (Annex E);
   - Timesheet (Form P3);
   - Copy of Salary Statement / Salary Payment Record;
   - Learning Journal and photos (see guidelines); and
   - Bank Account Information (if applicable)
4. Students interns should **complete the entire internship** as specified in the employment contract. Allowance will **NOT** be reimbursed to students who fail to achieve 80% attendance rate or cannot complete the internship as planned.
5. Only students who have successfully enrolled on the Scheme, completed the internship and submitted post-internship documents (stated in point 3 above) are eligible to receive the allowance.
6. Please refer to the "**Guidelines for Students**" for detailed requirements and information.

Honorarium per month:	HK$10,500	Application Deadline:	25 May 2021

For interested students, please submit your C.V. to Dr Carman K.M. Lee by email (ckm.lee@polyu.edu.hk) on/before the deadline.

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[1] According to the Education Bureau, holders of the following documents are classified as local students –
- Hong Kong Permanent Identity Card;
- Documents issued by the Hong Kong Immigration Department certifying the right of abode / right to land in Hong Kong;
- Document of Identity / One-way permit for entry to Hong Kong;
- Dependant visa / entry permit (for students who were below 18 years old when they were issued with such visa / entry permit by the Director of Immigration);
- Full-time employment visa / work permit (for part-time study);
- Visa / entry permit for Quality Migrant Admission Scheme;
- Visa / entry permit for Capital Investment Entrant Scheme;
- Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents; or
- Visa label for unconditional stay.

[2] Non-local students should be subject to the conditions of stay of the visa/entry permit issued to them by the Immigration Department. Students must be able to provide a valid "**No Objection Letter**" ("**NOL**") issued by the Immigration Department. Eligible students may only take up summer employment during the summer months from 1 June to 31 August 2021.

STEM Internship Scheme – Summer 2021
(<u>CANNOT</u> use this internship to fulfil WIE requirements)

<u>Internship Information</u>

Department:	ISE
Eligible Programme:	BSc (Hons) Scheme in Logistics and Enterprise Engineering or
	BSc (Hons) in Enterprise Engineering with Management or
	BSc (Hons) in Logistics Engineering with Management or
	BEng (Hons) Scheme in Product and Industrial Engineering or
	BEng (Hons) in Industrial and Systems Engineering or
	BEng (Hons) in Product Engineering with Marketing
Project Title:	**Data analytics for smart manufacturing/enterprise**
Internship Title:	Intern (full-time)

Internship Period:　from _____ 15/06/2021 _____ to _____ 12/08/2021 _____
　　　　　　　　　　　　　　　　DD/MM/YYYY　　　　　　　　　　　　　DD/MM/YYYY

Internship Location:　On Campus

Job Descriptions:
1. Utilize data analytics for smart manufacturing/enterprise
2. Monitor equipment by using IoT to avoid future failure
3. Identify the root cause of issues
4. Translate unstructured information into structured information
5. Develop predictive models for machine learning
6. Prepare data reports and data visualizations for the supervisor in decision making process
7. Knowledge about analytical tools and data mining

Eligible Student:
1. **Local[1] or Non-local[2] undergraduates** enrolling on one of above **full-time STEM programmes** funded by the University Grants Committee (UGC);
2. From any years of studies (final-year students are eligible as long as the internship commences BEFORE the expiry of student status based on the dates shown on their student ID card and/or Academic Registry record); and
3. **Legally employable** in Hong Kong

Key Points of the Scheme:
1. Students **CANNOT** use this internship to fulfil their WIE requirements.
2. Students to apply for this position directly to ISE and need NOT to submit the online application to CPS.
3. Students are required to submit the following post-internship documents to ISE **within 2 weeks** upon the internship end date.
    - Assessment/Evaluation Form (Annex E);
    - Timesheet (Form P3);
    - Copy of Salary Statement / Salary Payment Record;
    - Learning Journal and photos (see guidelines); and
    - Bank Account Information (if applicable)
4. Students interns should **complete the entire internship** as specified in the employment contract. Allowance will **NOT** be reimbursed to students who fail to achieve 80% attendance rate or cannot complete the internship as planned.
5. Only students who have successfully enrolled on the Scheme, completed the internship and submitted post-internship documents (stated in point 3 above) are eligible to receive the allowance.
6. Please refer to the "**Guidelines for Students**" for detailed requirements and information.

Honorarium per month:　HK$10,500　　　　　Application Deadline:　25 May 2021

For interested students, please submit your C.V. to Dr Carman K.M. Lee by email (ckm.lee@polyu.edu.hk) on/before the deadline.

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[1] According to the Education Bureau, holders of the following documents are classified as local students –
- Hong Kong Permanent Identity Card;
- Documents issued by the Hong Kong Immigration Department certifying the right of abode / right to land in Hong Kong;
- Document of Identity / One-way permit for entry to Hong Kong;
- Dependant visa / entry permit (for students who were below 18 years old when they were issued with such visa / entry permit by the Director of Immigration);
- Full-time employment visa / work permit (for part-time study);
- Visa / entry permit for Quality Migrant Admission Scheme;
- Visa / entry permit for Capital Investment Entrant Scheme;
- Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents; or
- Visa label for unconditional stay.

[2] Non-local students should be subject to the conditions of stay of the visa/entry permit issued to them by the Immigration Department. Students must be able to provide a valid "**No Objection Letter**" ("**NOL**") issued by the Immigration Department. Eligible students may only take up summer employment during the summer months from 1 June to 31 August 2021.

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STEM Internship Scheme – Summer 2021
Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University

Guidelines for Students

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Background

Set up by the Innovation and Technology Commission ("ITC"), HKSAR Government, the **STEM Internship Scheme** (the "Scheme") encourages STEM[1] students to gain innovation and technology ("I&T")-related work experience during their studies and to foster their interest in pursuing a career in I&T after graduation, so as to enlarge the local I&T talent pool.

Eligibility of Students

The Scheme is open to undergraduates and postgraduates who are:

1. **local[2] or non-local[3] students** enrolling on one of the **full-time STEM programmes** (See Appendix 1) funded by the University Grants Committee ("UGC");

2. from **any year of studies** (final-year students are eligible as long as the internship commences BEFORE the expiry of student status based on the dates shown on their student ID card and/or Academic Registry record); and

3. **legally employable** in Hong Kong.

Eligible students have to apply online for the Scheme with required documents. Student applications have to go through the Careers and Placement Section, Student Affairs Office ("CPS, SAO") for approval, which will be granted based on student eligibility, internship nature, and funding availability at students' time of submission.

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[1] STEM refers to the academic disciplines of science, technology, engineering and mathematics.

[2] According to the Education Bureau, holders of the following document(s) are classified as local students –
- Hong Kong Permanent Identity Card;
- Documents issued by the Hong Kong Immigration Department certifying the right of abode/right to land in Hong Kong;
- Document of Identity/One-way permit for entry to Hong Kong;
- Dependant visa/entry permit (for students who were below 18 years old when they were issued with such visa/entry permit by the Director of Immigration);
- Full-time employment visa/work permit (for part-time study);
- Visa/entry permit for Quality Migrant Admission Scheme;
- Visa/entry permit for Capital Investment Entrant Scheme;
- Visa/Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents; or
- Visa label for unconditional stay.

[3] Non-local students should be subject to the conditions of stay of the visa/entry permit issued to them by the Immigration Department.

Internship Requirements

Students may participate in internship sourced by CPS, SAO, Faculties/Schools/Departments or themselves, with the following requirements:

1. **Full-time placements in Hong Kong** with duration of **at least four consecutive weeks** (i.e. 28 calendar days);

2. The **start and end days** of the internship should be **working days**. If the internship start/end days fall on Saturday, General Holiday or Statutory Holiday, they will be regarded as unpaid leave;

3. **I&T-related work**, i.e. actual work which contains sufficient I&T elements, including but not limited to data analysis, digital marketing, engineering, information security, research, system development and technology-related intellectual property work;

4. The **summer internship** should commence <u>**no earlier than May 2021**</u>, with a duration of at least four consecutive weeks;

5. The internship funded by the Scheme, as required by ITC, cannot be a compulsory requirement of the degree programme to which the student is admitted, i.e. students **CANNOT use this internship to fulfil their Work-Integrated Education ("WIE") requirements**. For students who are undertaking an **internship period IN EXCESS of that required by WIE requirements**, please refer to Appendix 3 (pages 8 to 9); and

6. Internship positions directly subsidised by the Government DO NOT fall under this Scheme (e.g. internship programmes of the HKSAR Government).

Allowance and Reimbursement

1. The allowance for internship for each student intern is **HK$10,500 per month[4]** (i.e. 30 days), **capped at two months**. Student interns may receive the allowance under the Scheme for more than one internship place, PROVIDED THAT

   a) the participating employers are different and the internship periods do NOT overlap; and
   b) the maximum amount of allowance does NOT exceed three months in one academic year (i.e. current academic year is from <u>7 September 2020 to 29 August 2021</u>).

2. Students receiving the allowance under the Scheme CANNOT concurrently benefit from other internship subsidies provided by the HKSAR Government.

3. Only students who have successfully enrolled on the Scheme, completed the internship, and submitted post-internship documents are eligible to receive the allowance, which will be **disbursed by CPS, SAO** AFTER these three requirements are fulfilled.

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[4] For the purpose of calculating allowance under the Scheme, one month has 30 days.

Example: Calculation of allowance for the internship period from 1 June 2021 to 29 July 2021:
= HK$10,500 ÷ 30 calendar days × 59 calendar days = HK$20,650

Allowance and Reimbursement (Continued)

4. The employers may, at own discretion, offer additional allowance to student interns, which the arrangements should comply with the Employment Ordinance, the Minimum Wage Ordinance, the Mandatory Provident Fund Ordinance, and other related ordinances.

    Student interns who do NOT receive a minimum wage from employers for the internship under the Scheme should check their eligibility to work as **"Work Experience Student" under the Minimum Wage Ordinance**, and submit to employers the Confirmation of Student Status. At most **ONE period** of exempt student employment may commence in **the same calendar year**, and student interns have to make a statutory declaration[5] verifying this fact and provide the declaration to employers (Click HERE for details).

5. Student interns should complete the entire internship as specified in the employment contract. Allowance will NOT be reimbursed to students who fail to achieve 80% attendance rate or cannot complete the internship as planned.

6. Successful applicants have to attend an online pre-internship training organised by CPS, SAO. Successful applicants will be informed of the training arrangement. Attendance of pre-internship training is a mandatory requirement of the release of allowance.

Application Procedures and Deadlines

A. Application for STEM Internship

1. Students can apply for STEM internship through PolyU Job Board or Faculties/Schools/Departments, or source on their own.

Students should refer to the internship requirements specified in the Guidelines when applying for internship in order to ensure successful application for the Scheme.

B. Application for the Scheme

Pre-internship Submission

1. After confirming a STEM internship offer, students are required to submit **online application** (See Appendix 2 for the Student Application Checklist) for the Scheme. Student applications have to go through CPS, SAO for approval, which will be granted based on student eligibility, internship nature, and funding availability at students' time of submission.

	Student Application Deadline	Result Announcement by CPS, SAO
1st Batch (Summer)	14 June 2021	21 June 2021

Students can apply for the Scheme online, while the earlier batches of applications will receive priority consideration for approval.

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[5] To obtain a statutory declaration, please contact and visit the Home Affairs Centre.

B. Application for the Scheme (Continued)

2. Students are required to provide the following information and documents during online application:

    a. Name and Student ID Number
    b. Major of Study
    c. Contact Information
    d. Company Information
    e. Job Description
    f. Internship Title
    g. Internship Period
    h. Employer Contact
    i. Signed Employment Contract[6]
    j. Copy of Student ID Card
    k. Completed Student Charter
    l. Copy of "No Objection Letter" ("NOL") issued by the Immigration Department *(for non-local students only)*
    m. Home Faculty's/School's/Department's approval for student's internship participation *(for postgraduate students only)*

3. Unsuccessful applicants may still participate in the internship as agreed with the employer, but will NOT be eligible to receive allowance under the Scheme.

CPS, SAO reserves the rights to decide on the final application results.

Pre-internship Training

Successful applicants have to attend an online pre-internship training organised by CPS, SAO (training arrangements will be provided beforehand). Attendance of this pre-internship training is a mandatory requirement for the release of allowance.

Post-internship Submission

1. Required documents to be submitted by students after completion of internship

    a. Assessment/Evaluation Form *(to be filled in by both employer and student intern)*
    b. Timesheet
    c. Salary Statement (if applicable)
    d. Learning Journal and Photos
    e. Bank Account Information *(to be submitted to the Finance Office of PolyU)*

2. Students are required to submit the mentioned documents to CPS, SAO <u>within two weeks</u> upon the internship end date.

3. Only students who have successfully enrolled on the Scheme, completed the internship, and submitted post-internship documents are eligible to receive the allowance, which will be disbursed by CPS, SAO AFTER these three requirements are fulfilled. Students may expect to receive 50% of the allowance around six weeks after the post-internship submission, and the other 50% at least three months afterwards subject to approval from ITC.

Contact of CPS, SAO

For scheme details and application, please contact Miss Genette Cheung at stem.stud@polyu.edu.hk or 3400 3121.

CPS, SAO reserves the rights to adjust the Scheme arrangements and allowance granted based on funding availability.

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[6] Student who cannot provide the employment contract by the Scheme application deadline are allowed to submit a copy of the email confirmation issued by employers as evidence. In which case, the employment contract must be submitted to CPS, SAO preferably before the commencement of internship.

STEM Internship Scheme – Summer 2021
Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University

List of Eligible STEM Programmes Approved by ITC

Department	#	Programme
AAE	1	BEng (Hons) Air Transport Engineering
	2	BEng (Hons) Aviation Engineering
ABCT	3	BSc (Hons) Analytical Sciences for Testing and Certification
	4	BSc (Hons) Applied Biology with Biotechnology
	5	BSc (Hons) Chemical Technology
	6	BSc (Hons) Food Safety and Technology
AMA	7	BSc (Hons) Data Science and Analytics
	8	BSc (Hons) Investment Science
	9	BSc (Hons) Investment Science and Finance Analytics
AP	10	BSc (Hons) Engineering Physics
BME	11	BSc (Hons) Biomedical Engineering
BRE	12	BSc (Hons) Scheme in Building and Real Estate
BSE	13	BEng (Hons) Building Services Engineering
	14	MPhil in Building Services Engineering*
	15	PhD in Building Services Engineering*
CEE	16	BEng (Hons) Civil Engineering
	17	BEng (Hons) Environmental Engineering and Sustainable Development
	18	BEng (Hons) Structural and Fire Safety Engineering
COMP	19	BSc (Hons) Financial Technology
	20	BSc (Hons) Scheme in Computing
	21	PhD in Computing*
EE	22	BEng (Hons) Electrical Engineering
	23	BEng (Hons) Transportation Systems Engineering
EIE	24	BEng (Hons) Electronic and Information Engineering
	25	BSc (Hons) Information Security
	26	BSc (Hons) Internet and Multimedia Technologies

Appendix 1 – List of Eligible STEM Programmes Approved by ITC

ISE	27	BEng (Hons) Industrial and Systems Engineering
	28	BEng (Hons) Product Engineering with Marketing
	29	BEng (Hons) Scheme in Product and Industrial Engineering
	30	BSc (Hons) Aviation Operations and Systems
	31	BSc (Hons) Enterprise Engineering with Management
	32	BSc (Hons) Logistics Engineering with Management
	33	BSc (Hons) Scheme in Logistics and Enterprise Engineering
ITC	34	BA (Hons) Scheme in Fashion and Textiles
	35	BSc (Hons) Digital Fashion
LSGI	36	BSc (Hons) Geomatics
	37	BSc (Hons) Land Surveying and Geo-informatics
ME	38	BEng (Hons) Mechanical Engineering
	39	BEng (Hons) Product Analysis and Engineering Design
	40	BEng (Hons) Scheme in Mechanical Engineering
SD	41	BA (Hons) Digital Media
	42	BA (Hons) Interactive Media
	43	BA(Hons) Scheme in Design - Product Design

Postgraduate students who receive Studentship are NOT permitted to take up any employment with the University or with any other employers unless special approval is granted by home Faculty/School/Department.

Postgraduate students who would like to participate in the Scheme must seek prior approval from their home Faculty/School/Department, and provide written proof to CPS, SAO upon application.

STEM Internship Scheme – Summer 2021
Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University

Student Application Checklist

I. Pre-internship Submission

Online application after confirming a STEM internship offer and by the Scheme application deadline:

Eligible student applicant	WIE student intern undertaking an internship period in excess of WIE requirements
☐ Online Application Form (Click HERE)	☐ Online Application Form (Click HERE)
☐ Copy of Employer Contract^ ^ *Note: Student who cannot provide the employment contract by the Scheme application deadline is allowed to submit a copy of the email confirmation issued by employer as evidence. In which case, the employment contract must be submitted to CPS, SAO via email at stem.stud@polyu.edu.hk preferably before the commencement of internship.*	
☐ Student Charter (Form S1) (Download HERE)	☐ Student Charter (Form S1-1) (Download HERE)
☐ Copy of Student ID Card	
☐ Copy of "No Objection Letter" ("NOL") issued by the Immigration Department *(for non-local students only)*	
☐ Written approval for student's participation in the Scheme issued by home Faculty/School/Department *(for postgraduate students only)*	

Note to student interns who do NOT receive the minimum wage for the internship under the Scheme:

☐ For student interns who do NOT receive the minimum wage from employers for the internship under the Scheme, they should submit to employers (1) the Confirmation of Student Status for "Work Experience Student" under the Minimum Wage Ordinance, endorsed by home Faculty/School/Department, and (2) the statutory declaration[7].

Students should read the "Statutory Minimum Wage: Notes for Student Employees and Employers" (Click HERE) issued by the Labour Department, HKSARG carefully, and ensure accurate information is provided in items (1) and (2) above.

II. Post-internship Submission

Online submission within two weeks upon completion of internship (submission link to be provided)**:**

☐ Assessment/Evaluation Form, to be filled in by both employer (with company stamp) and student intern (Form S2D) (Download HERE)

☐ Timesheet, with signature of work supervisor (Form S3) (Download HERE)

☐ Copy of Salary Statement (if salary is offered by the employer)

☐ Learning Journal and Photos (Form S4) (See guidelines HERE)

☐ Bank Account Information to the Finance Office of PolyU
   http://www.polyu.edu.hk/fo/internet/student

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[7] To obtain a statutory declaration, please contact and visit the Home Affairs Centre.

STEM Internship Scheme – Summer 2021
Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University

Note to Applicants Undertaking an Internship Period
in Excess of the WIE Requirements

According to the guidelines of Innovation and Technology Commission, the internship funded by the Scheme cannot be a compulsory requirement of the degree programme to which the student is admitted, i.e. students CANNOT use this internship to fulfil their WIE requirements. However, the **internship period IN EXCESS of that required for WIE requirements could be funded by the Scheme**.

This appendix intends to further explain and define the requirements to release allowance for applicants who fall under this category, and the allowance coverage.

Please note that student applicants under this category will not be prioritised in getting allowance reimbursement. The release of allowance will be subject to funding availability at the time of application submission.

Eligibility of Students

Please refer to page 1 of this set of Guidelines.

Internship Requirements

1. **Full-time placements in Hong Kong** with duration of **at least four consecutive weeks** (i.e. 28 calendar days);

2. The **start and end days** of the internship should be **working days**. If the internship start/end days fall on Saturday, General Holiday or Statutory Holiday, they will be regarded as unpaid leave;

3. **I&T-related work**, i.e. actual work which contains sufficient I&T elements, including but not limited to data analysis, digital marketing, engineering, information security, research, system development and technology-related intellectual property work;

4. The internship period funded by the Scheme, as required by ITC, should NOT overlap with the internship period used to fulfil WIE requirements. Only the **internship period IN EXCESS** of that required by WIE requirements for **at least four consecutive weeks** could be funded by the Scheme;

5. The **summer internship** funded by the Scheme should commence <u>**no earlier than May 2021**</u>, with a duration of at least four consecutive weeks; and

6. Internship positions directly subsidised by the Government DO NOT fall under this Scheme (e.g. internship programmes of the HKSAR Government).

Allowance and Reimbursement

1. The allowance for internship for each student intern is **HK$10,500 per month**[8] (i.e. 30 days), **capped at two months**. Student intern may receive the allowance under the Scheme for more than one internship place, PROVIDED THAT

   a) the participating employers are different and the internship periods do NOT overlap; and
   b) the maximum amount of allowance does NOT exceed three months in one academic year (i.e. current academic year is from <u>7 September 2020 to 29 August 2021</u>).

2. Students receiving the allowance under the Scheme CANNOT concurrently benefit from other internship subsidies provided by the HKSAR Government.

3. Only students who have successfully enrolled on the Scheme, completed the internship, and submitted post-internship documents are eligible to receive the allowance, which will be **disbursed by CPS, SAO** AFTER these three requirements are fulfilled.

4. The employers may, at own discretion, offer additional allowance to student interns, which the arrangements should comply with the Employment Ordinance, the Minimum Wage Ordinance, the Mandatory Provident Fund Ordinance, and other related ordinances.

   Student interns who do NOT receive the minimum wage from employers for the internship under the Scheme should check their eligibility to work as **"Work Experience Student" under the Minimum Wage Ordinance**, and submit to employers the Confirmation of Student Status. At most **ONE period** of exempt student employment may commence in **the same calendar year**, and student interns have to make a statutory declaration[9] verifying this fact and provide the declaration to employers (Click HERE for details).

5. Student Interns should complete the entire internship as specified in the employment contract. Allowance will NOT be reimbursed to students who fail to achieve 80% attendance rate or cannot complete the internship as planned.

Application Procedures and Deadline

1. Online application procedures and the required post-internship documents are the same as those stated in this set of Guidelines. Please refer to pages 3 to 4 and Appendix 2 (page 7) for details.

2. Only students who have successfully enrolled on the Scheme, completed the internship, and submitted post-internship documents are eligible to receive the allowance, which will be disbursed by CPS, SAO AFTER these three requirements are fulfilled. Students may expect to receive the allowance around three months after the post-internship submission, subject to approval from ITC.

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[8] For the purpose of calculating allowance under the Scheme, one month has 30 days.

[9] To obtain a statutory declaration, please contact and visit the Home Affairs Centre.