

創科實習計劃
STEM Internship Scheme
評核／評估表格範本
Template for Assessment/Evaluation Form

說明

1. 創新科技署在 2020 年推出「創科實習計劃」(「計劃」)，為在大學教育資助委員會(教資會)資助的大學修讀 STEM¹ 課程的本地本科生及研究生安排短期實習。
2. 申請計劃資助的實習學生(「申請人」)及向申請人提供實習職位的僱主(「參與僱主」)須填寫本評核／評估表格(「表格」)。「申請人」或其「參與僱主」須於實習完成後 30 天內向「申請人」就讀的大學提交已填妥的表格，以供處理。
3. 「申請人」應填寫本「表格」的 A 部和 C 部，「參與僱主」則應填寫 B 部。
4. 「申請人」擔任由「參與僱主」所提供的每個實習職位，應以獨立「表格」分開填寫相關資料。
5. 「申請人」及「參與僱主」或須就所提交的資料作出解釋及／或提供補充資料，以便有關申請獲進一步處理。
6. 有關本「表格」所收集的個人資料的查詢及修改相關資料的要求，請與「申請人」就讀的大學聯絡。
7. 本「表格」所收集的資料將用於處理有關申請，以及與推行和檢討計劃等有關的目的。有關資料會為上述目的而向創新科技署及其他政府部門或相關第三方披露。「申請人」及「參與僱主」提交本「表格」，即代表其明確同意披露有關資料。

查詢

8. 有關計劃的查詢，請與實習學生就讀的大學聯絡。

NOTES

1. The Innovation and Technology Commission (ITC) launched the STEM Internship Scheme (“the Scheme”) in 2020 to subsidise local undergraduates and postgraduates taking STEM¹ programmes in universities funded by the University Grants Committee to enrol in short-term internships.
2. Student interns (“Applicants”) applying for subsidy under the Scheme and employers offering internship positions to the Applicants (“Participating Employers”) are required to complete this Assessment/Evaluation Form (“the Form”). The Applicant or his/her Participating Employer has to submit the duly completed form to the Applicant’s university for processing within 30 days after the completion of the internship.
3. Applicant should complete Sections A and C of this Form. Participating Employer should complete Section B.
4. Each internship placement with a Participating Employer undertaken by the Applicant should be covered by a separate Form.
5. Applicants and Participating Employers may be required to verify the information submitted and/or to provide additional information for processing the application further.
6. Enquiries concerning the personal data collected in this Form and requests for the correction of such data may be directed to the universities of the Applicants.
7. The information collected in this Form will be used for processing the application and related purposes including the implementation and reviewing of the Scheme. It will be disclosed to ITC and other Government departments or relevant third parties for the above said purposes. The submission of this Form denotes that the Applicant and the Participating Employer have given explicit consent to such disclosure.

Enquiries

8. For enquiries concerning the Scheme, please contact the universities of the student interns.

¹ STEM 指科學、科技、工程和數學學科。

STEM refers to the academic disciplines of Science, Technology, Engineering and Mathematics.

創科實習計劃
STEM Internship Scheme
評核／評估表格
Assessment/Evaluation Form

A 部：背景資料 (由實習學生填寫)

SECTION A: Background Information (To be completed by student intern)

1. 實習學生 Student Intern

(a) 個人資料 Personal information §

姓名(須與香港 身份證相同): Name as on HKID :	(中文) (Chi)	(英文) (Eng)
香港身份證號碼: HKID Card No. :	()	性別: <input type="checkbox"/> 男 <input type="checkbox"/> 女 Gender: M F
聯絡電話: Contact telephone number :		
電郵地址: Email address :		

(b) 就讀課程資料 Academic information §

大學: University :	<input type="checkbox"/> 城大 CityU <input type="checkbox"/> 浸大 HKBU <input type="checkbox"/> 中大 CUHK <input type="checkbox"/> 教大 EdUHK <input type="checkbox"/> 理大 PolyU <input type="checkbox"/> 科大 HKUST <input type="checkbox"/> 港大 HKU
學系／學院: Faculty/ School :	
學位名稱: Degree award title :	
就讀年級: Year of study :	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ <input type="checkbox"/> 研究生 Postgraduate

2. 實習職位 Internship position §

公司／機構名稱: Company/ Organisation name :					
職銜: Position title :					
實習期(日／月／年): Internship period (dd/mm/yyyy) :	由 from	/	/	至 to	/ /
廣告上刊登的 主要職責: Main duties as advertised :					
酬金: Honorarium :	\$	元	(每月) per month	酬金總額: Total honorarium :	\$
地點: Location :	<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 內地 Mainland	<input type="checkbox"/> 澳門 Macao	<input type="checkbox"/> 台灣 Taiwan	
	<input type="checkbox"/> 亞洲 Asia	<input type="checkbox"/> 非洲 Africa	<input type="checkbox"/> 歐洲 Europe		
	<input type="checkbox"/> 北美洲 N. America	<input type="checkbox"/> 南美洲 S. America	<input type="checkbox"/> 大洋洲 Oceania		

§ 請剔選適當空格。 Please tick as appropriate.

B 部：「參與僱主」評核 (由「參與僱主」填寫)

SECTION B: Participating Employer's Assessment (To be completed by the Participating Employer)

1. 對實習學生的評核 Assessment of the intern §

出席率： Attendance :	<input type="checkbox"/> < 80% <input type="checkbox"/> 80 – 90% <input type="checkbox"/> > 90%						
表現： Performance :	<input type="checkbox"/> 表現優於預期 Exceed expectation		<input type="checkbox"/> 表現符合要求 Meet the requirements				
	<input type="checkbox"/> 表現未達要求，原因： Fall short of the requirement; reason :						
A 部所訂明的職責如有任何變更，請註明： Please specify if there are any changes in duty from that specified in Section A :							
	非常同意 Strongly agree	A	B	C	D	E	非常不同意 Strongly disagree
實習學生充分掌握 STEM 知識。 The intern masters STEM knowledge well.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STEM 培訓對本職位極為重要。 STEM training is essential for this job.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
本公司／機構日後會繼續參與本計劃。 The company/ organisation will continue to participate in this Scheme in future.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. 本實習職位所涉及的創新及科技（創科）元素
Innovation and technology (I&T) elements of this internship place

3. 「參與僱主」的背景資料 Background information on the Participating Employer §

公司規模： Company size :	<input type="checkbox"/> < 10 <input type="checkbox"/> 10 – 49 <input type="checkbox"/> 50 – 99 <input type="checkbox"/> ≥ 100	人 people
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業務類別（請別選適當空格；如選擇多於一個範疇，請於一個主要業務範疇旁邊加上星號「*」）： Business sector (please tick as appropriate and insert an asterisk "*" against ONE key business area in case more than one area is indicated) :		
<input type="checkbox"/>	銀行／金融市場／基金管理／保險	Banking/ Financial Market/ Fund Management/ Insurance
<input type="checkbox"/>	生物科技	Biotechnology
<input type="checkbox"/>	中醫藥	Chinese Medicine
<input type="checkbox"/>	電氣及電子	Electrical and Electronics
<input type="checkbox"/>	環境	Environmental
<input type="checkbox"/>	飲食	Food and Beverage
<input type="checkbox"/>	進出口貿易	Import and Export Trade
<input type="checkbox"/>	資訊科技	Information Technology
<input type="checkbox"/>	材料技術	Materials
<input type="checkbox"/>	精密工程	Precision Engineering
<input type="checkbox"/>	印刷及出版	Printing and Publishing

業務類別 (請剔選適當空格; 如選擇多於一個範疇, 請於一個主要業務範疇旁邊加上星號「*」): Business sector (please tick as appropriate and insert an asterisk "*" against ONE key business area in case more than one area is indicated):		
<input type="checkbox"/>	專業服務	Professional Services
<input type="checkbox"/>	地產/物業管理	Real Estate/ Property Management
<input type="checkbox"/>	電訊	Telecommunications
<input type="checkbox"/>	紡織/製衣/鞋履	Textiles/ Clothing/ Footwear
<input type="checkbox"/>	旅遊	Tourism
<input type="checkbox"/>	運輸	Transportation
<input type="checkbox"/>	批發及零售	Wholesale and Retail
<input type="checkbox"/>	其他 (請註明) _____	Others (please specify): _____
<input type="checkbox"/>	一般 (跨行業)	General (Cross Sectors)

4. 對於計劃的意見和建議 View and suggestions about the Scheme

我/我們確認 A 部所述的資料正確無誤。

I/We confirm that the information in **Section A** is correct.

我/我們已盡我/我們所知提供 B 部所述的資料。

The information in **Section B** is provided to the best of my/our knowledge.

獲授權人士簽署 並蓋上公司/機構印章: Authorised signature with company/ organisation stamp:	[獲授權人士簽署] [authorised signature]	[公司/機構印章] [company/ organisation stamp]
姓名/職銜: Name/ Post title:		
聯絡電話: Contact telephone number:		
電郵地址: Email address:		
日期 (日/月/年) Date (dd/mm/yyyy):		

C 部：學生評估 (由實習學生填寫)

SECTION C: Student Assessment (To be completed by student intern)

	非常同意 Strongly agree	A	B	C	D	E	非常不同意 Strongly disagree
1. 我樂於與「參與僱主」工作。 I enjoy working with the Participating Employer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. 實習工作的職責符合我的預期。 The duty of the internship meet my expectation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. 我認為實習工作的職責與創科相關。 I consider the duty of the internship I&T-related.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. STEM 教育有助我做好準備，以履行相關職責。 STEM education has prepared me in delivering the duty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. 我完成實習後對創科行業有更深入的認識。 I have a better understanding in I&T industries after the internship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. 我將來會考慮投身創科事業。 I will consider pursuing a career in I&T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7. 對於計劃的其他意見和建議 Other view and suggestions about the Scheme

- 我在 20___/___學年之前從未擔任「計劃」下的實習職位（不包括本職位）。
I have NOT taken internship placements before (excluding this placement) under the Scheme in the 20___/___ academic year.
- 我在 20___/___學年之前曾擔任「計劃」下的實習職位（不包括本職位）。僱主名稱及實習期如下：
I have taken internship placements before (excluding this placement) under the Scheme in the 20___/___ academic year. Name(s) of employer(s) and internship period(s) are as follows :

我確認 A 部所述的資料正確無誤。

I confirm that the information in **Section A** is correct.

我確認已盡我所知提供 C 部所述的資料。

I confirm that the information in **Section C** is provided to the best of my knowledge.

實習學生簽署： Signature of intern :	
如實習學生開始實習時未滿 18 歲 - For intern aged under 18 when the internship commences -	
家長或監護人簽署： Signature of parent or guardian : (家長或監護人姓名) (Name of parent or guardian)	()
日期 (日/月/年) : Date (dd/mm/yyyy) :	

- 表格完 End of Form -