

**STEM Internship Scheme – Summer 2025**  
**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.

**PolyU reserves the right to deny or cancel any application or terminate any engagement with employers** that contains fraudulent or false statements, or willful misrepresentation in connection with the employment-related Ordinance, the Minimum Wage Ordinance, the Mandatory Provident Fund Ordinance, and other related ordinances.

**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 2025** 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. Employers may be requested to provide supporting information and proofs as may be considered necessary to substantiate that the internships offered are I&T-related and proper;
- 3.4 must not be directly subsidised by the HKSAR government; and
- 3.5 have to commence **no earlier than May 2025**.

The 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<sup>^</sup> student currently enrolled as a full-time student of PolyU;
- 4.2 from any year of studies<sup>#</sup> 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.

<sup>^</sup> *Non-local students should be subject to the conditions of stay of the visa/entry permit issued to them by the Immigration Department.*

<sup>#</sup> *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\$11,490 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. The verification will be conducted by a working group comprising a manager and an executive officer from CPS, SAO, with a senior manager as an approver. 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.
- 6.8 Employers should not offer any advantages, as defined by the Prevention of Bribery Ordinance (Cap. 201), to PolyU staff in connection with their applications. Any such offers may result in the disqualification of the application and potential legal consequences.

## **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 The employer should conduct an open recruitment process to attract applications for its job vacancies from all possible resources, with a view to filling the vacancies with the best candidates available. The employer shall avoid putting himself/herself in a position that may give rise to a conflict of interest.
- 7.3 For efficient identification of eligible student intern, the employer is strongly encouraged to check, during interviews, whether the applicant is:

### **Student status**

- 7.3.1 enrolling on one of the full-time STEM programmes recognised by ITC to be eligible for the Scheme (see Appendix 1);
- 7.3.2 an active student, i.e. whether the internship commences before the expiry of student status as shown on his/her student ID card;
- 7.3.3 legally employable in Hong Kong;
- 7.3.4 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**

- 7.3.5 not previously employed by the employer in the same academic year;
- 7.3.6 not receiving the allowance under the Scheme more than three months in the same academic year;
- 7.3.7 not receiving allowance from other internship subsidies provided by the HKSAR government; and

### **Purpose of application**

- 7.3.8 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 2025. 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 completed Eligibility Verification Form;
- 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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*PolyU reserves the rights to adjust the Scheme arrangements and allowance granted to student interns based on funding availability.*

**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) in Air Transport Engineering
	3	BEng (Hons) in Aviation Engineering
	4	MSc in Aviation Engineering / MSc in Aerospace Engineering
	5	MSc in Aviation Engineering and Operations Management
	6	MSc in Low-altitude Economy
	7	MPhil (hosted by AAE)*
	8	PhD (hosted by AAE)*
Applied Biology and Chemical Technology (ABCT)	9	BSc (Hons) Scheme in Biotechnology, Food Safety and Chemical Technology / BSc (Hons) Scheme in Biotechnology and Chemical Technology
	10	BSc (Hons) in Analytical Sciences for Testing and Certification
	11	BSc (Hons) in Applied Biology with Biotechnology
	12	BSc (Hons) in Chemical Technology
	13	MSc in Biopharmaceutical Development and Commercialization
	14	MSc in Sustainable Technology for Carbon Neutrality
	15	MPhil (hosted by ABCT)*
	16	PhD (hosted by ABCT)*
Accounting and Finance (AF)	17	BBA (Hons) Scheme in Accounting and Finance
	18	BBA (Hons) in Accountancy
	19	BBA (Hons) in Accounting and Finance
	20	BBA (Hons) in Digital Finance and Investment
	21	BBA (Hons) in Financial Services
	22	MSc in Accounting and Finance Analytics

Department	#	Programme
Applied Mathematics (AMA)	23	BSc (Hons) Scheme in Applied Mathematics and Finance Analytics
	24	BSc (Hons) Scheme in Data Science
	25	BSc (Hons) in Data Science and Analytics / BSc (Hons) in Data Science and Analytics with a Secondary Major in IE
	26	BSc (Hons) in Investment Science
	27	BSc (Hons) in Investment Science and Finance Analytics / BSc (Hons) in Investment Science and Finance Analytics with a Secondary Major in AIDA
	28	MSc in Applied Mathematics for Science and Technology - Actuarial and Investment Science
	29	MSc in Data Science and Analytics
	30	MSc in Operational Research and Risk Analysis
	31	MSc in Quantitative Finance and Fintech
	32	MPhil (hosted by AMA)*
	33	PhD (hosted by AMA)*
Applied Physics (AP)	34	BSc (Hons) in Engineering Physics
	35	BSc (Hons) in Physics with a Secondary Major in AIDA / IE
Building Environment and Energy Engineering (BEEE)	36	BEng (Hons) Scheme in Building Sciences and Engineering
	37	BEng (Hons) in Building Services Engineering
	38	MEng in Building Services Engineering
	39	MSc in Building Services Engineering
	40	MSc in Facility Management
	41	MSc in Fire and Safety Engineering
	42	MSc in High Performance Buildings
	43	MSc in Sustainable Urban Development / MSc in Carbon Neutral Cities and Urban Sustainability
	44	MPhil (hosted by BEEE)*
	45	PhD (hosted by BEEE)*

Department	#	Programme
Biomedical Engineering (BME)	46	BSc (Hons) in Biomedical Engineering
Building and Real Estate (BRE)	47	BSc (Hons) Scheme in Building and Real Estate
	48	MSc in Construction and Real Estate
	49	MSc in Intelligent Construction
	50	MSc in Project Management
Chinese and Bilingual Studies (CBS)	51	BSc (Hons) in Language Sciences and Analytics / BSc (Hons) in Language Sciences and Analytics with a Secondary Major in AIDA
	52	MSc in Generative AI and the Humanities
Civil and Environmental Engineering (CEE)	53	BEng (Hons) Scheme in Civil Engineering and Sustainable Development
	54	BEng (Hons) Civil Engineering
	55	BEng (Hons) in Civil Engineering (Smart Mobility) with a Secondary Major in AIDA
	56	BEng (Hons) in Environmental Engineering and Sustainable Development
	57	BEng (Hons) in Structural and Fire Safety Engineering / BEng (Hons) in Civil Engineering (Structural and Fire Safety Engineering)
Computing (COMP)	58	BSc (Hons) Scheme in Computing
	59	BSc (Hons) Scheme in Computing and AI
	60	MPhil (hosted by COMP)*
	61	PhD (hosted by COMP)*
Data Science and Artificial Intelligence (DSAI)	62	BSc (Hons) in Financial Technology and Artificial Intelligence
	63	MSc in Artificial Intelligence and Big Data Computing
	64	MPhil (hosted by DSAI)*
	65	PhD (hosted by DSAI)*

Department	#	Programme
Electrical and Electronic Engineering (EEE)	66	BEng (Hons) Scheme in Electrical Engineering / BEng (Hons) in Electrical Engineering with a Secondary Major in AIDA
	67	BEng (Hons) / BSc (Hons) Scheme in Information and Artificial Intelligence Engineering
	68	BEng (Hons) in Electrical Engineering
	69	BEng (Hons) in Electronic and Information Engineering
	70	BEng (Hons) in Electronic Systems and Internet-of-Things
	71	BEng (Hons) in Internet-of-Things with a Secondary Major in AIDA
	72	BEng (Hons) in Transportation Systems Engineering
	73	BSc (Hons) in Artificial Intelligence and Information Engineering
	74	BSc (Hons) in Information Security
	75	BSc (Hons) in Internet and Multimedia Technologies
	76	MSc in Electrical Engineering
	77	MSc in Electric Vehicles
	78	MSc in Electronic and Information Engineering
	79	MSc in Microelectronics and Quantum Systems Engineering
Food Science and Nutrition (FSN)	80	BSc (Hons) Scheme in Food Safety and Technology
	81	BSc (Hons) in Food Safety and Technology
	82	MSc in Global Food Safety Management and Risk Analysis
	83	MSc in Nutrition and Healthy Ageing / MSc in Nutrition and Healthy Ageing (Nutrition in Practice)
	84	MPhil (hosted by FSN)*
	85	PhD (hosted by FSN)*
	86	Doctor of Food Science and Management



Department	#	Programme
Health Technology and Informatics (HTI)	87	BSc (Hons) in Medical Laboratory Science
	88	BSc (Hons) in Radiography
	89	MSc in Medical Data Science
	90	MSc in Medical Imaging and Radiation Science
	91	Master of Medical Imaging
	92	MSc in Medical Laboratory Science
	93	Master of Medical Laboratory Science
	94	MSc in Medical Physics
	95	MPhil (hosted by HTI)*
	96	PhD (hosted by HTI)*
Industrial and Systems Engineering (ISE)	97	BEng (Hons) in Industrial and Systems Engineering
	98	BEng (Hons) in Product Engineering with Marketing / BEng (Hons) in Product Engineering with a Secondary Major in IE
	99	BEng (Hons) Scheme in Product and Industrial Engineering
	100	BSc (Hons) in Aviation Operations and Systems
	101	BSc (Hons) in Enterprise Engineering with Management
	102	BSc (Hons) in Logistics Engineering with Management
	103	BSc (Hons) in Logistics Engineering with a Secondary Major in AIDA
	104	BSc (Hons) Scheme in Logistics and Enterprise Engineering
	105	MPhil (hosted by ISE)*
	106	PhD (hosted by ISE)*
Logistics and Maritime Studies (LMS)	107	MSc in Operations Management
Land Surveying and Geo-Informatics (LSGI)	108	BSc (Hons) Scheme in Spatial Data Science and Smart Cities
	109	BSc (Hons) in Geomatics
	110	BSc (Hons) in Land Surveying and Geo-informatics / BSc (Hons) in Land Surveying and Geo-informatics with a Secondary Major in AIDA

Department	#	Programme
Mechanical Engineering (ME)	111	BEng (Hons) in Mechanical Engineering
	112	BEng (Hons) in Mechanical Engineering with a Secondary Major in AIDA
	113	BEng (Hons) in Product Analysis and Engineering Design
	114	BEng (Hons) Scheme in Mechanical Engineering
	115	MSc in Mechanical Engineering
	116	MPhil (hosted by ME)*
	117	PhD (hosted by ME)*
Management and Marketing (MM)	118	MSc in Business Analytics
Rehabilitation Sciences (RS)	119	Master in Occupational Therapy
	120	Master in Physiotherapy
	121	MPhil (hosted by RS)*
	122	PhD (hosted by RS)*
School of Design (SD)	123	BA (Hons) Scheme in Design - Product Design / BA (Hons) in Design (Product Design)
	124	BA (Hons) in Digital Media / BA (Hons) in Design (Media Design)
	125	BA (Hons) in Design (Environmental Design)
	126	BA (Hons) in Interactive Media / BA (Hons) in Design (Interaction Design)
	127	BA (Hons) in Design (Interior Design)
	128	Master of Design (Intelligent Systems Design)
	129	Master of Design (Smart Service Design)
	130	MSc in Multimedia and Entertainment Technology / MSc in Innovative Multimedia Entertainment
School of Fashion and Textiles (SFT)	131	BA (Hons) Scheme in Fashion and Textiles / BA (Hons) Scheme in Fashion
	132	BSc (Hons) in Digital Fashion

Department	#	Programme
School of Optometry (SO)	133	BSc (Hons) in Optometry
	134	BSc (Hons) in Vision Science with a Secondary Major in AIDA
	135	BSc (Hons) in Vision Science with a Secondary Major in IE

*\*Research postgraduate students who receive Research Scholarship 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**