

**ITC STEM Internship Scheme
Semester A and Winter Break 2022/23 Intake
City University of Hong Kong**

Application Guidelines (“Guidelines”)

Background

1. The Innovation and Technology Commission (“ITC”) has set up the STEM Internship Scheme (the “Scheme”) to encourage STEM students to gain innovation and technology (“I&T”)-related work experience during their studies and to foster their interest in pursuing a career in I&T after graduation, so as to enlarge the local I&T talent pool.

Employer’s Eligibility

2. Employers have to hold a valid Business Registration Certificate, Certificate of Registration of a School, or other recognised certificate/license at the time of internship provision.
3. The companies/organizations should not receive other subsidies from the Hong Kong SAR Government for engaging any student interns under the Scheme.
4. Employers should have adequate capacity to supervise, manage, and provide **I&T related** training and work learning experiences to student intern(s) throughout the internship period.
5. Employers agree to fulfil all the requirements stated in this set of Guidelines.

Requirements of the Internship

6. Local or non-local **full-time placements** with a duration of **no less than 4 consecutive weeks (28 calendar days)**. The start and end day of internship contract should be on a working day. If the start/end day falls on a Saturday, Sunday or Public Holiday, they will be regarded as unpaid leave.
7. The placements must be **Information and Technology related** with its actual work containing information and technology elements (e.g. technology-related intellectual property work, engineering, digital marketing, data analysis, etc.).
8. Internships under the Scheme should commence **no earlier** than the following schedule:
 - Semester A Internship: 1 September 2022
 - Winter Break Internship: 1 December 2022
 - Semester B Internship: 9 January 2023
 - Summer Internship: 1 May 2023

Eligibility & Recruitment of CityU Students

9. Local or non-local^a students currently enrolled as full-time students of City University of Hong Kong.

10. Undergraduates or postgraduates from any year of studies^b enrolling on one of the **full-time STEM programmes** funded by the University Grants Committee (“UGC”) listed in **Appendix 1**.
11. Legally employable in Hong Kong.
12. Students cannot concurrently receive other internship subsidies provided by the Hong Kong SAR Government.
13. The internship funded by the Scheme **should not be arranged to meet the compulsory requirement for graduation of a degree programme**. However, if the internship period is longer than that duration of the compulsory requirement, the portion of period in excess could be covered by the Scheme, if the other requirements stipulated in the Guidelines are met.

^a *Final-year students are eligible as long as the internship commences before the expiry date of student status and subject to the requirements stipulated in the Guidelines.*

^b *Eligible non-local students who are not exchange-in students can take up internships in Hong Kong only under the Scheme subject to conditions of stay and approval by respective academic units. “No Objection Letter” from College/School is required. Non-local students are capped at a quota of 20% of all CityU participants.*

Internship Application Procedures

14. The internship openings should be registered with Career and Leadership Centre (CLC) by email at stem.internship@cityu.edu.hk.
15. CityU will verify each job description to ensure the job is I&T-related. After verification, the job openings will be promoted to students via email or departmental Job Board. In case students have searched I&T related internship from other sources, you are highly recommended to invite the Employers to register jobs via stem.internship@cityu.edu.hk for joining STEM Internship Scheme and seeking approval from related academic units prior to job confirmation and acceptance. Approval will be granted on a case-by-case basis.
16. Interested students are expected to follow the instructions stated in the job postings and submit their applications to the Employers directly.
17. Employers should conduct screening and selection of the student applicants independently. Both Employers and student applicants are highly recommended to check the followings during the selection process/before job offer is extended:

Student status

The student applicant is

- a) enrolling on one of the full-time STEM programmes funded by UGC (Appendix 1);
- b) an active student, i.e. the internship commences before the expiry date of student status as shown on [CityU AIMS](#);
- c) legally employable in Hong Kong;

- d) eligible to work as a “Student Intern/Work Experience Student” under the Minimum Wage Ordinance if no minimum wage is provided to the student intern by the Employer (please click [here](#) for details);

Claim history

- e) not previously hired by the same Employer in the same academic year; and
- f) not received/not receiving the allowance under the Scheme which exceeds three months in the same academic year, prior to the commencement of the current job opportunity.

Purpose of application

- g) not using the entire internship period to meet the compulsory requirement for graduation of a degree programme; if the applicant is seeking for an internship IN EXCESS of that compulsory internship requirement, he/she is obliged to inform the Employer and the period length IN EXCESS of the compulsory internship requirement should be longer than four consecutive weeks.

18. Upon offer confirmation to CityU students, Employers must inform CLC by email and **provide the following details for proving the student applicant’s eligibility.**
 - a) Student full name
 - b) Student CityU ID/CityU email
 - c) Job position offered
 - d) Proposed internship start date and end date
19. Student interns who do NOT receive a minimum wage from Employers for the internship under the Scheme should declare as “Student Intern” or “Work Experience Student” under the Minimum Wage Ordinance for exemption of minimum wage requirement (please click [here](#) for details). For “Student Intern”, student applicants should seek endorsement from their home College/School. For “Work Experience Student”, student applicants should complete the Confirmation of Student Status for “Work Experience Student”, obtain the statutory declaration through [Home Affairs Enquiry Centre](#), seek endorsement from the student applicant’s home College/School, and provide these documents to the Employers.
20. Employers shall sign an official employment contract with the student intern with an internship period of not less than four consecutive weeks and specify the related terms and conditions.
21. Student interns shall conform in all respects with all legislation (including the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of any applicable jurisdiction in carrying out the internship duties or the related activities.
22. Upon completion of the whole internship period, Employers and student interns should submit the Assessment Forms and return the required documents to the respective College/School of CityU. Disbursement to student interns will only be made based on supporting proof.

Allowance Amount and Financial Arrangement

23. **The allowance for the internship of each student intern is HK\$10,500 per month (i.e. 30 days), capped at three months (i.e. 90 days, maximum at HK\$31,500) in one academic year (i.e. 1 September 2022 to 31 August 2023). The allowance will be disbursed to student interns via CityU.**
24. Employers may pay the student interns a monthly honorarium on top of the allowance under the Scheme with reference to their internal policies, industry benchmarks or market rates.
25. Internships' duration of less than 28 calendar days after deduction of all unpaid leave days (if any) will not be reimbursed.
26. Employers can extend the internship duration at own discretion and expenses, provided that the arrangements comply with the Employment Ordinance, the Minimum Wage Ordinance, the Mandatory Provident Fund Ordinance, and other related ordinances.
27. For non-local internship placement, student interns may receive other subsidies from the universities or other parties to cover the air travel expenses, accommodation and visa, in addition to the allowance under the Scheme.
28. **If the employment terms and conditions of the job are different from the information provided at the time of job application/confirmation or the actual work of internships turned out to be unrelated to I&T, CityU reserves the right of reimbursement to student interns and request the Employers to pay back the salary to the student interns.**

Employer's Responsibility

29. There must be a direct employment relationship between the Employer and student intern. The Employers must undertake all legal responsibilities as an Employer under the Minimum Wage Ordinance, the Employment Ordinance, the Employee's Compensation Ordinance, and conform in all respects with all legislation (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of any applicable jurisdiction in carrying out the internship duties or the related activities.
30. **For internships which exceed 59 days and provided that the student interns are eligible to work as "Work Experience Students" under the Minimum Wage Ordinance, Employers are required to fulfil the minimum wage requirement under existing legislation and pay the student interns no less than the minimum wage from 60th day of the employment onwards and should arrange for the student interns to join a registered Mandatory Provident Fund (MPF) scheme – MPF contribution is according to wages payable by Employers. For student interns who are NOT eligible to work as "Student Interns/Work Experience Students" under the Minimum Wage Ordinance, Employers are required to pay the student interns no less than the minimum wage for the whole period of employment.**
31. Employers have to guarantee that the student intern(s) recruited for the post is/are direct employee(s) of Employers and would come under the protection of the Employment Ordinance, and that all activities carried out by Employers are lawful and morally accepted. In addition,

Employers must also ensure that the information provided during the application is true, accurate, and based solely on genuine recruitment needs, and the terms of employment as well as job descriptions, etc. are consistent with the actual work assigned.

32. Employers are required to provide employees' compensation insurance to cover employer's liabilities both under the Employees' Compensation Ordinance and at common law for work injuries sustained by student interns.
33. Employers must ensure that the terms of employment, entry requirements and job descriptions of the internship post follow the relevant codes of practices against discrimination in employment, such as gender, age, disability, and race.
34. Employers should observe the Personal Data (Privacy) Ordinance while collecting personal data from applicants (e.g. resumes), and provide the information of the contact person's name and means for job applicants to obtain Personal Information Collection Statement.
35. Employers should manage and supervise the student interns like other employees.
36. Employers must not solicit any money or other advantages in any form or under any title, no matter for reason of provision of services or training, selling of goods, referral of service, guarantee deposit and so on directly or indirectly from student interns.

Frequently Asked Questions

1. What is the eligible internship period under the Scheme?

The minimum eligible internship period is four consecutive weeks (i.e. 28 consecutive calendar days) and the maximum amount of allowance received by a student intern under the Scheme is capped at three months (i.e. 90 days) in one academic year. The actual internship period is subject to mutual agreement between the Employer and student intern, according to student availability and company requirement. Summer internships under the Scheme should commence no earlier than May 2023. All summer internships for CityU students under the Scheme cannot start later than 4 August 2023 and cannot end later than 31 August 2023. For reference, CityU Academic Calendar:

https://www.cityu.edu.hk/arro/ac_calendar.asp

2. Are students undertaking internship to fulfil a compulsory graduation requirement be eligible to receive allowance under the Scheme?

In general, the Scheme does not cover an internship arranged to meet the compulsory requirement for graduation of a degree programme. However, if the subject internship period is longer than the duration of the compulsory requirement, the portion of period in excess could be covered by the Scheme, if the other requirements as stipulated in this Guidelines are met.

For the purpose of the Scheme, an internship is not considered compulsory requirement if it is an optional requirement of a course. Yet for courses with a mandatory internship component

which is listed as an option for fulfilling a compulsory graduation requirement but not as an elective, such internship is considered compulsory.

3. **Should Minimum Wage Ordinance be observed under the STEM Internship Scheme?**

Yes – according to ITC Guidelines, Employers in Hong Kong should observe the relevant requirements under the [Minimum Wage Ordinance \(Cap. 608\)](#). If the STEM internship **is a compulsory or elective component of the requirements of the full-time degree programme**, it is classified under “**Student Intern**” and in this case, Statutory Minimum Wage (SMW) would not apply.

If the STEM Internship **is NOT a compulsory or elective component** of the requirements of the full-time degree programme, it is classified under “**Work Experience**” and in this case, the exemption period of SMW is only applicable up to 59th day of the internship period. From 60th day onwards, the Employer will need to fulfil the minimum wage requirement under existing legislation and pay the work experience student interns no less than the minimum wage for the period of employment beyond the continuous period of 59 days. For details, please click [here](#).

If the student applicant is not eligible to apply for “Student Intern/Work Experience Student”, Minimum Wage Ordinance applies and the Employers should pay the student intern with salary no less than the Statutory Minimum Wage rates as specified in the Ordinance since the commencement of internship, regardless of the allowance provided under the Scheme.

4. **Will Employers be responsible for MPF contribution during the internship period?**

According to the Mandatory Provident Fund Schemes Ordinance in Hong Kong, MPF contributions apply to student interns aged 18 or above who are employed for a continuous period of 60 days or more.

The calculation of Employer’s contribution for a student intern should begin from the first day of the employment. For new employees, Employers must make their first-time contributions to trustees on or before the next contribution day (the 10th of each month) after the calendar month in which the 60th day of employment falls. For details, please visit <https://www.mpfa.org.hk/> or https://www.mpfa.org.hk/en/-/media/files/information-centre/publications/mpf-booklets-and-publications/employer/en/er_handbook_eng.pdf

For “**Student Intern**” under the Minimum Wage Ordinance, if no additional salary or remuneration is provided to student interns on top of the allowance under the Scheme, **MPF contribution is not required during the internship period.**

For “**Work Experience Student**” under the Minimum Wage Ordinance, if no additional salary or remuneration is provided to student interns on top of the allowance under the Scheme, **MPF**

contribution is only applicable during the internship period that minimum wage applies, i.e. from 60th day onwards, according to wages payable by Employers.

5. How will the allowance under the Scheme be calculated?

The actual number of calendar days served in that particular month, including Saturdays, Sundays and/or public holidays, net any unpaid leave or sick days taken that are not covered by the Scheme. Total disbursement of allowance to student interns is calculated by using the following formula:

$$\text{Allowance} = (\text{Internship period} - \text{Unpaid leave}) \text{ in days} \times \$350/\text{day}$$

6. How many quotas will be allocated per company?

There are multiple considerations and criteria when assigning quotas for each company, including but not limited to the available funding from ITC, College/School internal quota, feedback from previous interns, company size and operations, etc. The final decision rests with relevant academic units and Career and Leadership Centre of CityU.

7. Are research and development (R&D) centres and Government departments eligible to provide placement for student interns under the Scheme?

R&D centres are eligible to engage student interns under the Scheme if no other Government funding is involved. However, students enrolled in internship programmes operated by Government departments are not eligible to receive allowance concurrently under the Scheme.

8. Can the internship be on a part-time basis?

No, the internship must be on a full-time basis. For instance, **students attending regular course(s) for 2 or more days per week during the internship should NOT be considered as full-time interns**. The final decision on the requirements of full-time internship are subject to the decision of relevant academic units of CityU.

9. Are unpaid leaves allowed during the internship?

Student interns may take unpaid leaves during the internship. For instance, student interns may take unpaid leaves to handle other university commitments. However, unpaid leaves will not be taken into consideration in the calculation of allowance under the Scheme. **Students who are taking 14 days of unpaid leaves or more in the whole internship period will NOT be accepted**, unless the justification is reasonable and agreed explicitly in writing in advance by the Employer and CityU CLC. In addition, students attending regular course(s) for 2 days or more per week during the internship should NOT be considered as full-time interns. Other circumstances would be reviewed on a case-by-case basis and are subject to final decision and approval by ITC and CityU CLC.

10. Some internship placements have already started, can those Employers and student interns enroll in the Scheme?

Yes - as long as respective College/School can identify the internship placement and student interns are eligible to enroll in the Scheme. Respective College/School should invite Employers to provide job descriptions and confirm both student interns and Employers that the internship they are committing are under the Scheme.

11. Can a student take more than one internship under the Scheme in the same academic year?

In general, a student may receive the allowance under the Scheme for more than one internship place in the same academic year (1 September to 31 August of the following year), provided that the participating Employers are not the same, the maximum reimbursable amount is capped at \$31,500 (90 calendar days) in the academic year, and the internship periods do not overlap. Please note that only one period of internship in the same calendar year can be exempted from the minimum wage requirement as “exempt student employment” under the Minimum Wage Ordinance. For details, please click [here](#).

12. How should Employers handle early termination of employment contracts?

If the internship period is cut short due to any reason, Employers must inform CityU immediately. Student interns shall receive pro-rated allowance based on the actual internship period so long as all other requirements are met. If the actual period worked is less than 28 calendar days (i.e. 4 consecutive calendar weeks) after deduction of all no-pay leaves taken by the student interns (if any), Employers shall pay the salary to the student interns and such amount will not be reimbursed no matter who initiated the early termination.

13. When will student interns receive the allowance?

CLC will collect all the required documents from Colleges/Schools and send the “Reimbursement Request” to ITC for approval in due course. It is estimated that eligible students will receive the disbursement for Summer internships (conducted in May-August 2022) by November 2022, disbursement for Semester A and Winter break internships by March 2023 and disbursement for Semester B internships by June 2023 respectively. The disbursement process might take longer time in case additional supporting documents are requested by ITC.

14. Will Employers be involved in the disbursement process?

Participating Employers are required to complete an ITC Assessment form and have them returned to respective College/School. **Since the allowance will be disbursed to student interns directly, Employers will not be involved in the disbursement process other than completing the assessment.**

15. Is internship placement with remote working allowed under the Scheme?

Student interns are encouraged to work in offices to have direct interaction with supervisors/colleagues for at least part of their internship time, so as to gain diversified work experience and develop better communication skills. Nevertheless, remote working in certain business sectors such as information technology has become more common. For internship placement with mostly remote working, the university has to put in place measures to ensure that the participating Employers provide enough supervision to the student interns. In general, remote working where the participating Employer and the internship are in different territories are not allowed under the Scheme. Notwithstanding the above, work-from-home arrangement due to severe pandemic situation is allowed.

Remark: The terms and conditions may be subject to change and Career and Leadership Centre and relevant academic units will have final discretion on internship eligibility and disbursement requirements/procedure.

Enquiries

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Appendix 1 - List of Eligible CityU STEM Programmes (for Academic Year 2022/23)

| College/School | | Programme | Code |
|------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------|-----------|
| College of Business | 1 | Bachelor of Science in Computational Finance | BSC/CF |
| | 2 | Bachelor of Science in Computational Finance and Financial Technology | BSC/CFFT |
| | 3 | Bachelor of Business Administration in Information Management | BBA/IFMG |
| | 4 | Department of Information Systems (options: BBA Global Business Systems Management, BBA Information Management) | BDIS/U |
| | 5 | Bachelor of Business Administration in Business Analysis | BBA/BANL |
| | 6 | Bachelor of Business Administration in Business Operations Management | BBA/BOM |
| | 7 | Bachelor of Business Administration in Global Business Systems Management | BBA/GBSM |
| | 8 | Department of Management Sciences (options: BBA Business Analysis, BBA Business Operations Management) | BDMS/U |
| | 9 | Research Postgraduate (Information Systems) ¹ | RPG/IS |
| | 10 | Research Postgraduate (Management Sciences) ¹ | RPG/MS |
| College of Engineering | 11 | Department of Architecture and Civil Engineering (options: BEng Architectural Engineering, BEng Civil Engineering, BSc Surveying) | BDCA/U |
| | 12 | Bachelor of Engineering in Architectural Engineering | BENG/ARCE |
| | 13 | Bachelor of Engineering in Civil Engineering | BENG/CEG |
| | 14 | Bachelor of Science in Surveying | BSC/SURV |
| | 15 | Bachelor of Engineering in Materials Engineering | BENG/MAE |
| | 16 | Bachelor of Engineering in Computer and Data Engineering | BENG/CDE |
| | 17 | Bachelor of Engineering in Electronic and Communication Engineering | BENG/ECE |
| | 18 | Bachelor of Engineering in Information Engineering | BENG/INFE |
| | 19 | Bachelor of Engineering in Biomedical Engineering | BENG/BME |

| College/School | | Programme | Code |
|----------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| | 20 | Bachelor of Engineering in Mechanical Engineering | BENG/MECH |
| | 21 | Bachelor of Engineering in Nuclear and Risk Engineering | BENG/NRE |
| | 22 | Bachelor of Engineering in e-Logistics and Technology Management | BENG/ELTM |
| | 23 | Bachelor of Engineering in Manufacturing Systems Engineering | BENG/MFSE |
| | 24 | Bachelor of Engineering in Systems Engineering and Management | BENG/SEM |
| | 25 | Bachelor of Science in Computer Science | BSC/CSC |
| | 26 | Bachelor of Engineering in Materials Science and Engineering | BENG/MASE |
| | 27 | Bachelor of Science in Architectural Studies | BSC2AS |
| | 28 | Bachelor of Engineering in Intelligent Manufacturing Engineering | BE/ITME |
| | 29 | BEng in Electronic and Electrical Engineering (ELEL) | BE/ELEL |
| | 30 | Department of Electrical Engineering (options: BEng Computer and Data Engineering, BEng Electronic and Electrical Engineering, BEng Information Engineering) | BDEE/U |
| | 31 | Department of Mechanical Engineering (options: BEng Mechanical) | BDMNE/U |
| | 32 | Research Postgraduate (College of Engineering) ¹ | RPG/CENG |
| School of Energy and Environment | 33 | School of Energy and Environment (options: BEng Energy Science and Engineering, BEng Environmental Science and Engineering) | BDSEE/U |
| | 34 | Bachelor of Engineering in Energy Science and Engineering | BENG/ESE |
| | 35 | Bachelor of Engineering in Environmental Science and Engineering | BENG/EVE |
| | 36 | Research Postgraduate (School of Energy and Environment) ¹ | RPG/SEE |
| College of Science | 37 | Bachelor of Science in Applied Physics | BSC/AP |
| | 38 | Bachelor of Science in Physics | BSC/PHY |
| | 39 | Bachelor of Science in Chemistry | BSC/CHEM |

| College/School | | Programme | Code |
|--------------------------------------------------|----|---------------------------------------------------------------------------------------------------|----------|
| | 40 | Bachelor of Science in Computing Mathematics | BSC/CM |
| | 41 | Global Research Enrichment and Technopreneurship (GREAT) | BDSI/U |
| | 42 | Research Postgraduate (College of Science) ¹ | RPG/CSCI |
| School of Creative Media | 43 | School of Creative Media (options: BA Creative Media, BSc Creative Media, BAS New Media) | BDSCM/U |
| | 44 | Bachelor of Science in Creative Media | BSC/CRM |
| | 45 | Bachelor of Arts in Creative Media | BA/CRM |
| | 46 | Bachelor of Arts and Science in New Media | BAS/NEM |
| | 47 | Research Postgraduate (School of Creative Media) ¹ | RPG/SCM |
| School of Data Science | 48 | School of Data Science (options: BSc Data Science, BSc Data and Systems Engineering) | BDDS/U |
| | 49 | Bachelor of Engineering in Data and Systems Engineering | BENG/DSE |
| | 50 | Bachelor of Science in Data and Systems Engineering | BSC/DSE1 |
| | 51 | Bachelor of Science in Data Science | BSC/DS |
| | 52 | Research Postgraduate (School of Data Science) ¹ | RPG/SDSC |
| College of Veterinary Medicine and Life Sciences | 53 | Department of Biomedical Sciences (options: BSc Biological Sciences, BSc Biomedical Sciences) | BDBMS/U |
| | 54 | Bachelor of Science in Biological Sciences | BSC/BISI |
| | 55 | Bachelor of Science in Biomedical Sciences | BSC/BMS |
| | 56 | Research Postgraduate (Jockey Club College of Veterinary Medicine and Life Sciences) ¹ | RPG/JCC |

¹ UGC-funded students only.