

SFT Summer Internship Programme 2022/23

Learning Beyond the Classroom through
Local & Off-shore Internships

About the Programme





School of Fashion and Textiles (SFT) of PolyU is committed to the development of “all-round” graduates with vision and a global outlook, a sense of social responsibility, as well as critical and creative thinking abilities.





Objectives of Summer Internship Programme

Local and off-shore internships are available for undergraduates:

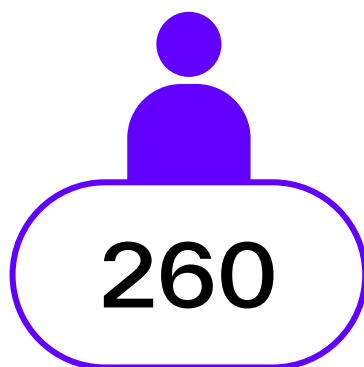
1. To nurture, groom and equip our future leaders in the fashion and textile industry through collaboration between university and industry partners
2. To encourage students to contribute to the workplace and prepare for their university-to-work transition
3. To provide students with the experience of working in a dynamic business environment while developing a range of generic skills and professional competence



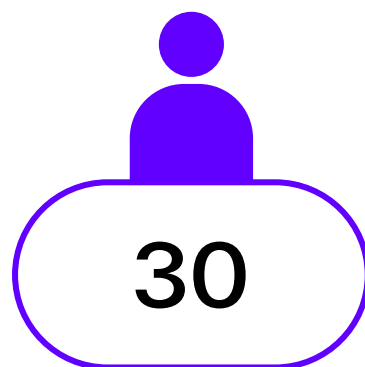


290

Year 3 Students (2022/23)

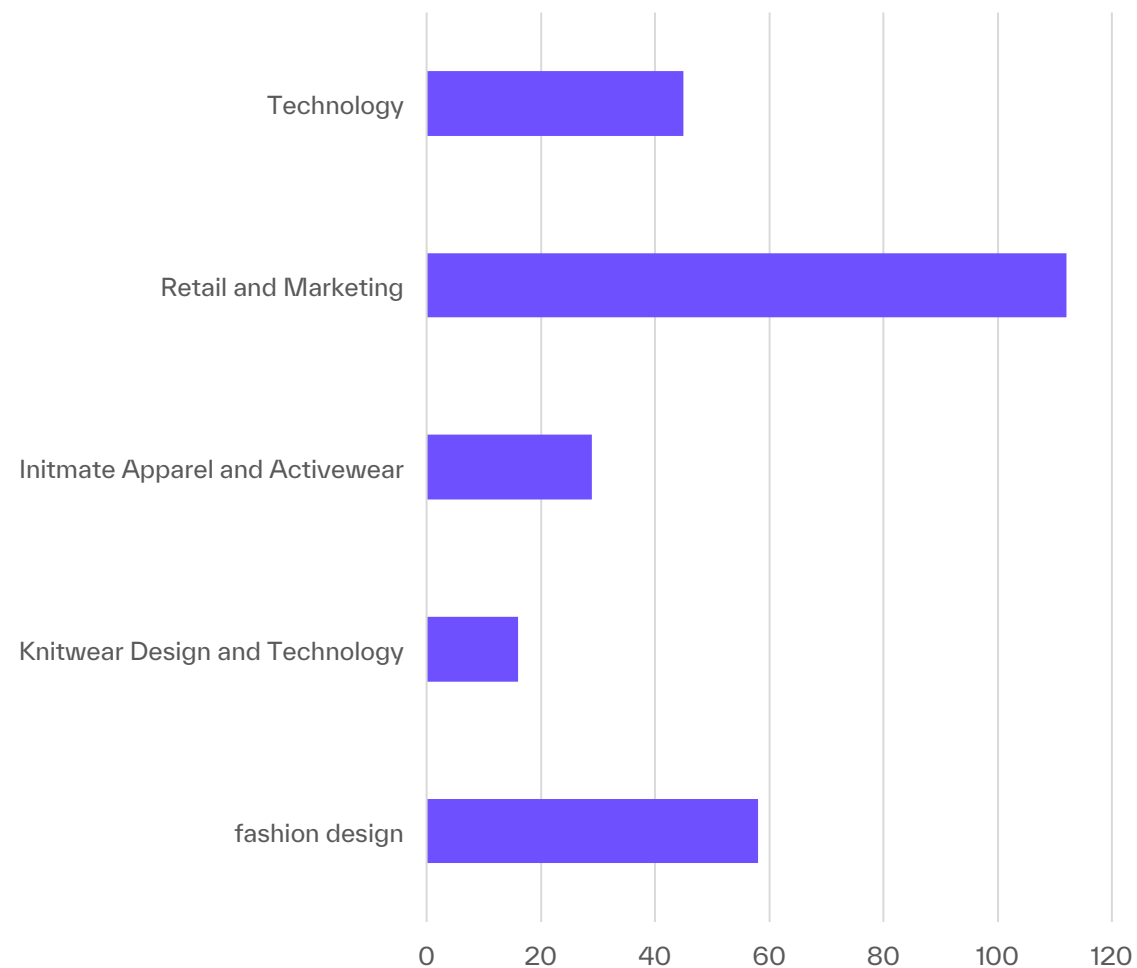


BA (Hons) in
Fashion and Textiles



BSc (Hons) in
Digital Fashion

BA (Hons) in Fashion and Textiles (Year 3 students,
2022/23)





All **Year 3 students** studying
BA (Hons) Scheme in Fashion and Textiles OR
BSc (Hons) in Digital Fashion

Basic Requirements

- Outstanding academic performance (min. GPA 3.2)
- Language proficiency
- Strong communication and presentation skills
- Positive attitude
- Strong passion for fashion

Selected students should attend pre-departure briefing, training and workshops before the commencement of summer internship programme

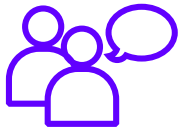




Duration: minimum 7 weeks

3
POSITIONS

Students can apply for a maximum of 3 positions



Interviews will be conducted in March 2023

3
CREDITS

Student interns are required to take this programme as a credit-bearing elective subject (3 credits)



Student interns are closely monitored by subject lecturers





Companies are expected to provide a mini-project to student interns, which enables them to connect classroom theory with workplace applications.

Suggested scope and contents are:

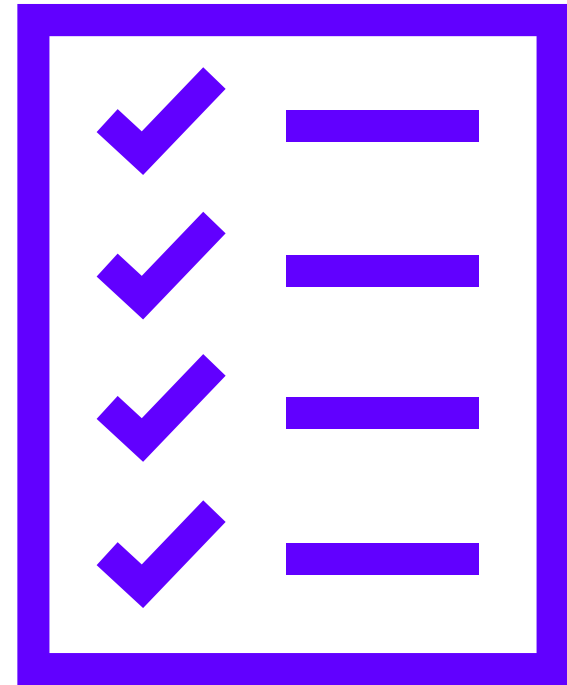
- Market, industry, company research
- Data collection and analysis
- Solutions to address the real-life fashion business environment issues
- Integration of theoretical and practical issues to diagnose work-related problems
- Any projects which can generate practical insights of the fashion and textile industry





Student interns are closely monitored by subject lecturers through email, teleconversation, personal consultation, progress report and final report.

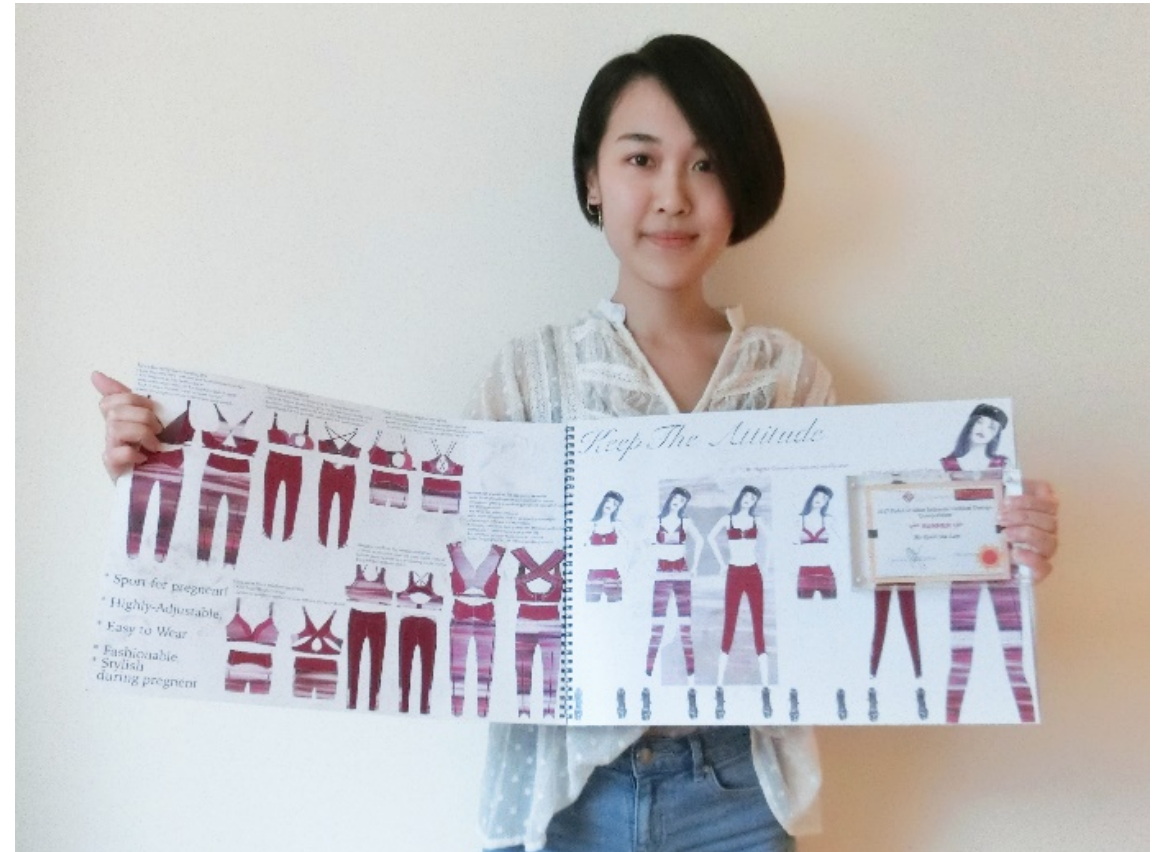
The subject lecturers might also contact the employer (attachment supervisor) to understand and monitor the students' performance.





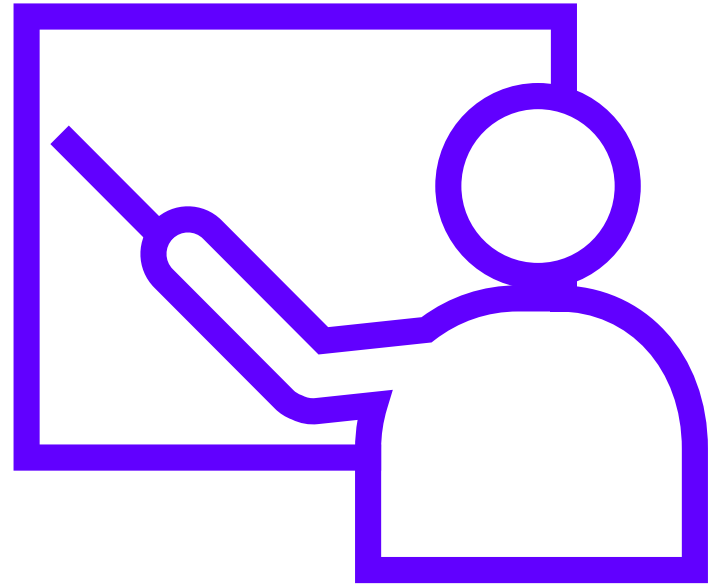
All interns are required to submit term report and learning portfolio for assessment.

Interns who perform below standard level will be given poor grades or even **'FAIL'**.





PolyU offers a number of pre-internship and pre-departure workshops/briefing sessions to assist students in preparing for successful completion of the programme.





Work Etiquette

Software Enhancement Workshop

Effective Workplace Communication and Presentation Skills

Preparation for Learning Portfolio

Time Management



Regarding coverage of accidents during work, PolyU provides Group Personal Accident Insurance coverage for basic protection to students participating in local, mainland China or overseas internship.

Student interns should report immediately to SFT and their employers if there is an accident.

EMPLOYMENT COMPENSATION

To offer students better protection when working in Hong Kong, company partners may consider taking out the Employment Compensation (EC) for the interns which offers a greater compensation in case of claims

GROUP TRAVEL INSURANCE PLAN

PolyU has a Group Travel insurance plan for additional coverage for students in offshore placements

Timeline

Internship partners to send JD to SFT

By 1 Feb 2023

SFT invites students to apply for the Programme

6 Feb 2023

Programme application deadline

17 Feb 2023

SFT sends student CVs to internship partners

1 Mar 2023

Internship partners conduct online / f2f interviews with candidates

Mar 2023

Internship partners send the shortlist of student interns to SFT

By 24 Mar 2023

Job matching by SFT

27 Mar – 14 Apr 2023

All offers confirmed

20 Apr 2023

(PolyU Examination Period)

(20 April – 6 May 2023)

Pre-departure training

8 – 31 May 2023

Earliest date to report duty

1 Jun 2023

Summer Intern Partnership Scheme

SAME Manpower Budget
DOUBLE Manpower Resources

By joining the **Summer Intern Partnership Scheme**, internship partners can employ more student interns or elongate the internship with the SAME internship budget.

**SAME Internship Budget
DOUBLE Manpower Resources**

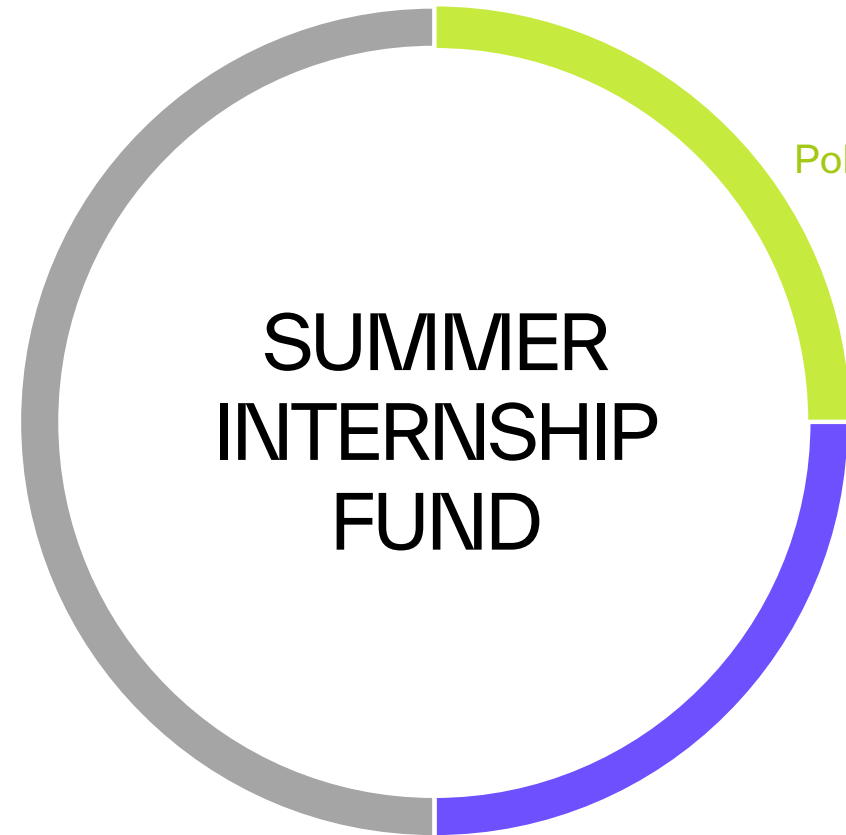


Summer Internship Budget DOUBLE UP

Original Budget
\$20,000

Hire 2 student interns
\$10,000 per month per intern

Donation
Your Internship
Budget
\$20,000



Matching
PolyU Matching Fund
\$10,000

Sponsorship
Provided by
School of Fashion
and Textiles
\$10,000



Company Enjoys Tax Reduction

A donation receipt will be issued by PolyU to internship partners, i.e. donors, who made donations for tax deductible purposes





PolyU takes care ALL the HR Administrative Works

PolyU will employ the student interns directly to conduct 'field work' at your designated workplace. Employment agreement, MPF (if any), insurance, payroll, etc, will be taken care by PolyU.



The designated intern supervisor(s) from workplace and academic department will closely monitor the performance of the student interns.

The interns should submit term report and learning portfolio for assessment. If they perform below standard level, their supervisor(s) will give poor grades or even 'FAIL'.





Employers receive extra manpower, enjoy tax reduction, save admin. works



More talented students will have a chance to serve in the industry and gain hands-on experience for their future career



PolyU receives more connection with different private sectors



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學



School of
Fashion & Textiles
時裝及紡織學院

How it works?



Example 1

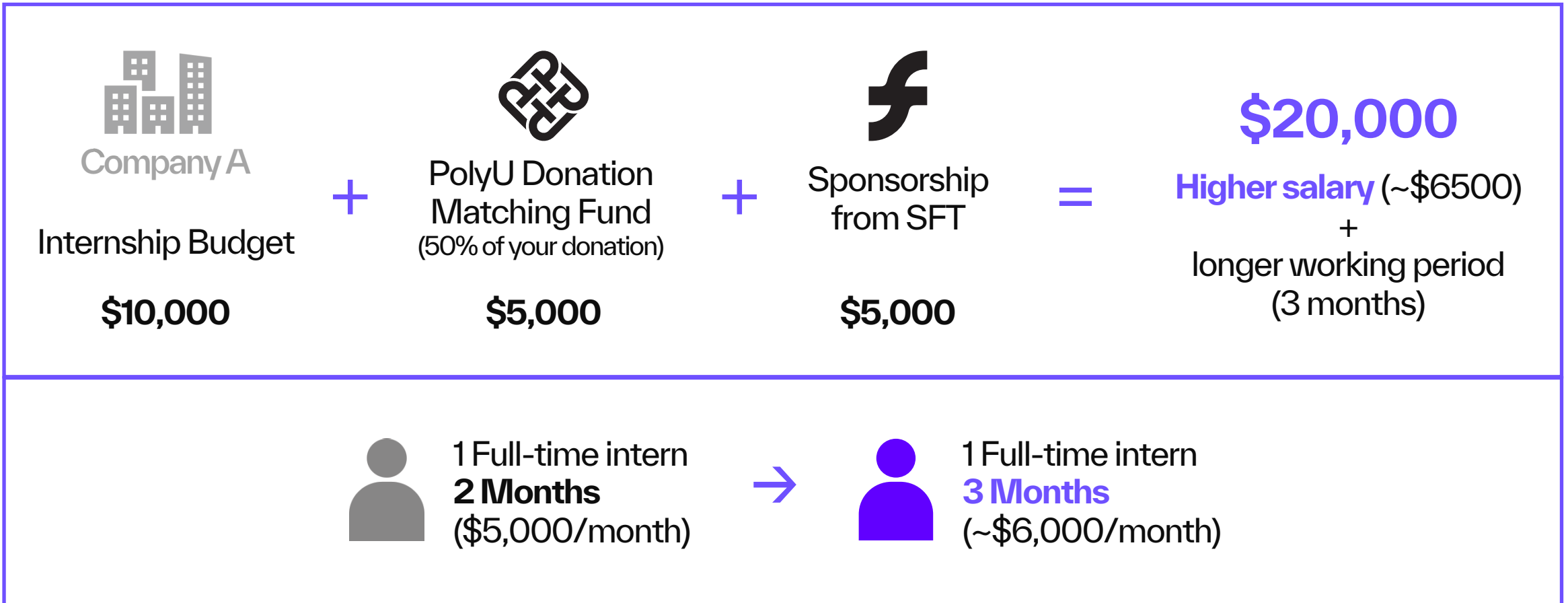


Company A
Internship Budget
\$10,000



\$5,000 per month per intern
Intend to take **1 full-time intern** in **2 months**

Summer Intern Partnership Scheme





Example 2

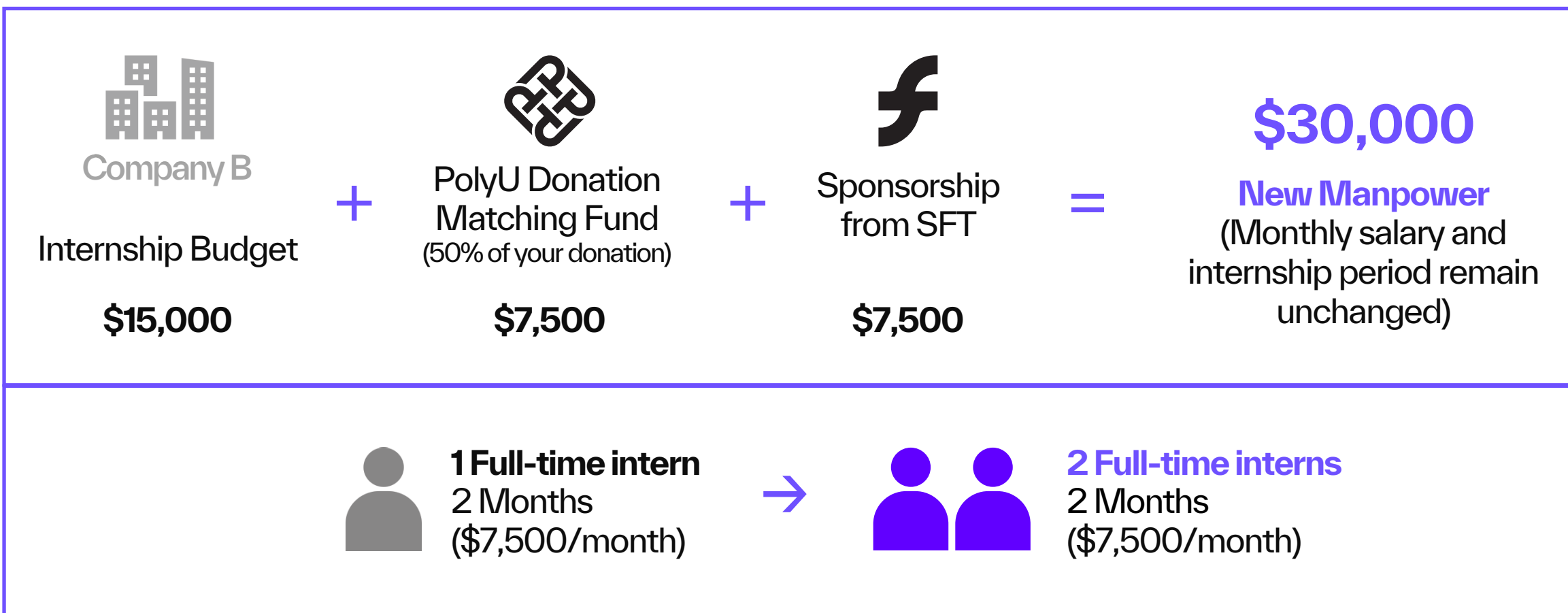


Company B
Internship Budget
\$15,000



\$7,500 per month per intern
Intend to take **1 full-time intern** in **2 months**

Summer Intern Partnership Scheme





Example 3

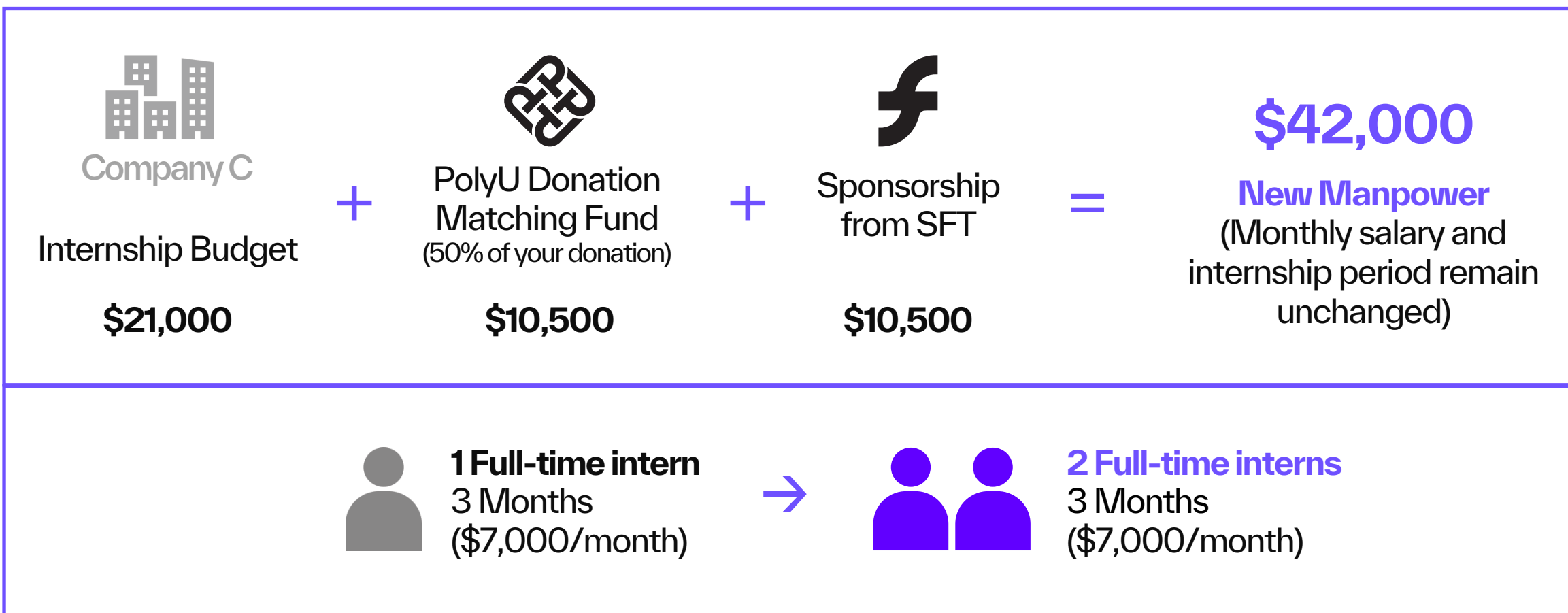


Internship Budget
\$21,000



\$7,000 per month per intern
Intend to take **1 full-time intern** in **3 months**

Summer Intern Partnership Scheme





Example 4

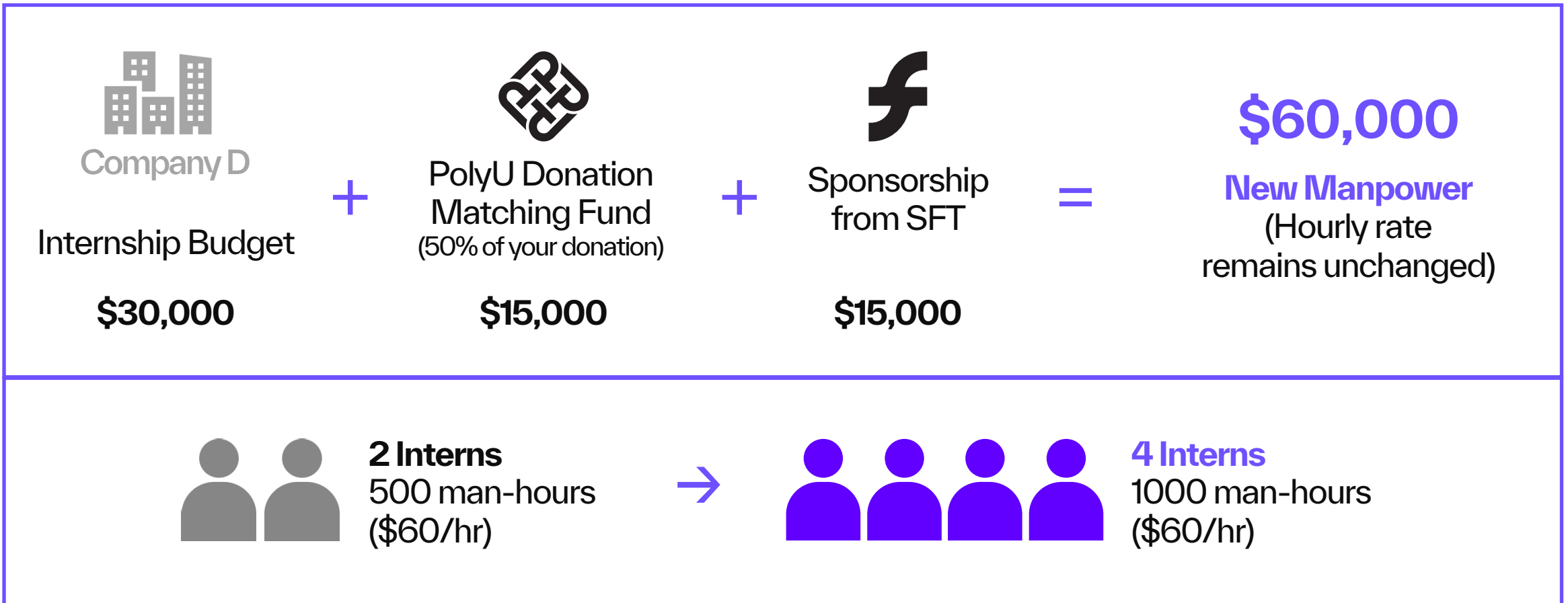


Company D
Internship Budget
\$30,000



\$60 per hour per intern
take **2 interns** for **250 hours**

Summer Intern Partnership Scheme





Dr Kawai Lo

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Taskforce

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