**The Hong Kong Polytechnic University**

**Faculty of Applied Science & Textiles**

**Application for Sponsorship for Internship Enhancement Programme 2020/21**

**Application Form**

**Eligibility:**

1. Minimum number of hours of internship is 120 hours.
2. A cumulative GPA of 2.5 or above (including the First Semester in Year 2020/21).
3. Nominated by Head of Department or delegate (complete Part C of the application form).
4. Complete two FAST Professional Training Workshops, equivalent to 5 hours in total.

**Application Procedures:**

1. Deadline of application is **27 April** **2021**.
2. Please submit the completed application form and a photocopy of the following documents to your **Academic Department** 4 weeks before the commencement of the internship.

* Transcripts of study
* Offer letter from the organization
* Budget plan *(for off-shore internship ONLY, please complete Appendix I*)

1. A copy of assessment report completed by the internship supervisor and applicant, photos and 1-minute video sharing are required to submit to the Faculty Office 4 weeks after successful completion of the internship.
2. The information given in this form will be handled in strict confidence.

|  |  |  |  |
| --- | --- | --- | --- |
| **Part A: Personal Information** | | | |
| **Name:** | Miss / Mr | | |
| **Student No.:** |  | | |
| **Programme title:** |  | | |
| **Department:** | ITC | **Year of study:** |  |
| **Email:** | @connect.polyu.hk | **Tel.:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part B: Internship Placement** | | | | |
| **Name of organization:** |  | | | |
| **Address:** |  | | | |
| **Country:** | \*□ Off-shore / □ Hong Kong | | | |
| **Website:** |  | | | |
| **Placement period (date):** | **From** |  | **to** |  |
| **Estimated working hours:** | hours | | | |
| **Salary** *(if any)***:** | HK$ \*□ per month / □ programme | | | |
| **Placement title and Learning outcomes:** |  | | | |

**Sponsorship:**

|  |  |
| --- | --- |
| **From CAPS** *(if any)* | HK$ |
| **From Department** *(if any)* | HK$ |
| **From PolyU Donation Matching Scheme** *(if any)* | HK$ |
| **Estimated budget**  (*off-shore internship only)* | HK$ (*please fill in details in Appendix I)* |

*------------------------------------- To be completed by Department/ Faculty -------------------------------------*

|  |  |  |  |
| --- | --- | --- | --- |
| **Part C: Recommendation by Department** | | | |
| **Amount of Sponsorship Recommended:** | HK$ | | |
| **Reasons for Nomination:** |  | | |
| **Endorsed by** (Name/Post): | Prof. CW Kan (HoD/Delegate) | | |
| **Signature:** |  | **Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part D: Decision of Committee of Internship Enhancement Programme** | | | | |
| **Application is** | \*□ approved / □ not approved. | **Amount granted:** | | HK$ |
| **The committee** | \*□ supports / □ does not support the nomination of the department. | | | |
| **Endorsed by:** | Dr Joanne Yip | | | |
| **Faculty chop** |  | | **Date:** |  |

*\* Please tick the appropriate box*

***Appendix I***

**Budget Plan for Offshore Internship**

|  |  |
| --- | --- |
| **Name:** |  |
| **Department:** |  |
| **Name of organisation:** |  |
| **Location:** |  |
| **Placement Period (day/month/year):** | to |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items** | | **Sponsorship**  **(HK$)** | **Estimated Expenses**  **(HK$)** | **Attachment (** **✓** **)** |
| **CAPS Offshore WIE Sponsorship (OWS)** | |  |  |  |
| **Other Sponsorships (apart from WIE/ Faculty Sponsorship), please indicate:** | |  |  |  |
| **Transportation** | **Flight ticket**  ***(please provide itinerary with ticket cost)*** |  |  |  |
| **Other forms of transportation** |  |  |  |
| **Accommodation**  **No. of Days: \_\_\_\_\_\_**xHK$ \_\_\_\_\_\_ per night | |  |  |  |
| **Living Cost**  **No. of Days: \_\_\_\_\_\_**xdaily allowance **1** | |  |  |  |
| **Others, please indicate:** | |  |  |  |
| **Total** | | **(A)** | **(B)** |  |
| **Net Amount ( = A – B )** | | HK$ | |

**1 Living Cost (daily allowance)**

**Basic Sponsorship for Respective Zone**

|  |  |  |
| --- | --- | --- |
| **Zone** | **Area** | **Daily Allowance (Max.)** |
| **A1** | China (Guangdong Province) | HK$ 100/day |
| **A2** | China (other than Guangdong Province) | HK$ 100/day |
| **B** | Asian Countries (other than China) | HK$ 100/day |
| **C1** | International (other than Europe and America) | HK$ 180/day |
| **C2** | International (Europe and America) | HK$ 180/day |

Reference based on OWS Guidelines: <https://www.polyu.edu.hk/sao/cps/wie/images/web_docs/OWS2021/OWS_Guidelines_2020-21.pdf>