



SFT  
SUMMER  
INTERNSHIP  
2024



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學



School of  
Fashion & Textiles  
時裝及紡織學院

# About the Programme

Learning Beyond the Classroom through Local & Off-shore Internships







## Objectives of Summer Internship 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



# Eligibility

All **Year-3 students** studying:  
BA (Hons) Scheme in Fashion and Textiles  
BA (Hons) Scheme in Fashion

## Basic Requirements

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

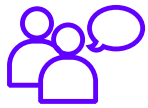
Selected students are required to attend pre-departure briefing, training and workshops before the commencement of summer internship programme.







Duration: student interns are required to work in full-time basis (5 days per week and 8 hours per day) for 7 weeks minimum during the summer break (3 Jun - 30 Aug 2024)



Interviews will be conducted in March 2024

**3**  
CREDITS

They are required to take this programme as a credit-bearing elective subject (*Professional Attachment*)



They are closely monitored by subject lecturers



# Programme Features



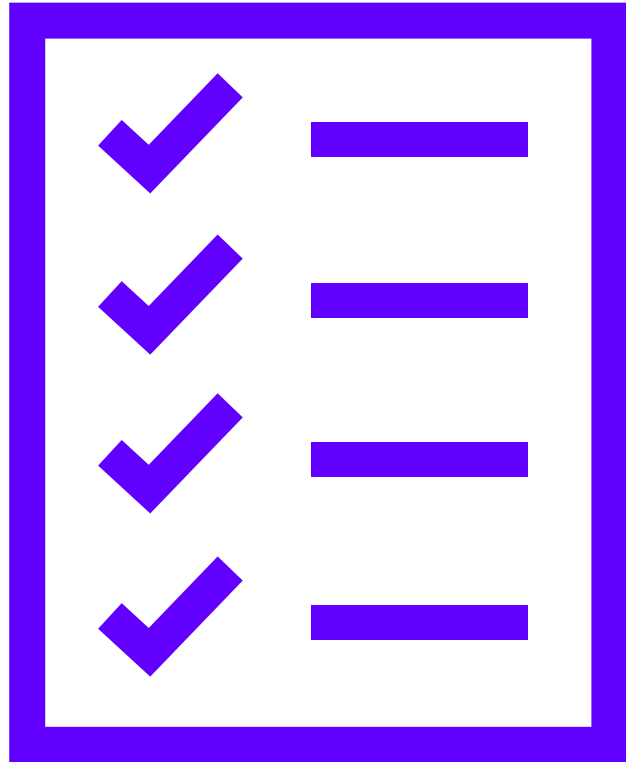
# Mini-Project

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





# Progress Monitoring

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

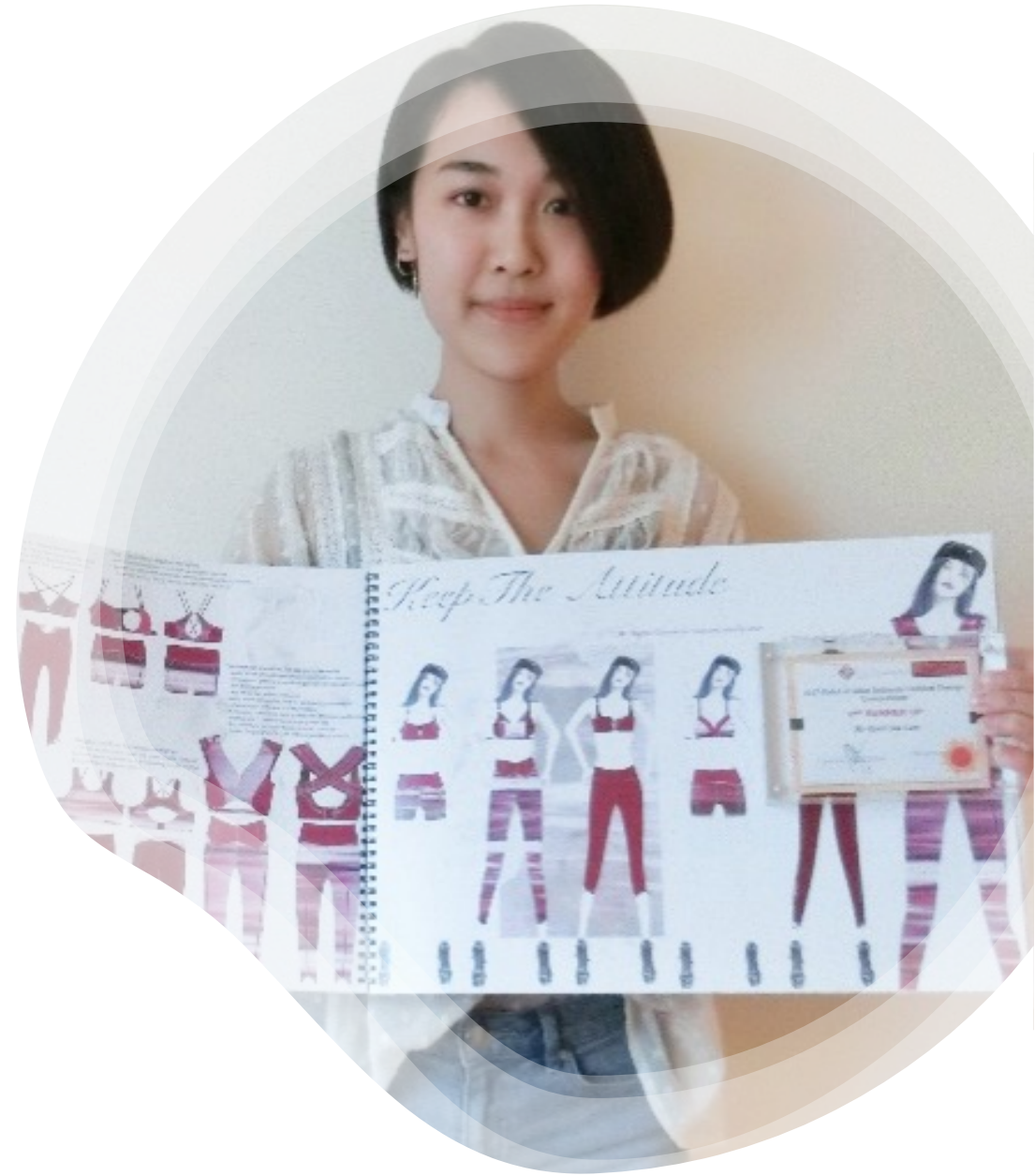
The subject lecturers might also contact the employer (attachment supervisor) to understand and monitor the students' performance.



# Progress Monitoring

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'.



# Pre-departure Training



Work Etiquette

Software Enhancement  
Workshop

Effective Workplace  
Communication and Presentation  
Skills

Preparation for Learning Portfolio

Time Management



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



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 employer if there is an accident.

## EMPLOYMENT COMPENSATION

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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

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



# Timeline

Internship partners to send JD to SFT

By 31 Jan 2024

Programme application by students

19 - 23 Feb 2024

SFT sends student CVs to internship partners

1 Mar 2024

Internship partners conduct online / f2f interviews with candidates

Mar 2024

Internship partners send the shortlist of student interns to SFT

By 22 Mar 2024

Job matching by SFT

25 Mar - 12 Apr 2024

All offers confirmed

Before 19 Apr 2024

(PolyU Examination Period)

(25 Apr - 11 May 2024)

Pre-departure training

13 - 24 May 2024

Earliest date to report duty

3 Jun 2024



## **SFT** Internship & Career Services

Tel: 34003369

Email: [sft.internship@polyu.edu.hk](mailto:sft.internship@polyu.edu.hk)

