

STEM Internship Scheme 2020/2021
Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University

Student Charter
for Applicants Undertaking an Internship Period
in Excess of their WIE requirement

This Charter aims to identify the rights and obligations of students who are undertaking an internship period in excess of their WIE requirement and have applied for the **STEM Internship Scheme**.

The Careers and Placement Section (CPS), Student Affairs Office, The Hong Kong Polytechnic University (PolyU), as the administrator of the Scheme, will provide you with guidelines and support related to the Scheme. Student interns who intend to enrol on the Scheme should also recognise your obligations and responsibilities.

CPS will:

- process your application and ensure the funding provided will be efficiently released to students who have successfully enrolled on and completed the Scheme as well as submitted the required post-internship documents; and
- keep and process your personal data in compliance with PolyU's Privacy Policy.

CPS expects you to acknowledge that:

- you have read the Scheme Guidelines carefully and accepted all the terms and conditions listed in the Guidelines;
- the internship funded by the Scheme CANNOT be used to fulfil Work-Integrated Education (WIE) requirements. However, the internship period IN EXCESS of that required for WIE requirements could be funded by the Scheme;
- the internship must contain innovation and technology (I&T) elements;
- any breaching of the regulations stipulated in this Charter will lead to failure of your application, and CPS reserves the rights not to reimburse you the allowance under the Scheme; if breached, a record of your misbehaviour will be recorded in your personal file; and

Throughout the internship, you are required:

- to attend work, 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 your abilities;
- not to misconduct yourself or act in a way that may cause loss, cost, liability, damage or embarrassment to the placement organisation and the tertiary institution; and
- to comply with the internal guidelines and requirements of the placement organisation during the internship period.

After completion of the internship, you are required to:

- submit the following documents to CPS online within two weeks upon completion of the internship for approval of allowance:
 - Assessment/Evaluation Form, to be filled in by both employer (with organisation stamp) and yourself
 - Timesheet with signature of work supervisor
 - Salary Statement (if applicable)
 - Learning Journal and photos
 - Bank information, to be submitted to the Finance Office of PolyU

CPS expects you to acknowledge and accept that:

- you are NOT guaranteed to receive the allowance (the granting of which is subject to funding availability), and the final approval of the allowance will only be granted to student interns who have fulfilled all requirements specified in the Scheme Guidelines, completed the entire internship and submitted the required post-internship documents; and
- you may expect to receive the allowance after submission of all related documents and after all the auditing related procedures have been completed, estimated to be at least 3 months after all post internship documents submission.

CPS expects you to acknowledge that you are required to:

- provide full and accurate information on the application form and in all other required documents;
- meet all deadlines as specified in the Scheme Guidelines;
- keep CPS informed of any changes of your personal information or internship arrangements;
- respond promptly to, as required, any communications from PolyU regarding your application for the Scheme; and
- immediately repay to PolyU any allowance already released to you upon notification in such cases where you fail to secure the approval from the Innovation and Technology Commission (ITC), Government of HKSAR or Departments.

This Charter governs all students who apply for the STEM Internship Scheme 2020/2021.

Please read carefully the details listed in this Charter prior to signing it as an indication of your acceptance. It is important for you to understand the provisions of this Charter. This signed Charter is an essential part of your Scheme application.

Student Name: _____ Student ID: _____

Faculty/School/Department: _____

(Please select as appropriate)

I am at the age of 18 or above when taking on the Scheme.

I am **under** the age of 18 when taking on the Scheme. I should ask my Parent/Guardian to sign the letter of consent.

I have read carefully and fully understood the Charter for the Scheme, and I agree to accept all of the terms and conditions. I also understand that CPS makes the final decision on the application results and allowance granted.

Signature: _____ Date: _____