

The Chinese University of Hong Kong
Office of Student Affairs
Career Planning and Development Centre
STEM Internship Scheme 2022 (Summer and Term 1 Intake)
Notes for Employers

A. Background

Launched by the Innovation and Technology Commission (“ITC”) in 2020, the STEM Internship Scheme (“the Scheme”) aims to encourage the 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 are 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 a maximum of **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 official approval from the University on suspension of study. Relevant documents should be submitted to Career Planning and Development Centre (“CPDC”) by email as reference.
 - For the first semester of the academic year of 2022/23, applications for the suspension of study need to reach their home Faculty/ Department on or before 31 May 2022.
- 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: 16 May to 31 August 2022 (subject to students’ examination schedule)
 - Term 1: 5 September to 3 December 2022
- For alternative period, please liaise with CPDC.
- Non-local students are required to apply appropriate NOL from Faculty/Department if they work during the semester or 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 (90 days) in one academic year.
 - The allowance should cover both the actual salary paid to the student intern(s) and, if any, the students’ contributions to MPF during the eligible internship period.
- 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.

F. Application Procedures

- Under the Scheme, the University is responsible to verify the job nature and the eligibility of student interns, with the steps listed below:
 - i. Participating companies shall provide job descriptions to CPDC by completing an online form at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13648017>.
 - ii. When the student intern(s) is identified, the employer shall provide personal particulars of the 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 by submitting an online form at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13648043>.

- iii. CPDC will send emails to the employers to confirm the job nature of the internship within 7 working days and the eligibility of students within 7 working days, provided that all information is valid and sufficient.
 - iv. 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.
- Internship not endorsed by CPDC before the internship commencement date is not eligible for joining the Scheme.
 - Application of hiring students must reach CPDC as soon as possible for approval. Late applications will not be entertained.
 - The Scheme will be closed automatically when the provision of funding for each intake is exhausted.

G. Reimbursement Process

- 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.
- To apply for reimbursement, employers shall complete the following forms to CPDC 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
- If the employer is one of the CUHK departments, an inter-departmental transfer form should be submitted instead of the stipulated reimbursement form.
- The reimbursement process will take around 8 weeks upon receipt of the original copy of forms.

H. 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**

	Programme	Code
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	B.Sc. Biochemistry	U_BCH
6	B.Sc. 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	B.Sc. 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

	Programme	Code
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	B.Ed. Physical Education, Exercise Science & Health	U_SPE
32	B.Sc. Statistics	U_STA
33	B.S.Sc. Urban Studies	U_URB
34	B.Eng. AI: Systems & Tech	U_AIE
35	B.Sc. Biomedical Sciences	U_BMS
36	B.Sc. Natural Sciences	U_SCI
37	B.S.Sc. Data Science and Policy Studies	U_DSP
38	B.Sc. Exercise Science & Health Education	U_EXS
39	B.B.A. Insurance, Financial and Actuarial Analysis	U_IFA
40	B.S.Sc. Geography and Resource Management	U_GRM
41	Bachelor of Science in Public Health	U_PUH
42	Bachelor of Pharmacy	U_PHA
43	B.S.Sc. in Economics	U_ECO
44	B.Sc. in Global Economics and Finance	U_GEF
45	Master of Architecture ¹	ARCHTMFT

¹ 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.