

STEM Internship Scheme 2026/27
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

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;
- 2.1 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;
- 2.2 undertake that all the businesses and activities arranged for the student interns are lawful, fraudulent-free, and morally acceptable;
- 2.3 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;
- 2.4 declare whether they are a current student of PolyU, and explicitly state any potential conflicts of interest that may arise when hiring interns;
- 2.5 declare whether they are a current student of any other universities participating in the Scheme, and explicitly state any potential conflicts of interest that may arise when hiring interns. PolyU reserves the right to inform relevant universities if the employer is a current student;
- 2.6 declare details of the numbers of student interns engaged/ to be engaged from all participating universities under the Scheme upon registration;
- 2.7 not receive other subsidies from the HKSAR government for engaging any student interns under the Scheme; and
- 2.8 agree to observe the requirements set forth in this set of Guidelines.

PolyU reserves the right to deny or cancel any application, terminate any engagement with employers and/or take appropriate legal action in response to any misuse of PolyU resources or the Scheme, including but not limited to misrepresentation made in any applications or documents submitted to PolyU and/or ITC, fraudulent activities, or violations of applicable laws or University policies.

3. Internship Requirements

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. Internship Requirements (Continued)

- 3.2 should ensure that student interns have the opportunity to work in offices, fostering direct interaction with supervisors and colleagues for the majority of their internship time. **Fully remote working, or remote working where the employer and the interns are in different territories, is not allowed;**
- 3.3 **are advised to last no more than 59 consecutive days** so as to comply with the Mandatory Provident Fund Ordinance and the Minimum Wage Ordinance;
- 3.4 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;
- 3.5 must not be directly subsidised by the HKSAR government; and
- 3.6 have to commence **no earlier than May 2026** for summer internship.

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[^] 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.

[^]Non-local students are capped at a **quota of 40%** of all PolyU participants. Quota is allocated on a first-come, first-served basis. **Once the quota is met, further non-local applications will be put on hold or rejected without additional notifications. These applications may proceed only if quota becomes available.**

[#]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 month¹** (i.e. 30 days), capped at two months. **The abovesaid allowance will be disbursed directly to student interns by 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 – Assessment Form** and **Appendix 4 – Timesheet**), and communicate with PolyU as early as possible if any problem arises that would affect the disbursement of the allowance.

¹ The actual amount is subject to change, pending confirmation by ITC.

6. Employer Registration

(See Appendix 2 for a summary of the workflow)

Step 1: Internship Vacancy Posting

- 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 Employers should declare details regarding the number of student interns engaged or to be engaged from all universities under the Scheme at any one time during the internship period. PolyU will assess the number of internships requested, taking into account the size of the company to ensure that the requested number of internships is proportionate.
- 6.3 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.
- 6.4 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.
- 6.5 PolyU will not process any posting requests that involve pre-employment fees.
- 6.6 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.
- 6.7 The employer will contact the student applicant(s) and conduct own screening and selection.
- 6.8 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.
- 6.9 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.

Step 2: Selection

- 6.10 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.
- 6.11 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.
- 6.12 For efficient identification of eligible student intern, the employer is strongly encouraged to check, during interviews, whether the applicant is:

Student status

- 6.12.1 enrolling on one of the full-time STEM programmes recognised by ITC to be eligible for the Scheme (see **Appendix 1**);
- 6.12.2 an active student, i.e. whether the internship commences before the expiry of student status as shown on his/her student ID card;
- 6.12.3 legally employable in Hong Kong;
- 6.12.4 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

- 6.12.5 not previously employed by the employer in the same academic year (i.e. the current academic year is from 1 September 2025 to 30 August 2026);
- 6.12.6 not receiving the allowance under the Scheme more than three months in the same academic year;
- 6.12.7 not receiving allowance from other internship subsidies provided by the HKSAR government; and

Purpose of application

- 6.12.8 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.

Step 3: Student's Eligibility Verification and Employment Confirmation

Each company/organisation could hire a maximum of **five** student interns in each term. 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:

- 6.13 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;
- 6.14 should **not** commence the internship prior to receiving PolyU's approval of the application and the duly signed internship agreement;
- 6.15 should remind the proposed student intern to make application to PolyU for the Scheme;
- 6.16 should ensure the terms of employment as well as the actual work assigned are consistent with the vacancy posting on PolyU Job Board;
- 6.17 should stipulate clearly in employment agreement/contract:
- (i) the direct employment relationship between the employer and the student intern; and
 - (ii) the agreed remuneration to be paid and in turn received by the student intern, including salary/wage and any allowances (including the allowance under the Scheme, where applicable);
- 6.18 should 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;
- 6.19 should 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;
- 6.20 should ensure the offer complies with the Employment Ordinance, Employees' Compensation Ordinance, Minimum Wage Ordinance, and other related ordinances;
- 6.21 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;
- 6.22 should undertake not to displace existing employee(s) by the student intern holding the same position employed under the Scheme;
- 6.23 should delegate at least one experienced staff member to be the mentor/supervisor of the student intern;
- 6.24 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;
- 6.25 should provide adequate assistance to the student intern for his/her completion of the required documentations for allowance disbursement; and
- 6.26 should submit the Eligibility Verification Form with the company/organisation and internship details for verification and approval, if they have not submitted the Job Posting Request Form or the Eligibility Verification Form prior to students' applications to the Scheme. PolyU will notify the employer as needed.

7. Control Measures

- 7.1 To avoid any cases of abuse or fraud under the Scheme, PolyU puts in place adequate control measures which are considered reasonable and necessary, including requesting additional information, references and documentation from employers and student interns to substantiate their claims for internship allowance. PolyU, as administrators of the Scheme, devises appropriate and practical measures in detecting abnormalities and minimising the occurrence of misuse of government fund, taking into account internal procedures and monitoring mechanisms in administering the Scheme.
- 7.2 In addition to documentation verification, PolyU will conduct surprise visits to the workplaces of student interns during the internship period, to verify, among others, whether the business nature of the participating employer, job duties of the internship, working environment and supervision, are as provided and described in the applications for participation in the Scheme. If particular discrepancies are observed in the visits, having regard to the circumstances of individual cases, PolyU will take appropriate follow-up actions, such as, but not confined to, early termination of internship, or putting the company on watchlist of the Scheme, which, where appropriate, would be circulated for information of other participating universities.

8. 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:

- 8.1 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;
- 8.2 the continued engagement of the student intern and/or the participating employer is contrary to the interest of national security;
- 8.3 the HKSAR government reasonably believes that any of the events mentioned in 7.1 or 7.2 above is about to occur.

9. Enquiries

Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University
Tel: 3400 2446

Email: stem.cps@polyu.edu.hk

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 Approved by ITC**

Faculty/School/Department	#	Programme
Faculty of Business (FB)		
Accounting and Finance (AF)	1	BBA (Hons) Scheme in Accounting and Finance <i>(for students who have not yet specialised in their major programmes)</i>
		BBA (Hons) in Accountancy
		BBA (Hons) in Accounting and Finance
		BBA (Hons) in Digital Finance and Investment
	2	BBA (Hons) in Financial Services
2	MSc in Accounting and Finance Analytics	
Logistics and Maritime Studies (LMS)	3	MSc in Operations Management
Management and Marketing (MM)	4	MSc in Business Analytics
Faculty of Construction and Environment (FCE)		
FCE	5	Bachelor's Degree Scheme in Construction and Environment <i>(for students who have not yet specialised in their major programmes)</i>
Building Environment and Energy Engineering (BEEE)	6	BEng (Hons) in Building Services Engineering
	7	BEng (Hons) Scheme in Building Sciences and Engineering/ BEng (Hons) in Building Sciences and Engineering
	8	MEng Building Services Engineering
	9	MPhil / PhD (hosted by BEEE)*
	10	MSc in Building Services Engineering
	11	MSc in Facility Management
	12	MSc in Fire and Safety Engineering
	13	MSc in High Performance Buildings
14	MSc in Sustainable Urban Development/ MSc in Carbon Neutral Cities and Urban Sustainability	
Building and Real Estate (BRE)	15	BSc (Hons) Scheme in Building and Real Estate <i>(for students who have not yet specialised in their major programmes)</i>
		BSc (Hons) in Architectural Studies
		BSc (Hons) in Building Engineering and Management
		BSc (Hons) in Surveying
	16	MSc in Construction and Real Estate
	17	MSc in Intelligent Construction
18	MSc in Project Management	

Faculty/School/Department	#	Programme
Civil and Environmental Engineering (CEE)	19	BEng (Hons) in Civil Engineering
		BEng (Hons) in Civil Engineering (Smart Mobility) with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
	20	BSc (Hons) in Environmental and Occupational Safety and Health
	21	BEng (Hons) in Environmental Engineering and Sustainable Development
	22	BEng (Hons) in Structural and Fire Safety Engineering / BEng (Hons) in Civil Engineering (Structural and Fire Safety Engineering)
Land Surveying and Geo-Informatics (LSGI)	23	BSc (Hons) Scheme in Spatial Data Science and Smart Cities <i>(for students who have not yet specialised in their major programmes)</i>
		BSc (Hons) in Land Surveying and Geo-informatics/ BSc (Hons) in Land Surveying and Geo-informatics with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
		BSc (Hons) in Urban Informatics and Smart Cities
Faculty of Computer and Mathematical Sciences (FCMS)		
FCMS	24	Bachelor's Degree Scheme in Computer and Mathematical Sciences <i>(for students who have not yet specialised in their major programmes)</i>
Applied Mathematics (AMA)	25	BSc (Hons) Scheme in Applied Mathematics and Finance Analytics <i>(for students who have not yet specialised in their major programmes)</i>
		BSc (Hons) in Applied Mathematics/ BSc (Hons) in Applied Mathematics with a Secondary Major in Artificial Intelligence and Data Analytic (AIDA)
		BSc (Hons) in Investment Science and Finance Analytics/ BSc (Hons) in Investment Science and Finance Analytics with a Secondary Major in Artificial Intelligence and Data Analytic (AIDA)
		BSc (Hons) in Quantitative Finance and FinTech
	26	MPhil / PhD (hosted by AMA)*
	27	MSc in Applied Mathematics for Science and Technology - Actuarial and Investment Science
	28	MSc in Mathematics for Artificial Intelligence Technology
	29	MSc in Operational Research and Risk Analysis
30	MSc in Quantitative Finance and Fintech	

Faculty/School/Department	#	Programme
Computing (COMP)	31	BSc (Hons) Scheme in Computing
	32	BSc Scheme in Computing and AI <i>(for students who have not yet specialised in their major programmes)</i>
	33	MPhil / PhD (hosted by COMP)*
	34	MSc in Blockchain Technology
	35	MSc in Information Technology
	36	MSc in Metaverse Technology
Data Science and Artificial Intelligence (DSAI)	37	BSc (Hons) Scheme in Data Science and Artificial Intelligence <i>(for students who have not yet specialised in their major programmes)</i>
		BSc (Hons) in Data Science and Analytics/ BSc (Hons) in Data Science and Analytics with a Secondary Major in Innovation and Entrepreneurship (IE)
		BSc (Hons) in Financial Technology and Artificial Intelligence
	38	MPhil / PhD (hosted by DSAI)*
	39	MSc in Artificial Intelligence and Big Data Computing
	40	MSc in Data Science and Analytics
Faculty of Engineering (FENG)		
FENG	41	Bachelor's Degree Scheme in Engineering <i>(for students who have not yet specialised in their major programmes)</i>
Aeronautical and Aviation Engineering (AAE)	42	BEng (Hons) in Aviation Engineering
	43	BEng (Hons) Scheme in Aviation Engineering <i>(for students who have not yet specialised in their major programmes)</i>
		BEng (Hons) in Aeronautical Engineering
		BEng (Hons) in Air Transport Engineering
	44	MPhil / PhD (hosted by AAE)*
	45	MSc in Aviation Engineering/ MSc in Aerospace Engineering
	46	MSc in Aviation Engineering and Operations Management
47	MSc in Low-altitude Economy	
Biomedical Engineering (BME)	48	BSc (Hons) in Biomedical Engineering

Faculty/School/Department	#	Programme
Electrical and Electronic Engineering (EEE)	49	BEng (Hons) Scheme in Electrical Engineering <i>(for students who have not yet specialised in their major programmes)</i>
		BEng (Hons) in Electrical Engineering/ BEng (Hons) in Electrical Engineering with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
		BEng (Hons) Transportation Systems Engineering
	50	BEng (Hons) in Electronic and Information Engineering
	51	BEng (Hons) in Internet-of-Things with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
	52	BEng (Hons) / BSc (Hons) Scheme in Information and Artificial Intelligence Engineering <i>(for students who have not yet specialised in their major programmes)</i>
		BEng (Hons) in Electronic Systems and Internet-of-Things/ BEng (Hons) in Electronic Systems and Internet-of-Things with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
		BSc (Hons) in Artificial Intelligence and Information Engineering
		BSc (Hons) in Information Security
	53	BSc (Hons) in Internet and Multimedia Technologies
	54	MPhil / PhD (hosted by EEE)*
	55	MSc in Electric Vehicles
	56	MSc in Electrical Engineering
	57	MSc in Electronic and Information Engineering
58	MSc in Microelectronics and Quantum Systems Engineering	

Faculty/School/Department	#	Programme
Industrial and Systems Engineering (ISE)	59	BSc (Hons) Scheme in Logistics and Enterprise Engineering <i>(for students who have not yet specialised in their major programmes)</i>
		BSc (Hons) in Enterprise Engineering with Management
		BSc (Hons) in Logistics Engineering with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
		BSc (Hons) in Logistics Engineering with Management
	60	BEng (Hons) Scheme in Product and Industrial Engineering <i>(for students who have not yet specialised in their major programmes)</i>
		BEng (Hons) in Industrial and Systems Engineering
		BEng (Hons) in Product Engineering with Marketing/ BEng (Hons) in Product Engineering with a Secondary Major in Innovation and Entrepreneurship (IE)
	61	BEng (Hons) Scheme in Product Innovation and Smart Manufacturing <i>(for students who have not yet specialised in their major programmes)</i>
		BEng (Hons) in Product Innovation with Marketing/ BEng (Hons) in Product Innovation with Marketing with a secondary major in Innovation and Entrepreneurship (IE) BEng (Hons) in Smart Manufacturing
		62
	BSc (Hons) in Aviation Operations and Systems <i>(2-year programme)</i>	
	63	BSc (Hons) Scheme in Intelligent Supply Chain and Engineering Management <i>(for students who have not yet specialised in their major programmes)</i>
		BSc (Hons) in Aviation Operations and Systems
		BSc (Hons) in Engineering Management with Data Analytics
		BSc (Hons) in Intelligent Supply Chain
BSc (Hons) in Intelligent Supply Chain Engineering with a secondary major in Artificial Intelligence and Data Analytics (AIDA)		
64	MPhil / PhD (hosted by ISE)*	
65	MSc in Smart Manufacturing	
Mechanical Engineering (ME)	66	BEng (Hons) Scheme in Mechanical Engineering <i>(for students who have not yet specialised in their major programmes)</i>
		BEng (Hons) in Mechanical Engineering
		BEng (Hons) in Mechanical Engineering with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
		BEng (Hons) in Product Analysis and Engineering Design
		BEng (Hons) in Intelligent Robotics Engineering
	67	MPhil / PhD (hosted by ME)*
	68	MSc in Mechanical Engineering

Faculty/School/Department	#	Programme
Faculty of Humanities (FH)		
Language Science and Technology (LST)	69	BSc (Hons) in Language Sciences and Analytics/ BSc (Hons) in Language Sciences and Analytics with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
	70	BSc (Hons) in Language Science and Technology/ BSc (Hons) in Language Science and Technology with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
	71	MSc in Generative AI and the Humanities
Faculty of Health and Social Sciences (FHSS)		
Health Technology and Informatics (HTI)	72	BSc (Hons) in Medical Laboratory Science
	73	BSc (Hons) in Radiography
	74	Master of Medical Imaging
	75	Master of Medical Laboratory Science
	76	MPhil / PhD (hosted by HTI)*
	77	MSc in Medical Data Science
	78	MSc in Medical Imaging and Radiation Science
	79	MSc in Medical Laboratory Science/ MSc in Medical Laboratory Science (Molecular Diagnostics)
	80	MSc in Medical Physics
Rehabilitation Sciences (RS)	81	Master in Occupational Therapy
	82	Master in Physiotherapy
	83	MPhil / PhD (hosted by RS)*
Nursing (SN)	84	MPhil / PhD (hosted by SN)*
	85	MSc in Dietetics
Optometry (SO)	86	BSc (Hons) in Optometry
	87	Doctor of Optometry
	88	Master of Science in Vision Science and Innovation

Faculty/School/Department	#	Programme
Faculty of Sciences (FS)		
FS	89	Bachelor's Degree Scheme in Science <i>(for students who have not yet specialised in their major programmes)</i>
Applied Biology and Chemical Technology (ABCT)	90	BSc (Hons) in Analytical Sciences for Testing and Certification
	91	BSc (Hons) Scheme in Biotechnology and Chemical Technology <i>(for students who have not yet specialised in their major programmes)</i>
		BSc (Hons) in Applied Biology with Biotechnology/ BSc (Hons) in Applied Biology with Biotechnology with a Secondary Major in Innovation and Entrepreneurship
		BSc (Hons) in Chemical Technology
	92	MPhil / PhD (hosted by ABCT)*
	93	MSc in Biopharmaceutical Development and Commercialization
94	MSc in Sustainable Technology for Carbon Neutrality	
Applied Physics (AP)	95	BSc (Hons) in Engineering Physics
	96	BSc (Hons) in Physics with a Secondary Major in Artificial Intelligence and Data Analytics (AIDA) or Innovation and Entrepreneurship (IE)
Food Science and Nutrition (FSN)	97	BSc (Hons) Scheme in Food Science and Nutrition <i>(for students who have not yet specialised in their major programmes)</i>
		BSc (Hons) in Food Safety and Technology
		BSc (Hons) in Human Nutrition and Health
		BSc (Hons) in Human Nutrition and Health (Nutrition in Practice)
	98	Doctor of Food Science and Management
	99	MPhil / PhD (hosted by FSN)*
	100	MSc in Dietetics
	101	MSc in Global Food Safety Management and Risk Analysis
102	MSc in Nutrition and Healthy Ageing/ MSc in Nutrition and Healthy Ageing (Nutrition in Practice)	
School of Design (SD)		
SD	103	BA (Hons) in Design (Environmental Design)
		BA (Hons) in Design (Interaction Design)
		BA (Hons) in Design (Interior Design)
		BA (Hons) in Design (Media Design)
		BA (Hons) in Design (Product Design)
	104	Master of Design (Intelligent Systems Design)/ Master of Design (Smart Service Design)
	105	MSc in Innovative Multimedia Entertainment

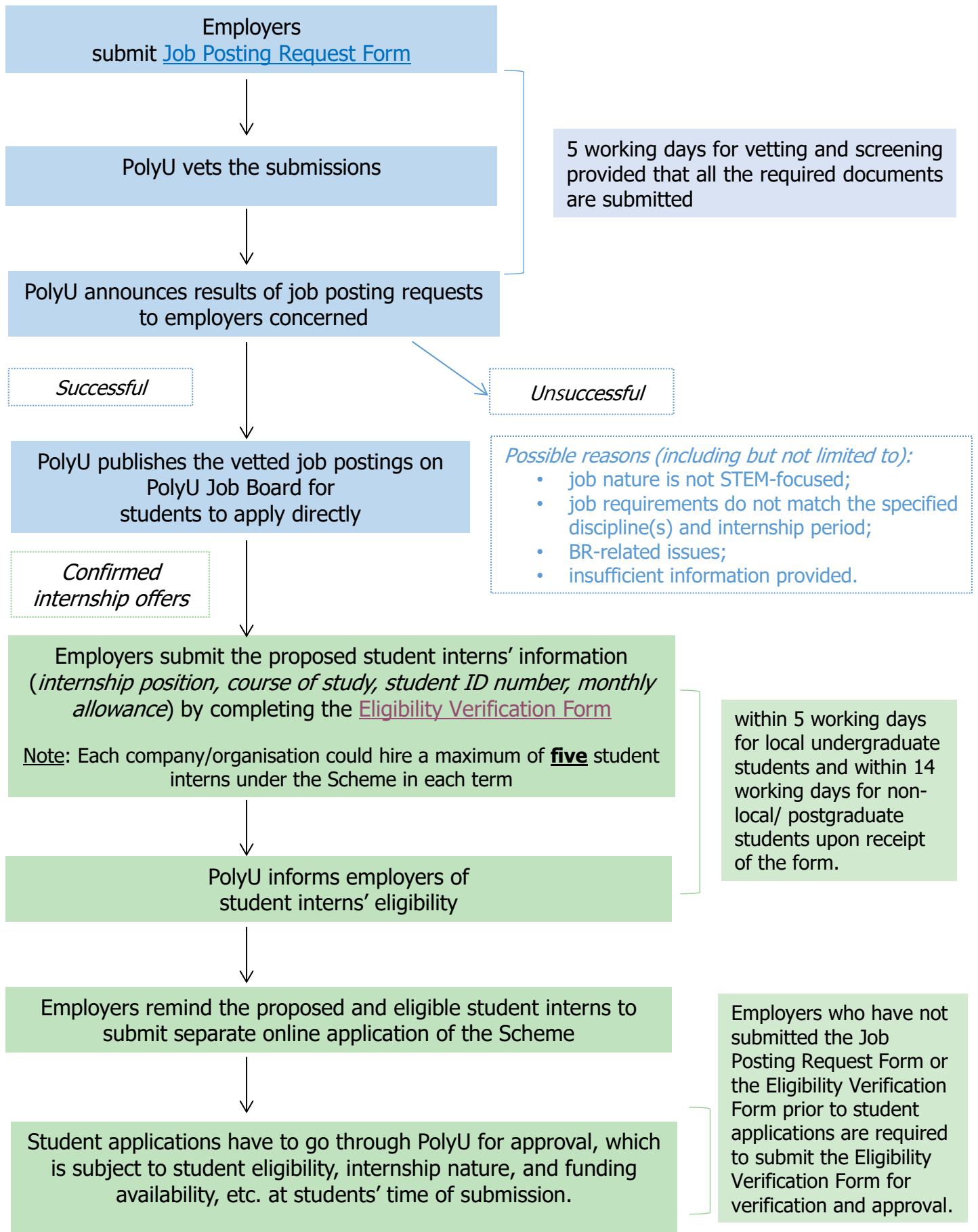
Faculty/School/Department	#	Programme
School of Fashion and Textiles (SFT)		
SFT	106	BA (Hons) Scheme in Fashion and Textiles/ BA (Hons) Scheme in Fashion <i>(for students who have not yet specialised in their major programmes)</i>
		BA (Hons) in Fashion and Textiles (Technology)/ BA (Hons) in Fashion (Fashion Innovation and Technology)
School of Hotel and Tourism Management (SHTM)		
SHTM	107	MSc in Artificial Intelligence in Hospitality

**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



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」），為在本地指定大學¹修讀全日制 STEM² 相關課程的本科生及研究生參與短期實習提供津貼。「計劃」已擴展至涵蓋政府資助的研發中心³和香港生產力促進局為在海內外大學（包括本地指定大學在大灣區設立的分校）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

-
- 1 本地指定大學指 –
 - (a) 香港城市大學；
 - (b) 香港浸會大學；
 - (c) 香港都會大學；
 - (d) 嶺南大學；
 - (e) 香港中文大學；
 - (f) 香港教育大學；
 - (g) 香港理工大學；
 - (h) 香港科技大學；以及
 - (i) 香港大學。
 - 2 STEM 指科學、科技、工程和數學學科。
 - 3 政府資助的研發中心指 –
 - (a) 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」；
 - (b) 香港微電子研發院
 - (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。

8. 有關「計劃」及本「表格」的查詢，請與安排實習的參與機構聯絡。

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 STEM¹-related programmes in designated local universities² to enrol in short-term internships. The Scheme has been expanded to cover the internship opportunities offered by 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 (including the Greater Bay Area (“GBA”) campuses established by designated local universities).
2. For the Scheme operated by participating universities: student interns (“Applicants”) applying for allowance 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. For the Scheme operated by R&D Centres and HKPC: student interns (“Applicants”) applying for allowance 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.

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

² Designated local universities refer to –

- (a) City University of Hong Kong (CityU);
- (b) Hong Kong Baptist University (HKBU);
- (c) Hong Kong Metropolitan University (HKMU);
- (d) Lingnan University (LU);
- (e) The Chinese University of Hong Kong (CUHK);
- (f) The Education University of Hong Kong (EdUHK);
- (g) The Hong Kong Polytechnic University (PolyU);
- (h) The Hong Kong University of Science and Technology (HKUST); and
- (i) The University of Hong Kong (HKU).

³ Government-funded R&D Centres refer to –

- (a) Hong Kong Applied Science and Technology Research Institute (ASTRI), designated as the R&D Centre for Information and Communications Technologies;
- (b) Hong Kong Microelectronics Research and Development Institute (MRDI);
- (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 : University Student Identity No. :
聯絡電話 : Contact telephone no. :		性別 : Gender : <input type="checkbox"/> 男 <input type="checkbox"/> 女 M F
電郵地址 : Email address :		
原居地 : Place of origin :	<input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 內地 Mainland <input type="checkbox"/> 其他地區 (請註明) Others (please specify) : _____	

(b) 就讀課程資料 Academic information §

大學 : University :	<input type="checkbox"/> 城大 CityU <input type="checkbox"/> 浸大 HKBU <input type="checkbox"/> 都大 HKMU <input type="checkbox"/> 嶺大 LU <input type="checkbox"/> 中大 CUHK <input type="checkbox"/> 教大 EdUHK <input type="checkbox"/> 理大 PolyU <input type="checkbox"/> 科大 HKUST <input type="checkbox"/> 港大 HKU <input type="checkbox"/> 城大 (東莞) CityU, Dongguan <input type="checkbox"/> 北師-香港浸會大學 BNBU, Zhuhai <input type="checkbox"/> 中大 (深圳) CUHK-Shenzhen <input type="checkbox"/> 科大 (廣州) HKUST, Guangzhou <input type="checkbox"/> 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 *:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ <input type="checkbox"/> 研究生 Postgraduate	<input type="checkbox"/> 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。

A 部：背景資料 (由實習學生填寫) – 續

SECTION A: Background Information (To be completed by the student intern) – continued

(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 :	

For internship which takes place in the summer break, please tick the year of study before the break.

地點： Location :	<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 內地 Mainland	<input type="checkbox"/> 澳門 Macao	<input type="checkbox"/> 台灣 Taiwan
	<input type="checkbox"/> 亞洲 Asia	<input type="checkbox"/> 非洲 Africa	<input type="checkbox"/> 歐洲 Europe	
	<input type="checkbox"/> 北美洲 N. America	<input type="checkbox"/> 南美洲 S. America	<input type="checkbox"/> 大洋洲 Oceania	

A 部：背景資料 (由實習學生填寫) – 續

SECTION A: Background Information (To be completed by the student intern) – continued

(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) :	
每月酬金 ¹ ： Monthly Honorarium ¹ :	\$	元	酬金總額 (實習全期計)： Total Honorarium (for entire internship period):	\$	元	
酬金細項： Breakdown of Honorarium :	<input type="checkbox"/> by Monthly Honorarium 每月酬金計 <input type="checkbox"/> by Total Honorarium 實習全期酬金總額計					
(i) 計劃下的津貼 Allowance under the Scheme				\$	元	
(ii) 僱主在計劃的津貼之外，額外支付的酬金 Additional honorarium paid by the employer on top of the allowance under the Scheme				\$	元	
總計 Total = (i) + (ii) (視乎選項，應與以上每月酬金或酬金總額 (實習全期計) 相符。) (Depending on the option ticked, should match with either Monthly Honorarium or Total Honorarium above.)				\$	元	
其他補充資料 Any other remarks :						

– A 部完 End of Section A –

¹ 實習學生每月收取的酬金包括計劃下以每 30 天 11,490 元計算的津貼 (即每日 383 元，為期不少於 28 日及不多於 90 日)，以及僱主在計劃的津貼之外額外支付的任何酬金 (按月或按月平均)。
Monthly honorarium received by a student intern refers to the allowance under the Scheme at the rate of \$11,490 for 30 days (i.e. \$383 per day for a minimum of 28 days and a maximum of 90 days) plus any additional honorarium paid by the employer (by month or averaged by month) on top of the allowance under the Scheme.

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^s

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

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

B 部：「參與僱主」評核（由「參與僱主」填寫）– 續**SECTION B: Participating Employer's Assessment** (To be completed by Participating Employer) – continued3. 「參與僱主」的背景資料 Background information on the Participating Employer ^s

公司規模： Company size :	<input type="checkbox"/> < 10 <input type="checkbox"/> 10 – 49 <input type="checkbox"/> 50 – 99 <input type="checkbox"/> ≥ 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 <u>key</u> business area in case more than one area is indicated) :		
<input type="checkbox"/>	銀行 / 金融 / 保險	Banking / Finance / Insurance
<input type="checkbox"/>	生物科技	Biotechnology
<input type="checkbox"/>	中醫藥	Chinese Medicine
<input type="checkbox"/>	建造	Construction
<input type="checkbox"/>	創意產業 (包括設計)	Creative Industries (incl. design)
<input type="checkbox"/>	教育 / 教育科技	Education / Education Technology
<input type="checkbox"/>	電氣及電子	Electrical and Electronics
<input type="checkbox"/>	能源	Energy
<input type="checkbox"/>	環境	Environmental
<input type="checkbox"/>	飲食	Food and Beverage
<input type="checkbox"/>	進出口貿易	Import and Export Trade
<input type="checkbox"/>	資訊科技	Information Technology
<input type="checkbox"/>	物流與通訊技術	Logistics and Communication Technologies
<input type="checkbox"/>	製造工程	Manufacturing Engineering
<input type="checkbox"/>	材料技術	Materials
<input type="checkbox"/>	醫療器材	Medical Equipment
<input type="checkbox"/>	精密工程	Precision Engineering
<input type="checkbox"/>	印刷及出版	Printing and Publishing
<input type="checkbox"/>	專業服務	Professional Services
<input type="checkbox"/>	地產 / 物業管理	Real Estate / Property Management
<input type="checkbox"/>	研發	Research and Development
<input type="checkbox"/>	電訊	Telecommunications
<input type="checkbox"/>	檢測和認證	Testing and Certification
<input type="checkbox"/>	紡織 / 製衣 / 鞋履	Textiles / Clothing / Footwear
<input type="checkbox"/>	旅遊	Tourism
<input type="checkbox"/>	運輸	Transportation
<input type="checkbox"/>	批發及零售	Wholesale and Retail
<input type="checkbox"/>	其他（請註明）	Others (please specify) :
<input type="checkbox"/>	一般（跨行業）	General (Cross Sectors)

4. 對於計劃的意見和建議 Views and suggestions about the Scheme

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B 部：「參與僱主」評核（由「參與僱主」填寫）－ 續

SECTION B: Participating Employer's Assessment (To be completed by Participating Employer) – continued

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. 實習工作的職責符合我的預期。 The duties of the internship meet my expectation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. 我認為實習工作的職責與創科相關。 I consider the duties of the internship I&T-related.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. 我完成實習後對創科行業有更深入的认识。 I have a better understanding of I&T industries after the internship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. 我將來會考慮投身創科事業。 I will consider pursuing a career in I&T.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7. 對於計劃的意見和建議 Views and suggestions about the Scheme

8. 本學年是我第一次參與「計劃」。

This is the first year I take up internship under the Scheme.

在本學年之前，我曾參與過「計劃」，本學年是第 2 / 3 / 4 / 5 / ___ 年參與。

I have taken internship position(s) under the Scheme before, the current academic year is the 2nd / 3rd / 4th / 5th / ___ year of participation.

9. 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 :

請本年畢業同學提供資料 For students graduating this year

10. 我已獲畢業後聘約，現時獲聘用的工作與創科有關。

I have got a confirmed job offer after graduation. My current confirmed job offer is I&T-related.

我已獲畢業後聘約，現時獲聘用的工作與創科無關。

I have got a confirmed job offer after graduation. My current confirmed job offer is not I&T-related.

我尚未獲畢業後聘約。

I have not yet got a confirmed job offer after graduation.

C 部：學生評估（由實習學生填寫）[§] – 續

SECTION C: Student Assessment (To be completed by the student intern)[§] – continued

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 2026
Careers and Placement Section, Student Affairs Office
The Hong Kong Polytechnic University
Time Sheet

Student ID Number: _____ Name of Company/Organisation: _____

Student Name: _____ Name of Internship Supervisor: _____

Programme Title: _____ Title of Internship Supervisor: _____

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

	Dates [DD/MM (Mon)– DD/MM (Sun)]	Working Hours							Total Hours	Signature of Supervisor
		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
<i>Sample</i>	<i>01/06 (Mon) – 07/06 (Sun)</i>	8	8	8	8	8			40	XXX
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 dates per week and the number of working hours 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 add rows as necessary.