

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

Guidelines for Students

Background

The Innovation and Technology Commission (ITC), HKSAR Government has set up under the Innovation and Technology Fund (ITF) the **STEM Internship Scheme** to encourage STEM¹ 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.

The Careers and Placement Section (CPS), Student Affairs Office of The Hong Kong Polytechnic University will administer and implement the Scheme through collaboration with Faculties/Schools/Departments (hereinafter: Departments) and potential employers. CPS will also process students' application and ensure the funding provided will be efficiently released to students who successfully enrolled on and completed the Scheme.

The Scheme was launched in summer 2020 as a pilot scheme. Based on feedback from ITC, employers, Departments and students, the Guidelines will be modified and finalised next year where necessary.

Eligibility of Students

The Scheme is open to undergraduates who are –

1. **local students** in accordance with the classification by the Education Bureau, HKSAR Government for the purpose of admission to post-secondary programmes²;
2. enrolling on one of the **full-time STEM programmes**³ funded by the University Grants Committee (UGC);
3. 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);
4. **legally employable** in Hong Kong;

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

¹ STEM refers to the academic disciplines of Science, Technology, Engineering and Mathematics.

² 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.

³ See Appendix 1 for the List of Eligible STEM Programmes Approved by ITC (pages 5 to 6).

Internship Requirements

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

1. Local or offshore **full-time placements** with duration of **at least four consecutive weeks**;
2. **I&T-related work**, i.e. actual work which contains I&T elements, including but not limited to data analysis, digital marketing, engineering, information security, research, system development and technology-related intellectual property work;
3. The **winter internship** should commence **no earlier than 7 December 2020** and end **no later than 16 January 2021**, with a duration of at least four consecutive weeks;
4. 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
5. 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 winter internship for each student intern is **HK\$10,500 per month⁴** (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 7 September 2020 to 29 August 2021).
2. Students receiving the allowance under the Scheme CANNOT use the internship to fulfil their 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).
3. Students receiving the allowance under the Scheme CANNOT concurrently benefit from other internship subsidies provided by the HKSAR Government.
4. 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 AFTER these three requirements are fulfilled.
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. Successful applicants will be informed of the training arrangement. Attendance of pre-internship training is a mandatory requirement of the release of allowance.

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

Example: Calculation of allowance for the internship period from 7 December 2020 to 16 January 2021:
= HK\$10,500 ÷ 30 calendar days × 41 calendar days = HK\$14,350

Application Procedures and Deadlines

A. Application for STEM Internship

1. Students can apply for STEM internship through PolyU Job Board or Departments, or source on their own.
2. 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**⁵ for the Scheme. Student applications have to go through CPS 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
1 st Batch (Winter)	8 November 2020	13 November 2020
2 nd Batch (Winter) ⁶	Closed	-

Students can apply for the Scheme online, while the earlier batches of applications will receive priority consideration for approval. Please note that the 2nd Batch of student application is closed in view of the funding availability.

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 Contract⁷
 - j. Copy of Student ID Card
 - k. Completed Student Charter
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 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 (training arrangements will be provided beforehand). Attendance of this pre-internship training is a mandatory requirement for the release of allowance.

⁵ See Appendix 2 for the Student Application Checklist (page 7).

⁶ CPS will consider the later batch(es) of applications subject to the funding availability.

⁷ 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 preferably before the commencement of internship.

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 within two weeks 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 AFTER. Students may expect to receive the allowance around three months after the post-internship submission, subject to approval from ITC.

Contact of CPS, Student Affairs Office

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

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

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List of Eligible STEM Programmes Approved by ITC

Department	#	Programmes
AAE	1	BEng (Hons) Aviation Engineering
	2	BEng (Hons) Air Transport Engineering
ABCT	3	BSc (Hons) Applied Biology with Biotechnology
	4	BSc (Hons) Chemical Technology
	5	BSc (Hons) Food Safety & Technology
	6	BSc (Hons) Analytical Sciences for Testing & Certification
AMA	7	BSc (Hons) Investment Science
	8	BSc (Hons) Data Science & Analytics
	9	BSc (Hons) Investment Science & Finance Analytics
AP	10	BSc (Hons) Engineering Physics
BME	11	BSc (Hons) Biomedical Engineering
BRE	12	BSc (Hons) Scheme in Building & Real Estate
BSE	13	BEng (Hons) Building Services Engineering
CEE	14	BEng (Hons) Civil Engineering
	15	BEng (Hons) Environmental Engineering & Sustainable Development
	16	BSc (Hons) Environment & Sustainable Development
	17	BEng (Hons) Structural & Fire Safety Engineering
COMP	18	Broad Discipline of Computing
	19	BSc (Hons) Financial Technology
EE	20	BEng (Hons) Electrical Engineering
	21	BEng (Hons) Transportation Systems Engineering
EIE	22	BEng (Hons) Electronic & Information Engineering
	23	BSc (Hons) Internet & Multimedia Technologies
	24	BSc (Hons) Information Security
FAST	25	Broad Discipline of Applied Sciences
FCE	26	Broad Discipline of Construction & Environment
FENG	27	Broad Discipline of Engineering

Appendix 1 – List of Eligible STEM Programmes Approved by ITC

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

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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
<input type="checkbox"/> Online Application Form (<i>link to be provided to eligible student interns only</i>)	
<input type="checkbox"/> Copy of Employer Contract^ ^ <i>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 via email at genette.cheung@polyu.edu.hk preferably before the commencement of internship.</i>	
<input type="checkbox"/> Student Charter (Form S1) (Download HERE)	<input type="checkbox"/> Student Charter (Form S1-1) (Download HERE)
<input type="checkbox"/> Copy of Student ID Card	

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 Academic Department, and (2) the statutory declaration⁸

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>

⁸ To obtain a statutory declaration, students may call the nearest Home Affairs Centre (https://www.had.gov.hk/en/public_services/public_enquiry_services/ctec.htm) and make a pre-booking.

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**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. Local or offshore **full-time placements** with duration of **at least four consecutive weeks**;
2. **I&T-related work**, i.e. actual work which contains I&T elements, including but not limited to data analysis, digital marketing, engineering, information security, research, system development and technology-related intellectual property work;
3. 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;
4. The **winter internship** funded by the Scheme should commence **no earlier than 7 December 2020** and end **no later than 16 January 2021**, with a duration of at least four consecutive weeks; and
5. 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 winter internship for each student intern is **HK\$10,500 per month**⁹ (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 7 September 2020 to 29 August 2021).
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 AFTER these three requirements are fulfilled.
4. 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 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.

⁹ For the purpose of calculating allowance under the Scheme, one month has 30 days.