



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

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WORK INTEGRATED EDUCATION



PolyU 理大商學院
Business School
Innovation-driven Education and Scholarship

Department of
LOGISTICS
& MARITIME
STUDIES
物流及航運學系



Programme	LMS WIE Contact Points
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“Discover, Design, Deliver”

WORK INTEGRATED EDUCATION



Academia

- Practical Business Education
- Applied Research
- Consultancy

Work-Integrated Education (WIE)

- Work-based learning to develop professional or transferable skills

Whole Person Development

- FB Student Exchange Programme
- FB Mentorship Schemes
- FB Student Ambassador Scheme
- FB Community Service Learning Programme (FB CSLP)



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1. Overview



- A requirement for graduation
- **100 hours** throughout your study (approx 2.5 weeks full time) – ***SHOULD be completed prior to the commencement of your FINAL YEAR***
- **Hours are to be chunked in 100 hours**
- Overseas or local
- Full-time (summer: Jun-Aug OR term time*)
- Part-time (8-12 hours per week)

* Students interested in full-time internship during term time are highly recommended to discuss with your WIE Coordinator and Programme Leader for the study arrangement

2. Types of Recognized WIE Activities



1. Full-time internship
(during summer, CPS Mainland WIE Programme)
2. Part-time internship
3. Internships on an ad-hoc project basis
4. Attending WIE training workshops organized/approved by the Faculty (max. 10 hours could be counted)
5. Setting up and running your own business
6. Participations in business competitions
7. Participations in community services
8. Holding leadership positions in FB's student bodies including HKPUSU, FBSA, AFS, LMSS, and MMS (max. 10 hours could be counted)

Contact LMS WIE Coordinators for enquiries

3. Types of Activities NOT Recognized by WIE



1. Private tutoring
2. Any activity or job that is **dangerous, unethical or illegal**



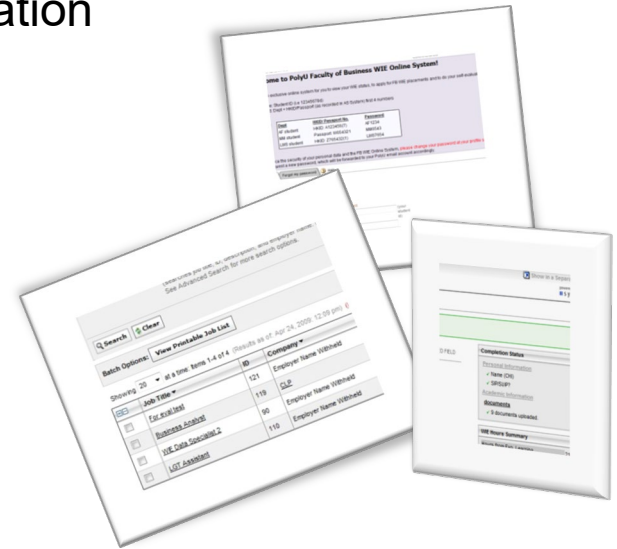
Don't take any risk of accepting the internship without obtaining the prior endorsement of your WIE Coordinator

4. Faculty of Business WIE Online System



(fbweb.polyu.edu.hk/wieonline)

- View WIE status online and change personal information
- Receive email alert for new placement posting
- View and apply for placements
- View application history
- Upload resume/cover letter/application form
- Perform **online self-evaluation**
- Sign up for workshop / career seminar
- Download / view system user manual



5. LMS WIE Procedures (for self-sourced/LMS-sourced placements)



- The following procedures are slightly different based on placement source – refer to [LMS website](#) for full details.

A. BEFORE commencement of the internship

1. Prepare a professional resume

- You can join the resume writing workshops hosted by the University's SAO office

2. Find the internship opportunities

- Students should take the initiative to find their own internship. Other possible ways include:
 - FB WIE Online System (fbweb.polyu.edu.hk/wieonline)
 - LMS emails
 - SAO Office (<https://www.polyu.edu.hk/sao/cps/>)
 - JIJIS website (jijis.org.hk/)
 - Job searching websites, newspapers etc.

5. LMS WIE Procedures (for self-sourced/LMS-sourced placements)



- The following procedures are slightly different based on placement source – refer to [LMS website](#) for full details.

A. BEFORE commencement of the internship

3. **Seek career advices** from your WIE Coordinators before confirmation / commencement of any internship
4. **Seek your employment contract** and/or employment verification documentation from the internship offering organization
5. **For self-sourced/LMS sourced placement**, submit the completed WIE-F6 to WIE Coordinator (via LMS Office at M628 / lms.wie@polyu.edu.hk) for seeking prior endorsement before confirmation to any internship



If you are not able to obtain the employment contract before you start your internship, **you still have to submit WIE-F6 for prior endorsement before you start your internship.**

5. LMS WIE Procedures (for self-sourced/LMS-sourced placements)



- The following procedures are slightly different based on placement source – refer to [LMS website](#) for full details.

B. DURING the internship

6. Seek clarification or support from WIE Coordinators

- For any matters, such as **extension** of internship period, **Minimum Wage Ordinance** (including the need of exemption), **MPF**, **insurance** or any **conflict** with the company.

7. Maintain proper record

- (such as: payroll slips and/or salary statements, clock card, etc.) **which shows number of hours you have worked** for the internship as supporting documents for claiming WIE hours

5. LMS WIE Procedures (for self-sourced/LMS-sourced placements)



- The following procedures are slightly different based on placement source – refer to [LMS website](#) for full details.

C. On or before your LAST WORKING DAY of the internship

8. Ask your supervisor to conduct the **employer evaluation** on your internship by completing **WIE-F15(i)** “Student Trainee Evaluation by Organization”. Submit it to WIE Coordinator (via LMS Office at M628 / lms.wie@polyu.edu.hk) **within 7 calendar days** upon completion of internship



When completing WIE-F15(i), please **ensure**:

- (i) The **accuracy** of the internship information, especially the **employment period** and **the actual number of hours that you have worked**. As stated in point 7 above, students are required to **provide supporting documents** for verification.
- (ii) Your supervisor has **signed** and stamped the **company chop**.

5. LMS WIE Procedures (for self-sourced/LMS-sourced placements)



- The following procedures are slightly different based on placement source – refer to [LMS website](#) for full details.

D. AFTER the internship

9. Complete **self-evaluation** via FB WIE Online System within 7 calendar days upon completion of internship

6. Allowances / Subsidies / Insurances



1. Allowances at employers' discretion
 - Full-time (approx. \$2,500 to \$9,000 per month)
 - Part-time (approx. \$30 to \$50 per hour)
2. PolyU subsidizes expenditures for overseas-based internships
 - (Offshore WIE Sponsorship for UGC-funded students administered by Office of Careers and Placement Services)
3. Insurance coverage of \$500,000 world-wide

7. MPF (Mandatory Provident Fund Schemes)



1. PolyU degree's students taking on-the-job training internships at organizations are not considered "relevant employees" and thus the MPF Ordinance does not apply
2. However, if there is an **employment relationship** between the student and the offering organization for a continuous period of not less than 60 days → **MPF Ordinance have to be applied**
3. Students are encouraged to **clarify with the internship offering organization** in this regard or contact FB WIE Office for enquiries

8. Minimum Wage Ordinance



1. Students who intend to **participate in any internship** placements in Hong Kong should take note that the Minimum Wage Ordinance (MWO) which has already come into force from 1 May 2011.
2. With effect from **1 May 2023**, the Statutory Minimum Wage (SMW) rate is revised to **\$40 per hour**
3. MWO does not apply to interns/students with **no employment relationship** with the internship offering organization
4. SMW Exemption Letter can be issued by LMS Office to the internship offering organization while necessary (see sample form attached).
5. For details, please refer to this link:
https://www.labour.gov.hk/eng/public/pdf/smw/SMW_Notes_for_Students_Employees_and_Employers_eng.pdf

Contact WIE Coordinator for enquiries

9. Important Points to Note



1. Be an intern with discipline, responsibility, trustworthiness, integrity and honesty – you are not only representing yourself, but also the Department of Logistics and Maritime Studies, Faculty of Business and the University
2. WIE Coordinator's endorsement should be sought via form F6 before confirmation / commitment of any internship
 - The hours worked will not be counted as WIE hours if you fail to seek the prior endorsement
3. You will receive a warning letter from the Faculty of Business if you have done any of the following:
 - **Not showing up in interviews without notification to the internship offering organisation**
 - **Not showing up at work without notification to the internship offering organisation**
 - **Quit the internship without sound reason**

Contact WIE Coordinator for enquiries

10. Special Notes for Final Year Students



- Final Year students must submit **all WIE forms** in or before the last teaching week* of the semester.
 - Otherwise, your claims will only be processed in the following semester which will **delay your graduation!**
- * In the academic calendar, last teaching week of each semester:
- week **13** for Semester 1 and 2
 - week **7** for Semester 3 (Summer Semester)

11. Special Notes for Non-Local Students



- All non-local students are supposed to have **two “No Objection Letters (NOLs)”** issued by the HKSAR Immigration Department:
 1. **NOL – study/curriculum related internship (counting towards WIE)**
 - For students to do **study-related internship** placement(s) while the total duration is up to one year, or one-third of the normal duration of the programme , whichever is shorter.
 - This NOL will only be valid for one academic year and will only be issued as long as the student has not reached the limit set for taking up internship.
 - Such internship placement can only be **legally commenced** with the **prior endorsement** by your WIE coordinator.

11. Special Notes for Non-Local Students



2. NOL – part-time on-campus employment and employment during summer months (not counting towards WIE)

- This NOL covers the normal study period of the programme, i.e. 4 years for 4-year BBA programme
- For students to do **part-time on-campus job which will not be counted for WIE** (≤ 20 hours/week), e.g. student helper, with no limitation on the period of time
- For students to **do summer job, not internship**, during the period 1 Jun – 31 Aug. **No endorsement** from the University will be **required** if this will **not be used for WIE**

11. Special Notes for Non-Local Students



1. Non-local students are only allowed to take up study-related internships which are duly and **prior endorsed** by the University
2. You must, **BEFORE commencement** of an internship, seek endorsement of WIE Coordinator by **submitting a copy of the valid “No Objection Letter” (NOL)** issued by the HKSAR Immigration Department **along with WIE-F6**
3. Students who are not able to present a valid NOL are **not** allowed to participate in any internship according to the Hong Kong immigration laws
4. Provide a copy of the NOL to the internship offering organization for record on or before the start day of your internship



Do not start working without the endorsement from your WIE Coordinator. **Violation of immigration laws** will in breach of your condition of stay and you will be **subject to prosecution**.

12. Special Notes for Students under Age 18



- If you are not yet reached age 18 on the start day of the internship, **BEFORE commencement** of the internship:
 - You must **submit WIE-F27** ([download form](#)) “*Letter of Consent from Parent/Guardian*” along with the WIE-F6 to WIE Coordinator (via LMS Office at M628/ ims.wie@polyu.edu.hk) for approval

Contact WIE Coordinator for enquiries and/or support

13. Check List



	BEFORE Internship	DURING Internship	LAST Working Day	AFTER Internship
ALL LMS students	Seek prior endorsement: <u>WIE-F6</u> with employment contract (and/or employment verification documentation)	Maintain proper employment record for verification	Employer Evaluation (<u>WIE-F15</u>)	Self-evaluation (<u>online</u>)
<i>In addition to WIE-F6 and employment contract*:</i>				
Non-local Students	Submit copy of NOL			
Students under 18	Submit the Consent of Parent/Guardian (<u>WIE-F27</u>)			



Refer to **Section 5: LMS WIE Procedures** for detailed submission timelines and procedures.
Late submission will not get approved.

14. Enabling Development through Guidance and Equipping



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- Preparing a Quality Resume and Cover Letter
- Interviewing Skills
- Business Presentation Skills
- How to Build Personal Brand via Social Media
- Project a Business Professional Image and Build Memorable Impression through Networking
- How to Handle Multiple Demands on your Time
- etc.....

**Max. 10 hours
will be counted!**

15. CPS-arranged WIE



Career Placement Section (CPS) website:

<https://www.polyu.edu.hk/sao/cps/wie/>

- Local WIE
- Mainland WIE
- International WIE
- CPS organises pre-WIE training and pre-departure training to help students get prepared for their WIE internships.