The Chinese University of Hong Kong
Office of Student Affairs
Career Planning and Development Centre
STEM Internship Scheme 2024/25
Guidelines for Employers and Students

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:

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

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

o 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

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

o Non-local students are capped at quota of 40% of all CUHK participants of the Scheme.

- Non-local students can take up internships during summer period, i.e. 1 June to 31 August, in Hong Kong with appropriate "No Objection Letter" (NOL) under the Scheme.

- Non-local students planning to take up study/curriculum related internship outside summer period should seek endorsement from home faculty/department and apply for appropriate NOL with more details indicated on "Employment issues for Non-Local Students".

o Legally employable in Hong Kong

o If employers would like to hire MPhil/PhD students, official approval from the Graduate School allowing MPhil/PhD students to work as full-time interns under the Scheme is required.

o Student interns receiving the allowance under the Scheme cannot concurrently benefit from other internship subsidies provided by the Hong Kong SAR Government (the "HKSAR Government").

C. Eligibility of Employers

o All companies/organisations are welcomed to offer I&T-related internship places for, and recruit interns benefited from the Scheme. Participating employers are expected to provide proper supervision for the student interns.

o Participating employers may pay the student interns an honorarium on top of the allowance under the Scheme.

o Companies/organisations should not receive other subsidies from the HKSAR Government for engaging any student interns under the Scheme.

D. Internship Placements

o Internship places can be newly created or belong to existing in-house internship programme of the companies/organizations.

o The placement must be I&T-related which actual work contains strong and substantial I&T elements e.g., technology-related intellectual property work, digital marketing, data analysis, etc.

o The placement must be a full-time position. Work-from-home arrangement is not recommended under the Scheme.

o Due to limited sponsorship, each company/organization could only hire a maximum of **four** eligible students in each intake.

o Priority will be given to employers who plan to offer graduate employment to student(s) with good performance.

o Student interns should be under direct employment by the participating companies /organizations.

o Student interns may receive the allowance under the Scheme for more than one internship place in one academic year (i.e. September 2023 – August 2024), provided that the participating employers are different and the internship periods do not overlap.

o The employer must undertake all legal responsibilities as an employer under the Minimum Wage Ordinance, the Employment Ordinance, the Employee's Compensation Ordinance, Mandatory Provident Fund Schemes Ordinance and other relevant ordinances.

o 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 the Guidelines for the Scheme are met.

o The student intern shall be required to make a declaration that the internship is not to meet compulsory graduation requirement (Annex A - Declaration from Applicant Student Intern).

E. Internship Schedule

o Local or non-local full-time placements with duration of **at least 28 calendar days**, after deducing all unpaid leave (if applicable) and **a maximum of 90 calendar days** in an academic year will be supported by the Scheme.

o The duration of an internship period is the number of calendar days in the contract period.

o The start/end days of the internship must be working days for the intern.

o Internship period should be arranged during the period mentioned below:

- Summer Intake: 2 May 2024 (Thu) to 30 August 2024 (Fri)

- 1st Term Intake: 2 September 2024 (Mon) to 29 November 2024 (Fri)

- Winter Intake: 2 December 2024 (Mon) to 3 January 2025 (Fri)

- 2nd Term Intake: 6 January 2025 (Mon) to 17 April 2025 (Thu)

o Students taking full-time internship during semesters are required to submit the official letter for suspension of study. The internship could only commence when the student interns obtain official approval from the University on suspension of study. Relevant documents should be submitted to CPDC via the online form as record.

o Non-local students are required to apply for appropriate No Objection Letter and endorsement from the home Faculty/Department for the internship, with more details indicated on "Employment issues for Non-Local Students".
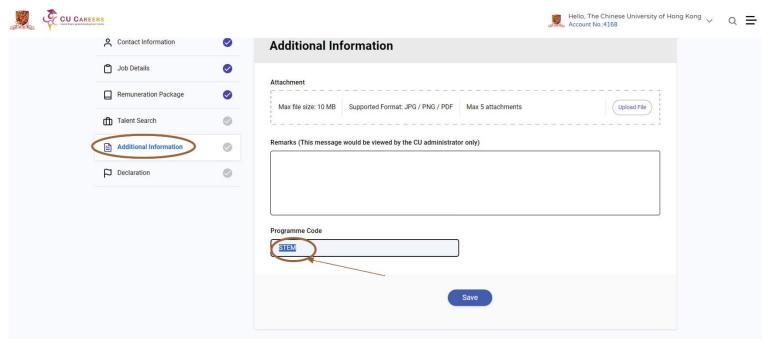
F. Financial Arrangement

o Under the Scheme, the minimum internship period eligible for receiving allowance is 28 days (after deducing all unpaid leave). 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. The maximum amount of allowance received by a student intern under the Scheme is capped at 90 days in one academic year (i.e. the nominal monthly allowance × 3).

o Allowance for each student intern will be HK$ 11,190 per month (30 consecutive calendar days; Daily rate: HK $ 373). Maximum Amount of Sponsorship is HK $33,570, capped at three months (90 consecutive calendar days), or the remaining eligible amount of the intern if applicable, in one academic year.

o **Employers should pay the allowances to student interns first.**

o Employers should arrange for the student interns to join a registered Mandatory Provident Fund (MPF) scheme (if applicable). For details, please refer to MPF - FAQ.

o 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.

o Employer's MPF contribution is NOT covered under the Scheme.

o In accordance with the Hong Kong Law, all employers should provide appropriate insurance coverage to their staff.

o Participating companies/organizations may pay a monthly honorarium during the internship period on top of the allowance under the Scheme.

o For the avoidance of doubt and any complications on the understanding of remuneration to be provided by the participating employer to the student intern for the internship, it is advisable that the agreed remuneration to be paid and received by the student intern, including salary, wage and any expected allowance, including the allowance under the Scheme, where applicable, should be clearly stated in the employment agreement for the internship and agreed between the employer and the intern, before commencement of work.

G. Application Procedures – Step 1: Verification on the Job Nature

o Under the Scheme, the University is responsible for verifying the job nature of the internship and the eligibility of student interns, with the steps listed below:

- Create an employer user account at our job portal (CU Job Link), with sufficient information, e.g. BR Number, BR expiry date, a copy of a valid BR certificate.

- Verification on a new employer user account may take up to 7 working days. You may refer to the CU Job Link User Guide for more details.

- Post the I&T job advertisements with an indication of STEM in the "Programme code" section under "Additional Information" as shown below.

- Job posting without marking "STEM" programme code will not be reviewed and processed as STEM Internship Scheme.

- Job vetting may take up to 7 working days, which result will be emailed to employers with details of Step 2.
- The job application deadline should not be less than 14 working days

H. Application Procedure – Step 2: Verification on Students' Eligibility

o Participating employer is required to provide the candidates' information (listed below) through the online form, which is provided in the email of job nature verification:

Document Required	Local students	Non-local students
Student ID Card	✔	✔
Annex A – Declaration from Applicant Student Intern	✔	✔
No Objection Letter (Summer Internship)		✔ (could only work in summer period, i.e. 1 June to 31 August#)
Official approval on the suspension of study	✔ (Semester internship)	✔ (Semester internship)
No Objection Letter – Study/Curriculum related (Semester/Winter Internship)		✔ (Semester/Winter Internship)
Endorsement from respective Faculty/ Department		✔ (Semester/Winter internship)
MPhil/PhD students: Official Approval from the Graduate School*	✔	✔

If employers would like to hire <u>MPhil/PhD students</u>, please also submit the official approval from the Graduate School allowing to work as full-time interns under the Scheme.

 # for non final-year non-local students

o The verification process may take up to 7 working days upon receiving all valid documents. Verification result will be emailed to employers with details of step 3.

o For details of hiring non-local students, please refer to "Employment issues for Non-Local Students".

I. Application Procedure – Step 3: Submission of Employment Contract

- Participating employer should provide the employment contract (signed by both parties) on or before the internship commencement date, after confirming the eligibility of the student intern(s). Exact amount of the allowances will be earmarked for eligible students.

- For the avoidance of doubt and any complications on the understanding of remuneration to be provided by the participating employer to the student intern for the internship, it is advisable that the agreed remuneration to be paid and received by the student intern, including salary, wage and any expected allowance, including the allowance under the Scheme, where applicable, should be clearly stated in the employment agreement for the internship and agreed between the employer and the intern, before commencement of work.

- Upon completion and verification of all 3 steps, the submitted interns are officially confirmed for joining STEM Internship Scheme. A confirmation & letter of understanding will be issued as official record.

- Application of hiring students must reach CPDC as soon as possible and before internship commencement for approval. Late applications will not be accepted.

- The Scheme will be closed automatically when the provision of funding for each intake is exhausted.

- The Internship not endorsed by CPDC is not eligible for claiming the sponsorship under the Scheme.

J. After the internship
- Both employers and student interns are required to conduct performance appraisal and complete evaluation forms, which should be submitted to CUHK for processing the reimbursement.

K. 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: -

    1. Payslip of the student intern

    2. Acknowledgement Receipt of Allowance*

    3. Reply Form for Reimbursement Method*

    4. Evaluation Forms (completed and signed by employers and students)

        *all signed by one representative and with company stamp.

- 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 10 weeks upon receipt of all valid documents.

L. Important Note

The student interns and the participating employers 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. The Government may at any time and with immediate effect, including through the respective participating institution, revoke an approved participation in the Scheme and the related reimbursement claimed under the Scheme, withhold disbursement of allowance under the Scheme, debar relevant parties' participation in the Scheme and require refund of any funding disbursed under the Scheme to ITC on occurrence of any of the following events:

(a) the student intern and/or the participating employer has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;

(b) the continued engagement of the student intern and/or the participating employer is contrary to the interest of national security;

(c) the Government reasonably believes that any of the events mentioned in (a) or (b) above is about to occur.

Enquiries

○ For enquiries, please contact stem-internship@cuhk.edu.hk

Appendix I

STEM Internship Scheme
List of Eligible STEM Programmes
(as of 6 February 2024)

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

	Programme	Code
23	B.Sc. Mathematics and Information Engineering	U_MIE
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	ARCHTMFT/40013
46	M.Sc. in Information and Technology Management	40110
47	M.Sc. in Biomedical Engineering	40021
48	M.Sc. in Computer Science	40058
49	M.Sc. in Financial Technology	40305

	Programme	Code
50	M.Sc. in Information Engineering	40111
51	M.Sc. in E-Commerce and Logistics Technologies	40067
52	M.Sc. in Systems Engineering and Engineering Management	40197
53	M.Sc. in Accreditation Chemistry	40286
54	M.Sc. in Nutrition, Food Science and Technology	40295
55	M.Sc. in Mathematics	40131
56	M.Sc. in Physics	40162
57	M.Sc. in Risk Management Science and Data Analytics	40317
58	M.Sc. in Business Analytic	40292
59	M.Sc. in Genomics and Bioinformatics	40302
60	M.Sc. in Epidemiology and Biostatistics	40083
61	M.Sc. in Geoinformation Science and Smart Cities	40318
62	M.Sc. in Actuarial Science and Insurance Analytics	40321
63	Computer Science and Engineering (broad-based)	BCSEN
64	B.Sc. in Biotechnology, Entrepreneurship and Healthcare Management	U_BEH
65	B.Sc. in Computational Data Science	U_CDS
66	B.Sc. in Earth and Environmental Sciences	U_EES
67	B.Sc. in Learning Design and Technology	U_LDT
68	M.Phil. in Biochemistry	BCHERMFT
69	M.Phil. in Biology	LBIORMFT
70	M.Phil. in Biomedical Engineering	BMEGRMFT
71	M.Phil. in Cell and Molecular Biology	CMBIRMFT
72	M.Phil. in Chemistry	CHEMRMFT
73	M.Phil. in Computer Science & Engin.	CSEGRMFT
74	M.Phil. in Earth and Atmospheric Sciences	EASCRMFT
75	M.Phil. in Economics	ECONRMFT

	Programme	Code
76	M.Phil. in Electronic Engineering	ELEGRMFT
77	M.Phil. in Environmental Science	LENSRMFT
78	M.Phil. in Geography and Resource Management	GRMDRMFT
79	M.Phil. in Information Engineering	IEGDRMFT
80	M.Phil. in Materials Science and Engineering	MSEGRMFT
81	M.Phil. in Mathematics	MATHRMFT
82	M.Phil. in Mechanical and Automation Engin.	MAEGRMFT
83	M.Phil. in Molecular Biotechnology	LMBTRMFT
84	M.Phil. in Physics	PHYSRMFT
85	M.Phil. in Risk Management Science	RMSCRMFT
86	M.Phil. in Statistics	STATRMFT
87	M.Phil. in Systems Engin. & Engin. Mgt	SEEMRMFT
88	Ph.D in Earth and Atmospheric Sciences	EASCRDFT
89	Ph.D. in Architecture	ARCHRDFT
90	Ph.D. in Biochemistry	BCHERDFT
91	Ph.D. in Biology	LBIORDFT
92	Ph.D. in Biomedical Engineering	BMEGRDFT
93	Ph.D. in Cell and Molecular Biology	CMBIRDFT
94	Ph.D. in Chemistry	CHEMRDFT
95	Ph.D. in Computer Science & Engin.	CSEGRDFT
96	Ph.D. in Economics	ECONRDFT
97	Ph.D. in Electronic Engineering	ELEGRDFT
98	Ph.D. in Environmental Science	LENSRDFT
99	Ph.D. in Food & Nutritional Sciences	LFNSRDFT
100	Ph.D. in Geography and Resource Management	GRMDRDFT
101	Ph.D. in Information Engineering	IEGDRDFT
102	Ph.D. in Materials Science and Engineering	MSEGRDFT

	Programme	Code
103	Ph.D. in Mathematics	MATHRDFT
104	Ph.D. in Mechanical and Automation Engin.	MAEGRDFT
105	Ph.D. in Molecular Biotechnology	LMBTRDFT
106	Ph.D. in Physics	PHYSRDFT
107	Ph.D. in Public Health	PUBLRDFT
108	Ph.D. in Statistics	STATRDFT
109	Ph.D. in Systems Engin. & Engin. Mgt	SEEMRDFT
110	MSc in Electronic Engineering	40075
111	MSc in Mechanical and Automation Engineering	40134
112	Master of Public Health	40170
113	MSc in Biochemical & Biomedical Sciences	40017
114	MSc in Urban Design	40280
115	Bachelor of Science in Interdisciplinary Data Analytics and X Double Major Programme	U_IDA
116	MSc in Information Science and Technology Management	40325

Appendix II

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

- Hong Kong Permanent Identity Card;
- Documents issued by the Immigration Department of the Hong Kong Special Administrative Region showing right to land / right of abode in Hong Kong;
- One-way Permit for entry to Hong Kong;
- Full-time employment visa / work permit;
- Dependant visa / entry permit (for students who were below 18 years old) (Note : for students who were below 18 years old when first issued with such visa / entry permit by the Immigration Department);
- 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.