



2024 STEM Internship Scheme Note for Employers



for Employers



Objectives

- ❖ Launched by [Innovation and Technology Commission \(ITC\)](#) 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
 - To enlarge the local I&T talent pool

Eligibility of Student Interns



CUHK
Full Time Students*



Local and
Non-local Students



Major in Eligible
STEM Programmes



Legally Employable
in Hong Kong

*Final-year local students are eligible so long as the internship commences before the expiry of student status.

Internship Placements



1

The placement must involve **strong and substantial** I&T-related elements.

2


Each company/organization could only hire **max. 4 eligible students** in **each intake**.

3

The internship must be a **full-time position**. Work-from-home arrangement is **not recommended**.

4

The student interns should be **under direct employment** by the participating companies.



Internship Period

Duration

Min. in 4 consecutive weeks (**28** calendar days)

Max. in 3 months (capped at **90** calendar days in an academic year, i.e. Sep 23 – Aug 24)

Schedule*

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

1st Term: 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)

Definition

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 student intern.

Application Deadline

22 November 2024 (for both Winter Internship and 2nd Term Intake)

Remarks

Non-local students are required to apply for appropriate **No Objection Letter** and endorsement from the home Faculty/Department if they work during the semester or the above-mentioned period with more details indicated on [Employment issues for Non-Local Students](#) .

Financial Arrangement



Allowance

HK\$ 11,190 per month
(30 days)*

Cover both the actual salary paid to the student intern(s) and, if any, the **student** intern(s)' contributions to **MPF**

(Employer's MPF contribution is NOT covered under the Scheme)



Employer

May pay a **monthly honorarium** during the internship period **on top of the allowance** under the Scheme

Provide appropriate **insurance coverage** to student intern(s) and **MPF** contribution (if applicable)

*According to ITC, for the purpose of calculating the allowance under the Scheme, one month has 30 days. The allowance for months with 31 days is HK\$11,563, and the allowance is capped at 90 days, i.e. HK\$33,570.



Application Procedure

Step 1: Verification of Job Nature

Create job portal account

- Provide sufficient information such as BR Number, BR expiry date, a copy of a valid BR certificate on [CU Job Link job portal](#).

Step 1: Verification of Job Nature

Verify job nature

- Post the innovation and technology-related job advertisements with an indication of “**STEM**” in the “Programme code” section under “Additional Information”.
- Job posting without marking “STEM” programme code will NOT be reviewed and processed as STEM Internship Scheme.

CU CAREERS
The Chinese University of Hong Kong

Hello, The Chinese University of Hong Kong
Account No. 4168

Contact Information ✓
Job Details ✓
Remuneration Package ✓
Talent Search ✓
Additional Information ✓
Declaration ✓

Additional Information

Attachment

Max file size: 10 MB | Supported Format: JPG / PNG / PDF | Max 5 attachments

Upload File

Remarks (This message would be viewed by the CU administrator only)

Programme Code

STEM

Step 2: Verification of the Eligibility of Student Intern(s)

Verify student's eligibility

- Provide personal particulars of the student intern **before the internship commencement date**, after confirming job nature. (*Backdated applications are not allowed*)

Step 2: Verification of the Eligibility of Student Intern(s)

Personal Particulars for Local and Non-Local Students

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 **MPhil/PhD** students, 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

Step 3: Submission of Employment Contract

Submit the employment contract

- Provide the employment contract (signed by both parties) **on or before the internship commencement date**, after confirming the eligibility of the student intern(s).
- 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.

Employer's Checklist for Employment Contract

1. Student's Name & Student Number

- *Must be identical with the Student ID Card's*

2. Student's Signature

- *Must be identical with which in the "Annex A – Declaration from Applicant Student Intern"*

3. Job Title

- *Should be the same with the position stated in Step 2 or the job posting*

4. Work Hours

- *Hours per day with working days (e.g. 9:00-18:00, Mon-Fri) or Total hours per week (e.g. 40 hours/week)*

Employer's Checklist for Employment Contract

5. Place of Work

- *The full address of the intern's work location must be stated*

6. Employment Period

- *The start and end dates of the internship period must not be a Saturday, Sunday, or a public holiday*

7. Allowance

- *Please refer back to P.6 of the Note for Employers about the allowance*

8. Full-time Employment Status

- *The contract should denote a full-time employment between the student intern and the employer (an employer-employee relationship)*

Step 4: Submission of Evaluation Form

- Both employers and student interns are required to conduct performance appraisals and complete evaluation forms after the internship.
- The evaluation form is an online Webform that is accessible via the link in the confirmation email sent in Step 3.
- The completed evaluation form is **one of the required documents** for reimbursement.
- The completed evaluation form must be **signed by both parties and authorized with the company's stamp** before being uploaded to the submission link with other documents.
- A sample of the evaluation form can be accessed from [here](#)

Step 5: Reimbursement Submission

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

After the internship, employers are required to submit the following documents by uploading them to the **Reimbursement & Evaluation Form** within 1 month after the completion of the internship:

1. **Payslip(s) of the student intern (*issued by the company with the official stamp*)**
2. **Acknowledgement Receipt of Allowance***
3. **Reply Form for Reimbursement Method***
4. **Evaluation Forms (completed and signed by Employer and Students)**

**All signed by one representative and with company stamp.*

The reimbursement process will take around 10 weeks upon receipt of all valid documents as above.

The above forms have been included in the **confirmation emails** sent to employers and students. Both employers and student interns will also receive a **reminder email with the forms** before the end of the internship.

*^ If you are one of the CUHK departments, an **inter-departmental transfer form** should be submitted instead of the stipulated reimbursement form.*

Key Reminders



1

Application deadline for summer internship is 26 July 2024. Summer Internship cannot start later than 2 August 2024 (Friday).

2

The minimum internship period eligible for receiving allowance is 28 calendar days, after deducting all unpaid leave (if applicable). The maximum amount of allowance received by a student intern under the Scheme is capped at 90 days in one academic year.

3

The exact amount of the allowances will be earmarked for eligible students. We will issue a **confirmation email** with letter of understanding as an official record after receiving all the required materials.

4

The application of hiring students must reach to our centre as soon as possible for approval. **Late applications will not be accepted.**

5

The Internship not endorsed by our centre is not eligible for claiming the sponsorship under the Scheme.

Key Reminders



6

The participating employers must **undertake all legal responsibilities** as an employer.

7

The student interns may receive the allowance under the Scheme for **more than one internship placements**, provided that the participating **employers are different** and the internship **periods do not overlap in one academic year**

8

The student interns who take the **full-time placements during semesters** are required to submit the **official letter for suspension of study**.

9

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.

10

For details of the Scheme, please refer to the Full Guidelines on the [STEM Internship Scheme page](#).

Key Reminders

11

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.

Information

Career Planning and Development Centre,
Office of Student Affairs,
The Chinese University of Hong Kong

Email: stem-internship@cuhk.edu.hk

Tel: 3943 7202