

**The Chinese University of Hong Kong**  
**Office of Student Affairs**  
**Career Planning and Development Centre**  
**STEM Internship Scheme 2021 (Summer & Term 1 Intake)**  
**Notes for Employers**

**A. Background**

The Innovation and Technology Commission (ITC) has regularized the STEM Internship Scheme (“the Scheme”) under the Innovation and Technology Fund (ITF) 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.

**B. Eligibility of student intern**

Eligible students must fulfill the following requirements:

- Currently enrolled as full-time students of The Chinese University of Hong Kong;  
*(Final year students are eligible so long as the internship commences before the expiry of student status and subject to the requirements stipulated in the Guidelines.)*
- Undergraduates or Postgraduates who are studying one of the STEM programmes listed in Appendix I;
- Local students who are defined as paying the local student tuition rate in accordance with the classification of the Education Bureau for the purpose of admission to post-secondary programme listed in Appendix II, or non-local students, capped at quota of 20% of all CUHK participants.  
*(Non-local students can take up internships in Hong Kong only under the Scheme and required to apply appropriate No Objection Letter from Faculty/Department.)*
- Legally employable in Hong Kong

**C. Internship Placements**

- Internship places can be newly created or belong to existing in-house internship programme of the companies/organizations.
- The placement must be I&T-related which actual work contains I&T elements e.g. technology-related intellectual property work, digital marketing, data analysis, etc.
- Due to limited sponsorship, each company/organization could only hire maximum **four** eligible students in each intake.
- Priority will be given to employers who plan to offer graduate employment to student(s) with good performance.
- The student intern should be under direct employment by the participating companies /organizations.
- Student Interns may receive the allowance under the Scheme for more than one internship place, provided that the participating employers are different and the internship periods do not overlap
- The employer must undertake all legal responsibilities as an employer under the Minimum Wage Ordinance, the Employment Ordinance and other relevant ordinances.

- Students who choose to take up internship during the academic term are required to apply for suspension of study. The internship could only commence when the student intern(s) obtain approval from the University on suspension of study and provide official documents to the Career Planning & Development Centre (“CPDC”).
- The internship funded by the Scheme should not be counted towards a compulsory requirement of the degree programme to which the student is admitted. The internship period in excess of that required for fulfilling the graduation requirements could, however, be funded by the Scheme.

#### **D. Internship Period**

- Local or non-local full-time placements with duration of at least 4 consecutive weeks (28 days) and maximum in three months (90 days) will be supported by the Scheme.
- Internship period should be scheduled during the period mentioned below:
  - Summer Intake for local student: 17 May 2021 to 3 September 2021
  - Summer Intake for non-local student: 1 June to 31 August 2021
  - Term 1: 6 September 2021 to 4 December 2021 (For local students only)
- For alternative period, please liaise with CPDC.
- Non-local students are required to apply appropriate NOL from Faculty/Department if they work outside the above-mentioned period.
- The duration of an internship period is the number of calendar days in the contract period and the start/end days must be working days for the intern.

#### **E. Financial Arrangement**

- Allowance for each student intern will be HK\$10,500 per month (30 days), capped at three months (i.e. 90 days) in one academic year.
- The allowances will be paid first by the employer. Upon satisfactory completion of the internship, all allowances will be reimbursed by the University to the employer.
- The reimbursement process will take 4 to 6 weeks upon receipt of the original copy of forms.
- To apply for reimbursement, employers shall complete the following forms to CPDC upon the completion of internship:-
  - STEM Internship Record Form
  - Acknowledgement Receipt of Allowance (original signed with company stamp)
  - Reply Form for Reimbursement Method (original signed with company stamp)
  - Evaluation Form
- If the employer is one of the CUHK departments, an inter-departmental transfer form should be submitted instead of the stipulated reimbursement form.
- Participating companies/organizations may pay a monthly honorarium during the internship period on top of the allowance under the Scheme.
- In accordance with the Hong Kong Law, all employers should provide appropriate insurance coverage to their staff.
- Participating companies/organizations should observe the guideline of MPF Scheme and make necessary enrollment and related arrangement.

**F. Application Procedures**

- Under this Scheme, the job nature of placement should be I&T-related and the job nature is subject to the vetting of the University.
- Participating companies/organizations shall provide job descriptions to CPDC by completing an online form.
- The employer is required to provide personal particulars of the student interns including Student ID number, Full Name, Faculty, Major, and Year of Study with a copy of their student card and Hong Kong Identity Card for proving the eligibility of student interns.
- CPDC will send emails to the employers to confirm including the internship under the Scheme within 5 working days and the eligibility of students within 3 working days, provided that all information is valid.
- Internship not endorsed by CPDC before the internship commencement date is not eligible for joining the Scheme.
- Exact amount of the allowances will be earmarked for eligible students when the employers provide the employment contract signed by both parties on or before the internship commencement date. CPDC will then issue a letter of understanding as an official record.
- Application of hiring students must reach CPDC on or before 31 July 2021 for approval. Late applications will not be entertained.

**G. After the internship**

- Both employers and student interns are required to conduct performance appraisal and complete an evaluation form after the internship. The form shall be returned to CPDC within 30 days when completing the internship.

**Appendix I****List of Eligible STEM Courses****The Chinese University of Hong Kong**

	<b>Programme</b>	<b>Code</b>
1	Engineering (broad-based)	BERGN
2	Science (broad-based)	BSCIN
3	Social Science (broad-based)	BSSCN
4	B.S.Sc. Architectural Studies	U_ARC
5	BSc Biochemistry	U_BCH
5	BSc Biology	U_BIO
7	B.Eng. Computer Engineering	U_CEG
8	B.Sc. Chemistry	U_CHM
9	B.Sc. Cell & Molecular Biology	U_CMB
10	B.Sc. Computer Science	U_CSC
11	B.Ed. Mathematics and Mathematics Education	U_EDM
12	B.Eng. in Energy and Environmental Engineering	U_EEE
13	B.Eng. Electronic Engineering	U_ELE
14	B.Eng. Biomedical Engineering	U_EMB
15	BSc Environmental Science	U_ENS
16	B.Sc. Earth System Science	U_ESS
17	B.Eng. Financial Technology	U_FIT
18	B.Sc. Food & Nutritional Sciences	U_FNS
19	B.Eng. Information Engineering	U_IEG
20	B.Sc. Quantitative Finance & Risk Management Science	U_IQR
21	B.Eng. Mechanical & Automation Engineering	U_MAE
22	B.Sc. Molecular Biotechnology	U_MBT
23	B.Sc. Mathematics and Information Engineering	U_MIE

	<b>Programme</b>	<b>Code</b>
24	B.Sc. Physics	U_PHY
25	B.Sc. Physics (Enrichment Stream in Theoretical Physics)	U_PHY_ERP
26	B.Sc. Mathematics	U_PMA
27	B.Sc. Mathematics (Enrichment Mathematics)	U_PMA_ERM
28	B.Sc. Quantitative Finance	U_QFN
29	B.Sc. Risk Management Science	U_RMS
30	B.Eng. Systems Engineering & Engineering Management	U_SEG
31	BEd Physical Education, Exercise Science & Health	U_SPE
32	B.Sc. Statistics	U_STA
33	B.S.Sc. Urban Studies	U_URB
34	Master of Architecture <sup>1</sup>	ARCHTMFT
35	B.Eng. AI: Systems & Tech	U_AIE
36	B.Sc. Biomedical Sciences	U_BMS
37	B.Sc. Natural Sciences	U_SCI
38	B.S.Sc. Data Science and Policy Studies	U_DSP
39	B.Sc. Exercise Science & Health Education	U_EXS
40	B.B.A. Insurance, Financial and Actuarial Analysis	U_IFA
41	B.S.Sc. Geography and Resource Management	U_GRM
42	Bachelor of Science in Public Health	U_PUH
43	Bachelor of Pharmacy	U_PHA

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<sup>1</sup> UGC-funded students only.

**Appendix II**

According to the Education Bureau, holders of the following documents are classified as local students –

- Hong Kong Permanent Identity Card;
- Documents issued by the Hong Kong Immigration Department certifying the right of abode / right to land in Hong Kong;
- Document of Identity / One-way permit for entry to Hong Kong;
- Dependant visa / entry permit (for students who were below 18 years old when they were issued with such visa / entry permit by the Director of Immigration);
- Full-time employment visa / work permit (for part-time study);
- Visa / entry permit for Quality Migrant Admission Scheme;
- Visa / entry permit for Capital Investment Entrant Scheme;
- Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong
- Permanent Residents; or
- Visa label for unconditional stay.