

STEM Internship Scheme – Summer 2024
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 2024** 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 2024**.

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 Disbursement

- 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 disbursed 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. Salary, wage and any expected allowance, including the allowance under the Scheme, should be clearly stated in the employment contract for the internship.
- 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 disbursement after the internship (see Appendix 3 and 4), and communicate with PolyU as early as possible if any problem arises that would affect the disbursement 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 ADDITION to that required by the WIE requirement, he/she is obliged to inform the employer and the period length IN ADDITION to 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 2024. 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 disbursement.

9. In Compliance with the Law of the People’s Republic of China on Safeguarding National Security in HKSAR

The student interns and the participating employers shall conform in all respects with all legislation (including the Law of the People’s Republic of China on Safeguarding National Security in HKSAR), regulations and by-laws of any applicable jurisdiction in carrying out the internship duties or the related activities. The HKSAR government may at any time and with immediate effect, including through PolyU, revoke an approved participation in the Scheme and the related disbursement claimed under the Scheme, withhold disbursement of allowance under the Scheme, debar relevant parties’ participation in the Scheme and require refund of any funding disbursed under the Scheme to ITC on occurrence of any of the following events:

- 9.1 the student intern and/or the participating employer has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- 9.2 the continued engagement of the student intern and/or the participating employer is contrary to the interest of national security;
- 9.3 the HKSAR government reasonably believes that any of the events mentioned in 9.1 or 9.2 above is about to occur.

Enquiries:

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Appendix 1 **List of Eligible PolyU STEM Programmes**

Department	#	Programme
Aeronautical and Aviation Engineering (AAE)	1	BEng (Hons) Scheme in Aviation Engineering
	2	BEng (Hons) Air Transport Engineering
	3	BEng (Hons) Aviation Engineering
	4	MSc in Aviation Engineering
	5	MPhil (hosted by AAE)*
	6	PhD (hosted by AAE)*
Applied Biology and Chemical Technology (ABCT)	7	BSc (Hons) Scheme in Biotechnology, Food Safety and Chemical Technology
	8	BSc (Hons) Analytical Sciences for Testing and Certification
	9	BSc (Hons) Applied Biology with Biotechnology
	10	BSc (Hons) 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) Scheme in Data Science
	19	BSc (Hons) Data Science and Analytics
	20	BSc (Hons) Investment Science
	21	BSc (Hons) Investment Science and Finance Analytics
	22	MSc in Applied Mathematics for Science and Technology - Actuarial and Investment Science
	23	MSc in Data Science and Analytics
	24	MSc in Operational Research and Risk Analysis
	25	MSc in Quantitative Finance and Fintech
	26	MPhil in Applied Mathematics*
	27	PhD in Applied Mathematics*
Applied Physics (AP)	28	BSc (Hons) Engineering Physics
	29	BSc (Hons) in Physics with a Secondary Major in AIDA / IE

Department	#	Programme
Building Environment and Energy Engineering (BEEE)	30	BEng (Hons) Scheme in Building Sciences and Engineering
	31	BEng (Hons) Building Services Engineering
	32	MEng in Building Services Engineering
	33	MSc in Building Services Engineering
	34	MSc in Facility Management
	35	MSc in Fire and Safety Engineering
	36	MSc in High Performance Buildings
	37	MSc in Sustainable Urban Development
	38	MPhil (hosted by BEEE)*
	39	PhD (hosted by BEEE)*
Biomedical Engineering (BME)	40	BSc (Hons) Biomedical Engineering
Building and Real Estate (BRE)	41	BSc (Hons) Scheme in Building and Real Estate
Chinese and Bilingual Studies (CBS)	42	MSc in Generative AI and the Humanities
Civil and Environmental Engineering (CEE)	43	BEng (Hons) Scheme in Civil Engineering and Sustainable Development
	44	BEng (Hons) Civil Engineering
	45	BEng (Hons) in Civil Engineering (Smart Mobility) with a Secondary Major in AIDA
	46	BEng (Hons) Environmental Engineering and Sustainable Development
	47	BEng (Hons) Structural and Fire Safety Engineering
Computing (COMP)	48	BSc (Hons) Scheme in Computing
	49	BSc (Hons) Scheme in Computing and AI
	50	BSc (Hons) Financial Technology
	51	MPhil in Computing*
	52	PhD in Computing*
Electrical and Electronic Engineering (EEE)	53	BEng (Hons) Scheme in Electrical Engineering
	54	BEng (Hons) / BSc (Hons) Scheme in Information and Artificial Intelligence Engineering
	55	BEng (Hons) Electrical Engineering
	56	BEng (Hons) Electronic and Information Engineering
	57	BSc (Hons) Information Security
	58	BSc (Hons) Internet and Multimedia Technologies
	59	BEng (Hons) Transportation Systems Engineering

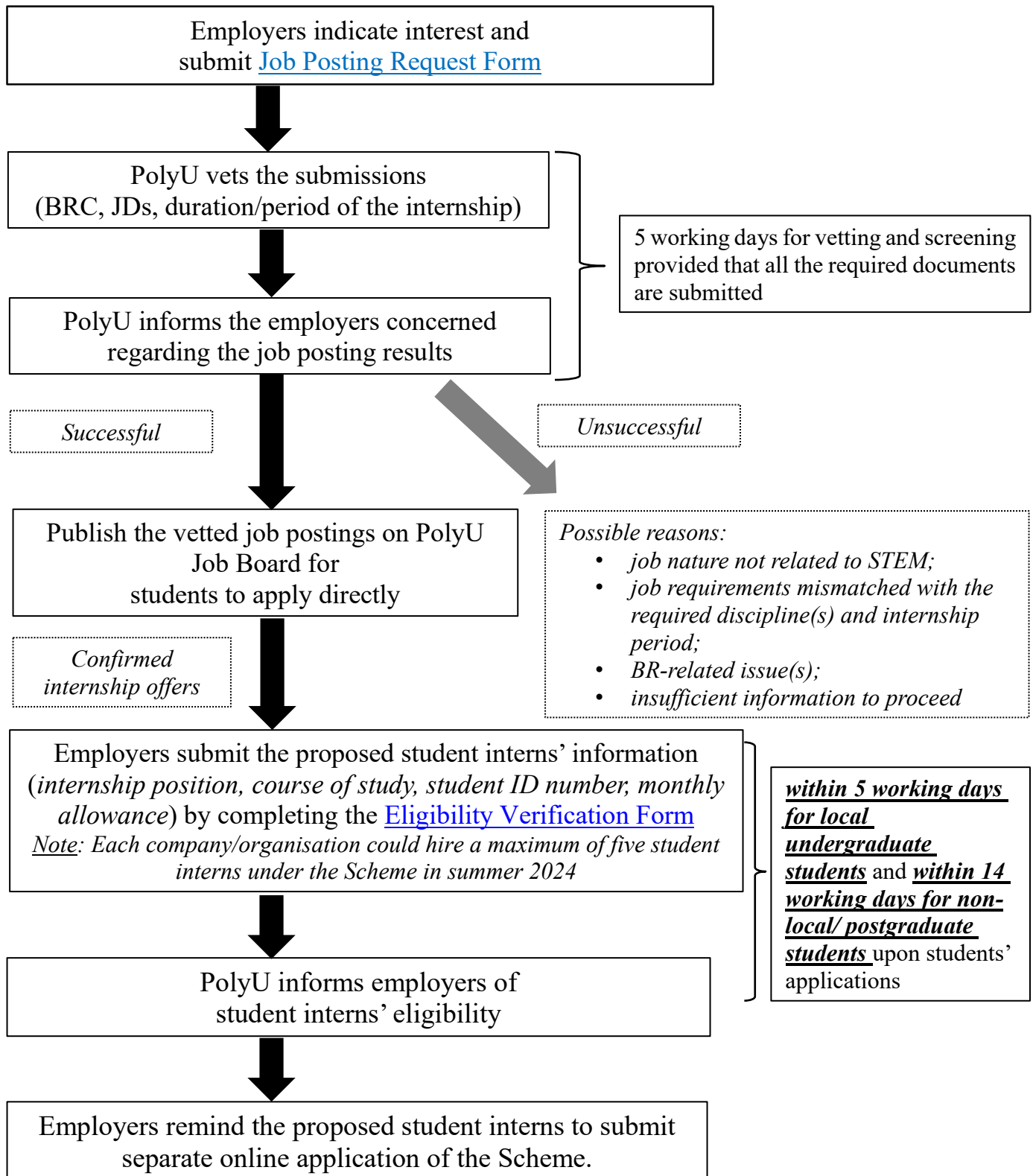
Department	#	Programme
Food Science and Nutrition (FSN)	60	BSc (Hons) Food Safety and Technology
	61	MSc in Global Food Safety Management and Risk Analysis
	62	MSc in Nutrition and Healthy Ageing
	63	MPhil in Food Science and Nutrition*
	64	PhD in Food Science and Nutrition*
Health Technology and Informatics (HTI)	65	BSc (Hons) in Medical Laboratory Science
	66	BSc (Hons) in Radiography
	67	MSc in Medical Data Science
	68	MSc in Medical Imaging and Radiation Science
	69	Master of Medical Imaging
	70	MSc in Medical Laboratory Science
	71	Master of Medical Laboratory Science
	72	MSc in Medical Physics
	73	MPhil in Health Technology and Informatics*
	74	PhD in Health Technology and Informatics*
Industrial and Systems Engineering (ISE)	75	BSc (Hons) Scheme in Logistics and Enterprise Engineering
	76	BEng (Hons) Scheme in Product and Industrial Engineering
	77	BSc (Hons) Aviation Operations and Systems
	78	BSc (Hons) Enterprise Engineering with Management
	79	BEng (Hons) Industrial and Systems Engineering
	80	BSc (Hons) Logistics Engineering with Management
	81	BSc (Hons) Logistics Engineering with a Secondary Major in AIDA
	82	BEng (Hons) Product Engineering with Marketing
Land Surveying and Geo-Informatics (LSGI)	83	BSc (Hons) Scheme in Spatial Data Science & Smart Cities
	84	BSc (Hons) Geomatics
	85	BSc (Hons) Land Surveying and Geo-informatics

Department	#	Programme
Mechanical Engineering (ME)	86	BEng (Hons) Scheme in Mechanical Engineering
	87	BEng (Hons) Mechanical Engineering
	88	BEng (Hons) Mechanical Engineering with a Secondary Major in AIDA
	89	BEng (Hons) Product Analysis and Engineering Design
	90	MSc in Mechanical Engineering
	91	MPhil in Mechanical Engineering*
	92	PhD in Mechanical Engineering*
Management and Marketing (MM)	93	MSc in Business Analytics
School of Design (SD)	94	BA (Hons) Scheme in Design - Product Design
	95	BA (Hons) Digital Media
	96	BA (Hons) Interactive Media
	97	Master of Design (Intelligent Systems Design)
	98	Master of Design (Smart Service Design)
	99	MSc in Multimedia and Entertainment Technology
School of Optometry (SO)	100	BSc (Hons) in Optometry
	101	BSc (Hons) in Vision Science with a Secondary Major in AIDA
	102	BSc (Hons) in Vision Science with a Secondary Major in IE
School of Fashion and Textiles (SFT)	103	BA (Hons) Scheme in Fashion and Textiles
	104	BSc (Hons) 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**



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.