STEM Internship Scheme 2021

Note for Employers

19 August 2021
Background

Initiated by The Innovation and Technology Commission (ITC), HKSAR Government since 2020

To encourage STEM students to gain innovation and technology (I&T)-related work experience during their studies

To foster their interest in pursuing a career in I&T after graduation, so as to enlarge the local I&T talent pool.
Eligibility of student intern

• Currently enrolled as full-time students of The Chinese University of Hong Kong

• Undergraduates or Postgraduates who are studying one of the STEM programmes listed in Appendix I

• Legally employable in Hong Kong
Eligibility of student intern

• 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.

• 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.

• Non-local students can take up internships in Hong Kong only under the Scheme and are required to apply appropriate No Objection Letter from Faculty/Department.
Eligibility of student intern

- **Full-time students**
- **Non-local students**
  - No Objection Letter
  - Capped at quota of 20% of all CUHK participants
- **Local students**
  - Final year students: the internship commences before the expiry of student status
- **One of the STEM programmes**
- **Legally employable in Hong Kong**
About the internship placements

• 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.

• The employer must undertake all legal responsibilities as an employer under the Minimum Wage Ordinance, the Employment Ordinance and other relevant ordinances.
About the internship placements

- I&T-related placement
- Hire maximum **four** eligible students in each intake
- Priority: offer graduate employment to student(s) with good performance
- Direct employment
- Employer observe MPF
Reminders

- 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.

- 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.
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) in one academic year

• Internship period should be scheduled during the period mentioned below:
  
  • 1st Term Intake: 6 September 2021 to 4 December 2021
  
  • Winter Intake: 8 December 2021 to 7 January 2022

• 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.

For alternative period, please liaise with CPDC.
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.
  • Allowance = (Internship period – Unpaid leave) in days X $350/ day.

• 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.
Financial Arrangement

• The reimbursement process will take 4 to 8 weeks upon receipt of the original copy of forms.

• To apply for reimbursement, employers shall complete the following forms to us upon the completion of internship:
  • Acknowledgement Receipt of Allowance (original signed with company stamp)
  • Reply Form for Reimbursement Method (original signed with company stamp)
  • Evaluation Form

All forms shall be originally signed and sent to us by post.
• 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.
Reminder

• Participating companies/organizations should observe the guideline of MPF Scheme and make necessary enrollment and related arrangement.

• The allowance under the Scheme should cover both the actual salary paid to the student intern and, if any, the students’ contributions to MPF during the eligible internship period.

• The participating employers’ contribution to MPF should NOT be deducted from the allowance under the Scheme.
Application Procedures

- Submit job descriptions via the online form for job vetting
  - Process lead time: 5 working days

- Receive 1st confirmation email on job nature

- Submit information of potential candidates for checking students eligibility
  - Student ID number
  - Full Name
  - Faculty & Major
  - Year of Study
  - A copy of their student card and Hong Kong Identity Card and NOL (for non-local student)
  - Process lead time: 4 working days
Application Procedures

- Receive 2nd confirmation email on the eligibility of students
- Submit employment contract for earmarking the exact amount of allowance
- Receive a letter of understanding as final confirmation

Internship not endorsed by CPDC before the internship commencement date is NOT eligible for joining the Scheme.
After the internship

- Return the original copies of reimbursement documents by post
- Acknowledge Receipt of Allowance originally signed by company and student intern(s)
- Reply Form for Reimbursement Method
- Office address:
  Career Planning & Development Centre, Office of Student Affairs
  2/F, Benjamin Franklin Centre, The Chinese University of Hong Kong, Sha Tin, Hong Kong

- Submit evaluation form by email (within 30 days upon completion of internship)
Thank you!

Contact Person: Miss Kum
Email: cpdc@cuhk.edu.hk