STEM Internship Scheme – Summer 2023
Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University

Guidelines for Employers

1. **Background**

   The STEM Internship Scheme (the "Scheme") implemented by the Innovation and Technology Commission ("ITC"), HKSAR government encourages STEM students* to gain innovation and technology ("I&T")-related internship experience, thereby fostering their interest in pursuing a career in I&T after graduation and enlarging the local I&T talent pool.

   *The term "STEM students" refer to students from academic disciplines of science, technology, engineering, or mathematics.

2. **Employer's Eligibility**

   All eligible employers are welcome to collaborate with the Careers and Placement Section, Student Affairs Office ("CPS, SAO") to offer students of The Hong Kong Polytechnic University ("PolyU") I&T-related internships. An eligible employer should:

   2.1 hold a valid Business Registration Certificate ("BRC"), Certificate of Registration of a School, or other recognised registered certificate/license at the time of internship provision;

   2.2 promise to adopt a set of objective criteria consistently applied to all job applicants or employees, and provide a discrimination-free, harassment-free, healthy, and safe working environment for the student interns;

   2.3 undertake that all the businesses and activities arranged for the student interns are lawful, fraudulent-free, and morally acceptable;

   2.4 produce true, accurate, and relevant documents (such as BRC, employment agreements/contracts, wage and attendance records, training records, and employer's return of remuneration and pensions) or other materials for spot examination and verification as requested by ITC;

   2.5 not receive other subsidies from the HKSAR government for engaging any student interns under the Scheme; and

   2.6 agree to observe the requirements set forth in this set of Guidelines.

3. **Requirements for STEM Internship (the "internship")**

   The internships offered by eligible employers:

   3.1 have to be **full-time internships in Hong Kong** with a duration of **no less than 4 consecutive weeks (28 calendar days)**. The duration of the internship should be the number of calendar days stipulated in the contract period whereas 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;

   3.2 **are advised to last no more than 59 consecutive days in summer 2023** so as to comply with the Mandatory Provident Fund Ordinance and the Minimum Wage Ordinance;

   3.3 have to be I&T-related, i.e. containing 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;

   3.4 must not be directly subsidised by the HKSAR government; and

   3.5 have to commence **no earlier than May 2023.**

   The STEM Internship Scheme will be closed when the provision of funding is exhausted.

4. **Student's Eligibility**

   An eligible student should be:

   4.1 a local or non-local^ student currently enrolled as a full-time student of PolyU;

   4.2 from any year of studies# enrolling on one of the **full-time STEM programmes** recognised by ITC to

be eligible for the Scheme as listed in **Appendix 1**; and

4.3 **legally employable** in Hong Kong.

^ Non-local students should be subject to the conditions of stay of the visa/entry permit issued to them by the Immigration Department.
 # A final-year student is also eligible so long as the internship commences before the expiry of student status and meets the requirements of his/her home Faculty/School/Department and CPS, SAO.

5. Allowance and Reimbursement

5.1 The allowance for the internship for each student intern is HK$11,190 per month (i.e. 30 days), capped at two months. **The abovesaid allowance will be reimbursed to student interns via PolyU**.

5.2 The employer can, at own discretion and expenses, extend the internship duration or offer additional allowance to the student intern(s), provided that the arrangements comply with the Employment Ordinance, the Minimum Wage Ordinance, the Mandatory Provident Fund Ordinance, and other related ordinances.

5.3 The employer is expected to remind and support the student intern(s) to complete online application(s) upon offer confirmation as well as the required documents for reimbursement after the internship (see Appendix 3 and 4), and communicate with PolyU as early as possible if any problem arises that would affect the reimbursement of the allowance.

6. Important Reminders about Internship Vacancy Posting
(See Appendix 2 for a summary of the workflow)

6.1 Each employer may request for posting a maximum of five vacancies for each job position, and no more than five job positions from each employer on PolyU Job Board, and the maximum intake of student interns should be **five**. Please submit your request via the Job Posting Request Form.

6.2 PolyU will verify each job description to ensure the job is I&T-related. Employer will be notified within five working days whether the vacancy is eligible for posting.

6.3 All job requirements should follow the relevant codes of practice against discrimination in employment. The posting request will no longer be processed if there are any requirements on gender, age, or race of applicants, or any other discriminatory terms are specified.

6.4 PolyU will not process any posting requests that involve pre-employment fees or unpaid training.

6.5 After verification, the vacancy will be posted on PolyU Job Board. Interested students would follow the instructions and make their applications directly to the employer.

6.6 The employer will contact the student applicant(s) and conduct own screening and selection.

6.7 Please set an application deadline for each vacancy to at least three weeks before the start date of the internship to allow time for processing the verification of student's eligibility and employment confirmation.

7. Important Reminders about the Selection Process

7.1 The employer should observe the Personal Data (Privacy) Ordinance in the course of collecting personal data from an applicant (e.g. CV), and provide the contact information of the contact personnel for the applicant to obtain the employer's Personal Information Collection Statement.

7.2 For efficient identification of eligible student intern, the employer is strongly encouraged to check, during interviews, whether the applicant is:

Student status

7.2.1 enrolling on one of the full-time STEM programmes recognised by ITC to be eligible for the Scheme (see Appendix 1);

7.2.2 an active student, i.e. whether the internship commences before the expiry of student status as shown on his/her student ID card;

7.2.3 legally employable in Hong Kong;

7.2.4 eligible to work as a "Work Experience Student" under the Minimum Wage Ordinance if no minimum wage is provided to the student (please click here for details);

Claim history

7.2.5 not previously employed by the employer in the same academic year;

7.2.6 not receiving the allowance under the Scheme more than three months in the same academic year;

7.2.7 not receiving allowance from other internship subsidies provided by the HKSAR government; and

Purpose of application

7.2.8 not using the entire internship period to fulfil his/her Work-Integrated Education (WIE) requirement; if the applicant is seeking for an internship IN EXCESS of that required by the WIE requirement, he/she is obliged to inform the employer and the period length IN EXCESS of the WIE requirement should be longer than four consecutive weeks.

8. **Important Reminders about Student's Eligibility Verification and Employment Confirmation**

Each company/organisation could hire a maximum of **five** student interns in summer 2023. For company/organisation who would like to hire more than **five** student interns, special approval has to be sought from PolyU. The approval is subject to the track record of the company/organisation and funding availability.

Upon offer confirmation, the employer:

8.1 should complete the Eligibility Verification Form to obtain confirmation from PolyU in relation to the student's eligibility/funding availability. PolyU will advise the employer regarding the eligibility of the proposed student intern (within five working days for local undergraduate students and within 14 days for non-local/postgraduate students) after receiving the student's online application for the Scheme;

8.2 has to remind the proposed student intern to make application to PolyU for the Scheme.

8.3 has to ensure the terms of employment as well as the actual work assigned are consistent with the vacancy posting on PolyU Job Board;

8.4 has to stipulate clearly the direct employment relationship between the employer and the student intern in employment agreement/contract;

8.5 has to provide an employee's compensation insurance to cover the employer's liabilities both under the Employees' Compensation Ordinance and at common law for work injuries sustained by the student intern;

8.6 has to notify the student intern who does NOT receive the minimum wage to submit the Confirmation of Student Status for "Work Experience Student" under the Minimum Wage Ordinance (please click here for details), obtain the statutory declaration through the Home Affairs Enquiry Centre, and seek endorsement from his/her home Faculty/School/Department;

8.7 has to ensure the offer complies with the Employment Ordinance, Employees' Compensation Ordinance, Minimum Wage Ordinance, and other related ordinances;

8.8 must not solicit any sum of money or other advantages in any form or under any title, whether for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on directly or indirectly, from the student intern;

8.9 should undertake not to displace existing employee(s) by the student intern holding the same position employed under the Scheme;

8.10 should delegate at least one experienced staff member to be the mentor/supervisor of the student intern;

8.11 should communicate with PolyU at an early stage if there are any performance issues of the student intern which might affect the completion of the assigned internship; and

8.12 should provide adequate assistance to the student intern for his/her completion of the required documentations for allowance reimbursement.

Enquiries:

Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University
Tel: 3400 2446   Email: stem.cps@polyu.edu.hk

Appendix 1   List of Eligible PolyU STEM Programmes

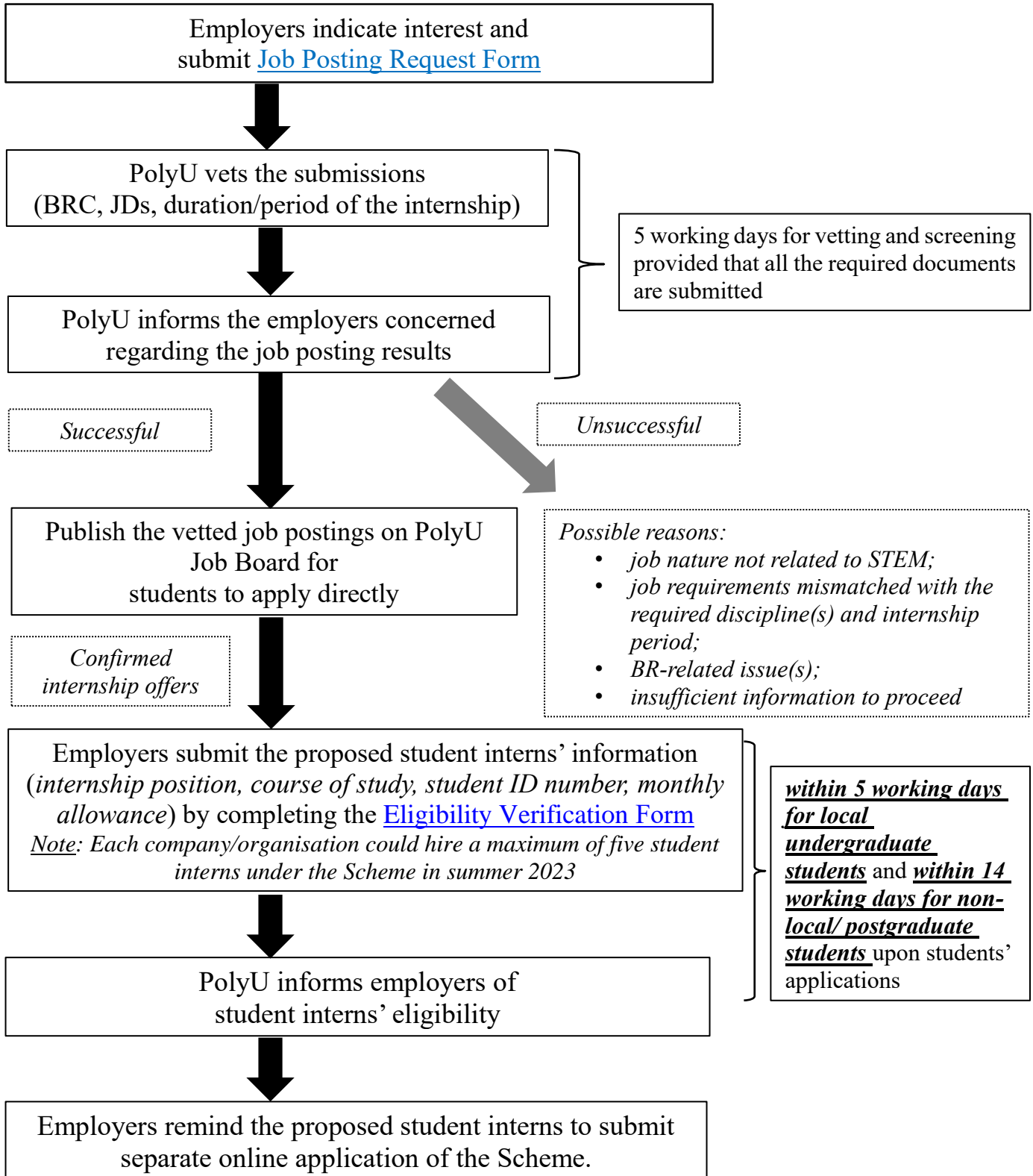| Department	#	Programme
Aeronautical and Aviation Engineering (AAE)	1	BEng (Hons) in Air Transport Engineering
	2	BEng (Hons) in Aviation Engineering
	3	BEng (Hons) Scheme in Aviation Engineering
	4	MSc in Aviation Engineering
	5	MPhil in Aviation Engineering*
	6	PhD in Aviation Engineering*
Applied Biology and Chemical Technology (ABCT)	7	BSc (Hons) in Analytical Sciences for Testing and Certification
	8	BSc (Hons) in Applied Biology with Biotechnology
	9	BSc (Hons) in Chemical Technology
	10	BSc (Hons) Scheme in Biotechnology, Food Safety and Chemical Technology
	11	MSc in Sustainable Technology for Carbon Neutrality
	12	MPhil in Applied Biology and Chemical Technology*
	13	PhD in Applied Biology and Chemical Technology*
Accounting and Finance (AF)	14	BBA (Hons) Scheme in Accounting and Finance
	15	BBA (Hons) in Accountancy
	16	BBA (Hons) in Accounting and Finance
	17	BBA (Hons) in Financial Services
Applied Mathematics (AMA)	18	BSc (Hons) in Data Science and Analytics
	19	BSc (Hons) in Investment Science
	20	BSc (Hons) in Investment Science and Finance Analytics
	21	BSc (Hons) Scheme in Data Science
Applied Physics (AP)	22	BSc (Hons) in Engineering Physics
	23	BSc (Hons) in Physics with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA) / Innovation and Entrepreneurship (IE)

Department	#	Programme
Building Environment and Energy Engineering (BEEE)	24	BEng (Hons) in Building Services Engineering
	25	BEng (Hons) Scheme in Building Sciences and Engineering
	26	MEng in Building Services Engineering
	27	MSc in Building Services Engineering
	28	MSc in Facility Management
	29	MSc in Fire and Safety Engineering
	30	MSc in High Performance Buildings
	31	MSc in Sustainable Urban Development
	32	MPhil in Building Services Engineering*
	33	PhD in Building Services Engineering*
Biomedical Engineering (BME)	34	BSc (Hons) in Biomedical Engineering
Building and Real Estate (BRE)	35	BSc (Hons) Scheme in Building and Real Estate
Civil and Environmental Engineering (CEE)	36	BEng (Hons) in Civil Engineering
	37	BEng (Hons) in Environmental Engineering and Sustainable Development
	38	BEng (Hons) Scheme in Civil Engineering and Sustainable Development
	39	BEng (Hons) in Structural and Fire Safety Engineering
Computing (COMP)	40	BSc (Hons) in Financial Technology
	41	BSc (Hons) Scheme in Computing
	42	BSc (Hons) Scheme in Computing and AI
	43	MPhil in Computing*
	44	PhD in Computing*
Electrical Engineering (EE) *EE and EIE to be merged to form the Department of Electrical and Electronic Engineering (EEE), with effect from 1 July 2023.*	45	BEng (Hons) in Electrical Engineering
	46	BEng (Hons) Scheme in Electrical Engineering
	47	BEng (Hons) in Transportation Systems Engineering
Electronic and Information Engineering (EIE) *EE and EIE to be merged to form the Department of Electrical and Electronic Engineering (EEE), with effect from 1 July 2023.*	48	BEng (Hons) / BSc (Hons) Scheme in Information and Artificial Intelligence Engineering
	49	BEng (Hons) in Electronic and Information Engineering
	50	BSc (Hons) in Information Security
	51	BSc (Hons) in Internet and Multimedia Technologies

Department	#	Programme
Food Science and Nutrition (FSN)	52	BSc (Hons) in Food Safety and Technology
	53	MSc in Global Food Safety Management and Risk Analysis
	54	MSc in Nutrition and Healthy Ageing
Industrial and Systems Engineering (ISE)	55	BEng (Hons) in Industrial and Systems Engineering
	56	BEng (Hons) in Product Engineering with Marketing
	57	BEng (Hons) Scheme in Product and Industrial Engineering
	58	BSc (Hons) in Aviation Operations and Systems
	59	BSc (Hons) in Enterprise Engineering with Management
	60	BSc (Hons) in Logistics Engineering with Management
	61	BSc (Hons) Scheme in Logistics and Enterprise Engineering
Land Surveying and Geo-Informatics (LSGI)	62	BSc (Hons) in Geomatics
	63	BSc (Hons) in Land Surveying and Geo-informatics
Mechanical Engineering (ME)	64	BEng (Hons) in Mechanical Engineering
	65	BEng (Hons) in Product Analysis and Engineering Design
	66	BEng (Hons) Scheme in Mechanical Engineering
	67	MSc in Mechanical Engineering
	68	MPhil in Mechanical Engineering*
	69	PhD in Mechanical Engineering*
School of Design (SD)	70	BA (Hons) in Digital Media
	71	BA (Hons) in Interactive Media
	72	BA (Hons) Scheme in Design - Product Design
School of Fashion and Textiles (SFT)	73	BA (Hons) Scheme in Fashion and Textiles
	74	BSc (Hons) in Digital Fashion

Research 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.

Research 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.

Appendix 2 **Workflow of Internship Vacancy Posting and Student's Eligibility Verification**

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┌─────────────────────────────────────────┐
│  Employers indicate interest and         │
│  submit Job Posting Request Form         │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│  PolyU vets the submissions              │
│  (BRC, JDs, duration/period of the       │       ┌──────────────────────────────┐
│  internship)                             │       │ 5 working days for vetting    │
└─────────────────────────────────────────┘       │ and screening provided that   │
                    ↓                              │ all the required documents    │
┌─────────────────────────────────────────┐       │ are submitted                 │
│  PolyU informs the employers concerned   │       └──────────────────────────────┘
│  regarding the job posting results       │
└─────────────────────────────────────────┘
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Successful   *Unsuccessful*

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┌─────────────────────────────────────────┐   ┌──────────────────────────────────────┐
│  Publish the vetted job postings on      │   │ Possible reasons:                     │
│  PolyU Job Board for                      │   │  • job nature not related to STEM;    │
│  students to apply directly               │   │  • job requirements mismatched with   │
└─────────────────────────────────────────┘   │    the required discipline(s) and     │
```                                             │    internship period;                 │
Confirmed internship offers   │ • BR-related issue(s);   │
                                                │ • insufficient information to proceed │
                                                └──────────────────────────────────────┘

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┌─────────────────────────────────────────┐
│  Employers submit the proposed student   │
│  interns' information (internship         │      **within 5 working days for local
│  position, course of study, student ID   │      undergraduate students** and **within
│  number, monthly allowance) by           │      14 working days for non-local/
│  completing the Eligibility Verification │      postgraduate students** upon
│  Form                                     │      students' applications
│  Note: Each company/organisation could   │
│  hire a maximum of five student interns  │
│  under the Scheme in summer 2023         │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│  PolyU informs employers of              │
│  student interns' eligibility            │
└─────────────────────────────────────────┘
                    ↓
┌─────────────────────────────────────────┐
│  Employers remind the proposed student   │
│  interns to submit separate online       │
│  application of the Scheme.              │
└─────────────────────────────────────────┘
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Student applications have to go through PolyU for approval, which is subject to student eligibility, internship nature, and funding availability at students' time of submission.

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. 創新科技署推出「創科實習計劃」(「計劃」)，為在大學教育資助委員會資助的大學[1]修讀全日制 STEM[2] 相關課程的本科生及研究生參與短期實習提供津貼。「計劃」於分階段擴展至涵蓋在本地指定大學在大灣區設立的分校修讀 STEM 相關課程的本科生及研究生，以及五所公營研發中心[3]和香港生產力促進局為在海內外大學修讀 STEM 課程的本科生及研究生提供的實習機會。

2. 就經由指定大學安排的實習：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作進一步處理。「申請人」應以一式兩份形式填寫本「表格」的 A 部，然後把其中一份發送給「參與僱主」更新 A 部 2(b)項的資料(如有需要)及繼續填寫 B 部，自己則在另一份繼續填寫 C 部。

3. 就經由研發中心或香港生產力促進局安排的實習：申請計劃資助的實習學生(「申請人」)須於實習完成後 30 天內向提供實習職位的研發中心或香港生產力促進局，提交已填妥的表格作進一步處理。「申請人」須填寫「表格」的 A 部及 C 部。研發中心或香港生產力促進局須為每位「申請人」填寫 B 部，及更新 A 部 2(b)項的資料(如有需要)。

4. 「申請人」擔任由各「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，請與安排實習的指定機構聯絡。

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或法律規定而向創新科技署及其他政府決策局／部門、法定組織或第三方披露。「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」及本「表格」的查詢，請與安排實習的指定機構聯絡。

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[1] https://www.ugc.edu.hk/big5/ugc/site/fund_inst.html

[2] STEM 指科學、科技、工程和數學學科。

[3] 五所研發中心指 –
   (a) 汽車科技研發中心；
   (b) 獲指定為資訊及通訊技術研發中心的香港應用科技研究院「應科院」；
   (c) 香港紡織及成衣研發中心；
   (d) 物流及供應鏈多元技術研發中心；以及
   (e) 納米及先進材料研發院。

NOTES

1. The Innovation and Technology Commission ("ITC") has set up the STEM Internship Scheme (the "Scheme") to subsidise undergraduates and postgraduates taking full-time STEM[1]-related programmes in universities funded by the University Grants Committee[2] to enrol in short-term internships. The Scheme will be expanded in phases to cover undergraduates and postgraduates studying STEM-related programmes in the Greater Bay Area ("GBA") campuses established by designated local universities and the internship opportunities offered by the five government-funded research and development centres (R&D Centres)[3] and the Hong Kong Productivity Council (HKPC) to undergraduates and postgraduates studying STEM programmes in local and non-local universities.

2. <u>For the Scheme operated by participating universities</u>: 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. The applicant should complete Section A of this Form in duplicate, then send one of the copies to the Participating Employer for updating Item 2(b) of Section A (if necessary) and completing Section B. He/she should continue to complete Section C on the other copy.

3. <u>For the Scheme operated by R&D Centres and HKPC</u>: student interns ("Applicants") applying for subsidy under the Scheme are required to complete this Assessment/Evaluation Form (the "Form") and submit the duly completed form to the R&D Centres or HKPC for processing within 30 days after the completion of the internship. The Applicant should complete Section A and Section C of this form. R&D Centres or HKPC should complete Section B for each Applicant accordingly and update Item 2(b) of Section A (if necessary).

4. Each internship post with Participating Employers 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 participating institution operating the Scheme.

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 bureaux/ departments, statutory bodies or third parties for the above said purposes or required by law. 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 and this Form, please contact the participating institution operating the Scheme.

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

[2] https://www.ugc.edu.hk/eng/ugc/site/fund_inst.html

[3] The five R&D Centres refer to –
(a) Automotive Platforms and Application Systems R&D Centre (APAS);
(b) Hong Kong Applied Science and Technology Research Institute (ASTRI), designated as the R&D Centre for Information and Communications Technologies;
(c) Hong Kong Research Institute of Textiles and Apparel (HKRITA);
(d) Logistics and Supply Chain MultiTech R&D Centre (LSCM); and
(e) Nano and Advanced Materials Institute (NAMI).

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 the 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/旅行證件相同）： Name as on HKID/ Travel Document :	（中文） (Chi)				（英文） (Eng)
香港身份證/旅行證件號碼： HKID/ Travel Document No. :		XXX(X)	大學學生編號： U Student ID No. :		
聯絡電話： Contact telephone number :			性別： Gender :	☐ 男 M	☐ 女 F
電郵地址： Email address :					
原居地： Place of origin :	☐ 香港 Hong Kong　　　　　☐ 內地 Mainland ☐ 其他地區（請註明） Others (please specify) : _____				

(b) 就讀課程資料　Academic information [§]

大學： University :	☐ 城大 CityU　　　☐ 浸大 HKBU　　☐ 中大 CUHK　　　☐ 嶺大 LU ☐ 教大 EdUHK　　☐ 理大 PolyU　　☐ 科大 HKUST　　☐ 港大 HKU ☐ 北京師範大學-香港浸會大學聯合國際學院 UIC ☐ 中大（深圳）CUHK, Shenzhen　　☐ 科大（廣州）HKUST, Guangzhou ☐ 其他（請註明，包括所在的國家/地區） 　Others (please specify, including the country/territory the university is located in): _____ _____
學系／學院： Faculty/ School :	
學位名稱： Degree award title :	
就讀年級： Year of study [*]:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5+ ☐ 研究生 Postgraduate
	☐ 本年畢業 Graduating this year

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

[*] 如實習於暑期進行，請選暑期之前的就讀年級。
For internship which takes place in the summer break, please tick the year of study before the break.

(c) 所屬類別　Category [§]

☐ 在香港的大學就讀的本地學生
Local student studying in university in Hong Kong

☐ 在香港的大學就讀的非本地學生
Non-local student studying in university in Hong Kong

☐ 在香港指定大學的大灣區分校就讀的香港學生
Hong Kong student studying in the branch campus in the GBA of designated university in Hong Kong

☐ 在香港指定大學的大灣區分校就讀的非香港學生
Non-Hong Kong student studying in the branch campus in the GBA of designated university in Hong Kong

☐ 在內地、澳門或台灣的大學就讀的香港學生
Hong Kong student studying in university in the Mainland, Macao or Taiwan

☐ 在內地、澳門或台灣的大學就讀的非香港學生
Non-Hong Kong student studying in university in the Mainland, Macao or Taiwan

☐ 在其他地方的大學就讀的香港學生
Hong Kong student studying in university in other places

☐ 在其他地方的大學就讀的非香港學生
Non-Hong Kong student studying in university in other places

2. 實習職位　Internship position [§]

(a)

公司／機構名稱： Company/ Organisation name：	
職銜： Position title：	
廣告上刊登的主要職責： Main duties as advertised：	
地點： Location：	☐ 香港 Hong Kong　　☐ 內地 Mainland　　☐ 澳門 Macao　　☐ 台灣 Taiwan ☐ 亞洲 Asia　　　　　☐ 非洲 Africa　　　☐ 歐洲 Europe ☐ 北美洲 N. America　☐ 南美洲 S. America　☐ 大洋洲 Oceania

(b)
如有需要，「參與僱主」可更新以下資料。
Participating Employer may update the following information if necessary.

實習期（日／月／年）： Internship period (dd/mm/yyyy)：	由 from	/　/	至 to	/　/	無薪假（天）： Unpaid leave (day)：	
酬金： Honorarium：	$　　　元		（每月） per month	酬金總額： Total honorarium：	$　　　元	

– A 部完　End of Section A –

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 Participating Employer)*

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

<table>
<tr>
<td colspan="2">實習學生完成實習，其出席率：
The intern has completed the internship and the attendance was :</td>
<td colspan="6">□ < 80%　□ 80 – 90%　□ > 90%</td>
</tr>
<tr>
<td>表現：
Performance :</td>
<td colspan="5">□　表現優於預期
　　Exceed expectation
□　表現未達要求，原因：
　　Fall short of the requirement; reason :</td>
<td colspan="2">□　表現符合要求
　　Meet the requirements</td>
</tr>
<tr>
<td rowspan="3">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 :</td>
<td colspan="7"></td>
</tr>
<tr>
<td colspan="7"></td>
</tr>
<tr>
<td colspan="7"></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*非常同意*
Strongly agree</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>*非常不同意*
Strongly disagree</td>
</tr>
<tr>
<td colspan="2">實習學生充分掌握 STEM 知識。
The intern masters STEM knowledge well.</td>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td colspan="2">STEM 培訓對本職位極為重要。
STEM training is essential for this job.</td>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td colspan="2">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.</td>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</table>

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

<table>
<tr><td></td></tr>
<tr><td></td></tr>
<tr><td></td></tr>
<tr><td></td></tr>
<tr><td></td></tr>
</table>

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

公司規模： Company size :	□ < 10　□ 10 – 49　□ 50 – 99　□ ≥ 100	人 people

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)* :

□	銀行／金融市場／基金管理／保險	Banking/ Financial Market/ Fund Management/ Insurance
□	生物科技	Biotechnology
□	中醫藥	Chinese Medicine
□	建造	Construction
□	電氣及電子	Electrical and Electronics
□	能源	Energy
□	環境	Environmental
□	飲食	Food and Beverage
□	進出口貿易	Import and Export Trade
□	資訊科技	Information Technology
□	物流與通訊技術	Logistics and Communication Technologies
□	製造工程	Manufacturing Engineering
□	材料技術	Materials
□	醫療器材	Medical Equipment
□	精密工程	Precision Engineering
□	印刷及出版	Printing and Publishing
□	專業服務	Professional Services
□	地產／物業管理	Real Estate/ Property Management
□	研發	Research and Development
□	電訊	Telecommunications
□	檢測和認證	Testing and Certification
□	紡織／製衣／鞋履	Textiles/ Clothing/ Footwear
□	旅遊	Tourism
□	運輸	Transportation
□	批發及零售	Wholesale and Retail
□	其他（請註明）	Others (please specify) :
□	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

本公司／機構沒有因聘用本實習生而獲得香港特別行政區政府的其他資助。
The company/organisation has not received other subsidies from the HKSAR Government for engaging the intern.

*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) :		

– B 部完　End of Section B –

C 部：**學生評估** （*由實習學生填寫*）
SECTION C: **Student Assessment** *(To be completed by the student intern)*[§]

		非常同意 *Strongly agree* A	B	C	D *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.	☐	☐	☐	☐
2.	實習工作的職責符合我的預期。 The duty of the internship meet my expectation.	☐	☐	☐	☐
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.	☐	☐	☐	☐
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.	☐	☐	☐	☐
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.	☐	☐	☐	☐
6.	我將來會考慮投身創科事業。 I will consider pursuing a career in I&T	☐	☐	☐	☐

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

☐　在本學年之前，我曾擔任「計劃」下的實習職位，共＿＿年。
　　I have taken internship positions under the Scheme before current academic year for a total of ＿＿＿＿＿ years.

☐　在本學年，我曾擔任「計劃」下的其他實習職位。僱主名稱及實習期如下：
　　I have taken other internship position(s) under the Scheme in the present academic year.　Name(s) of employer(s) and internship period(s) are as follows :

　　＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

☐　我已獲畢業後聘約。
　　I have got a confirmed job offer after graduation.

☐　我現時獲聘用的工作與創科有關。
　　My current confirmed job offer is I&T-related.

我確認沒有因參與本實習而從香港特別行政區政府獲得其他資助。
I confirm that I have not received other subsidies from the HKSAR Government for participating in this internship.

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)：	

－ C 部完　End of Section C －

STEM Internship Scheme – Summer 2023
Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University
Time Sheet

Student ID Number: _____   Placement City: _____

Student Name: _____   Placement Organisation: _____

Department / Major: _____

You are required to fill in the time sheet and obtain the signature from supervisor each week.

	Dates (DD/MM – DD/MM)	Working Hours							Total Hours	Signature of Supervisor
		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
Week 1										
Week 2										
Week 3										
Week 4										
Week 5										
Week 6										
Week 7										
Week 8										
Week 9										
						Total number of working hours				

Please fill in the <u>dates per week</u> and the <u>number of working hours</u> in the appropriate boxes. If you take leave on the day, please state the reason(s) for your leave, e.g. sick leave, casual leave, company leave, public holiday, etc. Please <u>add rows</u> as necessary.