

HKMU STEM Internship Scheme – Summer 2024

Guidelines for Employers

Important Notes for “ITC STEM Internship Scheme (Summer 2024)”:

- ❖ Employers’ application period is **from 15 March to 30 May 2024**. Late application will not be considered.
- ❖ Employers should apply and register an account via HKMU Student Job Board [[LINK](#)]. For HKMU Student Job Board user guide, please refer to [[HERE](#)]
- ❖ All internships must be on a full-time basis between **3 June – 31 July 2024** or **2 July – 29 August 2024**.
- ❖ The allowance for each student intern during the internship is **HK\$11,190 per month** (i.e., 30 days) or HK\$373 per day.
- ❖ The allowance will be disbursed to student interns via HKMU directly.
- ❖ Once the internship offer is confirmed, employers should submit the soft copy of signed contracts of student interns to Career Development & Entrepreneurship team of Student Affairs Office before internship commencement.
- ❖ The duration of internships less than 28 calendar days after deduction of all unpaid leave days (if any) shall NOT be reimbursed no matter who initiates the early termination.
- ❖ **Remote working is not allowed under the Scheme.**

1. Background

The Innovation and Technology Commission (ITC) has established the **STEM Internship Scheme** (the “Scheme”) to encourage STEM¹ 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.

2. Eligibility of Employers

All companies/organizations are welcomed to participate in the Scheme to offer I&T-related internships. Participating employers should fulfil the following requirements:

- 2.1 Employers have to hold a valid Business Registration Certificate (“BRC”), Certificate of Registration of a School, or other recognized registered certificate/license at the time of internship provision.

¹ STEM refers to the academic disciplines of science, technology, engineering, or mathematics.

- 2.2 Employers must undertake all legal responsibilities as an employer.
- 2.3 The companies/organizations should not receive other subsidies from the Hong Kong SAR Government for engaging any student interns under the Scheme.
- 2.4 Employers should meet any additional requirements of the student intern as set by HKMU.

3. Eligibility of Students

- 3.1 Local and Non-local² full-time undergraduate and postgraduate students enrolled at HKMU in any STEM-related academic programmes recommended by HKMU as approved by ITC on this list [[LINK](#)].
- 3.2 Final-year students are eligible so long as the internship commences before the expiry date of student status and subject to the requirements stipulated in the Guidelines.
- 3.3 Legally employable in Hong Kong.
- 3.4 Students cannot concurrently receive other internship subsidies provided by the Hong Kong SAR Government.

4. Requirements of the Internship and Internship Period

- 4.1 The internship has to be a full-time placement in Hong Kong with a duration of **no less than 4 consecutive weeks (28 calendar days)**.
- 4.2 **The start and end days of internship should be working days.** If the start and end days fall on Saturday, General Holiday or Statutory Holiday, they will be regarded as unpaid leave.
- 4.3 The internship must be I&T related and its actual work contains sufficient I&T elements, including but not limited to science and technology-related intellectual property work, digital marketing, computer technology, engineering, information security and data analysis, subject to the vetting of Career Development & Entrepreneurship team of Student Affairs Office, HKMU.
- 4.4 Remote working is not allowed under the Scheme.
- 4.5 The internship funded by the Scheme **SHOULD NOT** be a compulsory requirement for graduation of a degree programme. However, if the internship period is longer than the duration of the compulsory requirement, the portion of period in excess

² Non-local students from eligible STEM programmes undertaking I&T internship in Hong Kong only are eligible for the scheme, capped at a quota of 40% of all HKMU participants by this Scheme per financial year (i.e.: 1 April to 31 March of the following year). “No Objection Letter” (NOL) via the Immigration Department is required. More details about NOL, please refer to [[HERE](#)]. Applications will be put on hold once quotas are filled and subject to SAO’s approval.

could be covered by the Scheme, if the other requirements stipulated in the Guidelines are met.

4.6 HKMU operates the STEM internships in summer 2024. Here are the internship periods for reference:

- Batch 1:
 - Application period: 15 March 2024 – 12 May 2024
 - Internship period: 3 June 2024 – 31 July 2024
- Batch 2:
 - Application period: 15 March 2024 – 12 May 2024
 - Internship period: 2 July 2024 – 29 August 2024

5. Allowance Amount and Financial Arrangements

5.1 The allowance for each student intern during the internship is HK\$11,190 per month (i.e., 30 days) or HK\$373 per day, with a cap of no more than 59 consecutive days in the summer of 2024.

5.2 **Students MUST submit their timesheet / Attendance record each month, which must be verified by their supervisor.** The deadlines for timesheet submission for each batch are as follows:

- Batch 1: 2 July 2024 and 1 August 2024
- Batch 2: 31 July 2024 and 30 August 2024

5.3 **Students may expect to receive the allowance around three months after the post-internship submission.**

5.4 Students who take 14 unpaid leave days or more during the whole internship period shall NOT be accepted.

5.5 Allowance will NOT be reimbursed to students who fail to achieve 80% attendance rate or cannot complete the internship as planned

5.6 The duration of internships less than 28 calendar days after deduction of all unpaid leave days (if any) shall NOT be reimbursed no matter who initiates the early termination.

5.7 The employer can extend the internship duration at its own discretion and expenses, provided that the arrangements comply with the Employment Ordinance, the Minimum Wage Ordinance, the Mandatory Provident Fund Ordinance, and other related ordinances.

5.8 **If the employment terms and conditions of the job are different from the information provided at the time of job application/confirmation or the actual work of internships turns out to be unrelated to I&T, HKMU reserves the right to withhold the allowance to student interns and request the employers to pay back the salary to the student interns.**

6. **Application Procedures**

6.1 Step 1: Account Registration

- The internship openings should be registered with Career Development & Entrepreneurship team (CDE) of Student Affairs Office via HKMU Student Job Board [[LINK](#)] and submit a BR or equivalent for account approval.
- A system-generated email notification will be received when the account is approved (within 5 working days)

6.2 Step 2: Job Posting

- Click “Post a new job” and provide the job details with internship period. In the “Job Type” section, **please select “ITC STEM internship Scheme”**.

Job Type*

ITC STEM Internship Scheme

And in the “Remarks” section, **please state your expected internship period.** (i.e., 3 June 2024 – 31 July 2024 or/and 2 July 2024 – 29 August 2024)

Remarks (If Any)

Visual Text

Internship period: 3 June 2024 – 31 July 2024

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- CDE verifies the job description to ensure the job is I&T related. Employers will receive notification (within 5 working days) regarding the job's eligibility for an allowance under the Scheme.
- Once verified, the job post will be published on the HKMU Student Job Board. Interested students will then follow the provided instructions and submit their applications directly to the employers.

6.3 Step 3: Screening and selection

- Employers are expected to independently carry out the screening and selection process for student applicants.

6.4 Step 4: Verification of Student's Eligibility and Employment Confirmation

- Once the employers have shortlisted the suitable student applicant(s), Employers should submit the following information to Career Development & Entrepreneurship team of Student Affairs Office via email at

career@hkmu.edu.hk for our verification:

- a. Student's Full English Name(s);**
- b. Student ID Number (s);**
- c. Exact Internship Start Date and End Date**
- d. Job position offered**

- Once the student's eligibility under the Scheme is confirmed, employers are required to sign an official employment contract with the students with an internship employment period and specify the related terms and conditions. The signed contract must be submitted to CDE within 3 working days via email.

6.5 Step 5: Completion of the Internship

- After the completion of the internship, employers are required to submit the following documents **on or before 8 September 2024**:
 - a. An internship report with authorized signature(s) and company stamp**
 - b. Assessment forms (both Employer's and Student intern's versions)**

7. Employers' Responsibilities

- 7.1 Employers should manage and supervise the student interns like other employees.
- 7.2 Employers must ensure that the terms of employment, entry requirements and job descriptions of the internship post must NOT violate the relevant codes of practices against discrimination in employment such as gender, age, disability, family status and race.
- 7.3 Employers and student interns must have a direct employment relationship. Employers are obligated to fulfill all legal duties as an employer under the Minimum Wage Ordinance, the Employment Ordinance, and the Employee's Compensation Ordinance. They must also comply fully with all laws, 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 relevant jurisdiction while executing internship duties or related activities.
- 7.4 Employers are obligated to offer employees' compensation insurance to cover employer's liabilities both under the Employees' Compensation Ordinance and at common law for work injuries sustained by student interns.
- 7.5 When employers gather personal information from applicants, such as resumes, they must adhere to the Personal Data (Privacy) Ordinance. They should also provide the name and contact details of a person whom job applicants can reach out to in order to obtain the Personal Information Collection Statement.
- 7.6 Employers are not allowed to ask for money or any other form of advantage from job applicants, regardless of whether it is for services, training, product sales, service

referrals, security deposits, etc. **We will not process or display any job openings that require pre-employment or unpaid training.**

7.7 Employers are expected to promptly communicate with HKMU if they encounter any performance issues with the student intern that could potentially hinder the completion of the assigned internship.

Remark:

According to ITC, each university is tasked with managing the Scheme and establishing their own application procedures and arrangements. HKMU has the authority to determine if an internship position is related to I&T and disbursement requirements/procedure. These Guidelines may be subject to change as they will be reviewed from time to time.

Enquiries:

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