



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) and Max. in 3 months (90 calendar days)

Schedule

Summer: 2 May to 31 August 2023

1st Term: 4 September to 30 December 2023

Winter Intake: To be advised

2nd Term Intake: To be advised

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.

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.

Key Reminders



1

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**.

2

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

3

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

4

The internship funded by the Scheme should not be counted towards a compulsory requirement of the degree programme to which the student is admitted.

5

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.

Financial Arrangement



Allowance

HK\$ 11,190 per month
(30 calendar days; Daily rate: HK\$ 373)
Maximum Amount of Sponsorship:
HK\$ 33,570 (90 calendar days)

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



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)

(1) Verification of Job Nature

(A) Create job portal account

- Provide sufficient information such as BR Number, BR expiry date, a copy of a valid BR certificate on [job portal](#).
- Put down “**STEM**” in front of your company name when you register.
- * The verification process of a new employer user account **takes around 14 working days**.

(B) Verify job nature

- Post the innovation and technology-related job advertisements with an indication of “**STEM**” in the Remarks section under Additional Information.
- *The verification process **takes around 7 working days**. Confirmation email of job nature will be sent to you by email when all valid & sufficient information is provided.

(2) Verification of Student's Eligibility

(C) Verify student's eligibility

- Provide personal particulars of the student intern at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13663734> **before the internship commencement date.**

*The verification process **takes around 7 working days.** Confirmation email of student's eligibility will be sent to you by email when all valid & sufficient information is provided.

(D) Submit the employment contract

Provide the **employment contract** (signed by both parties) at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13664548> **on or before the internship commencement date.**

Application Procedure: Verification on Students' Eligibility

| Document Required | Local students | Non-local students |
|---|-------------------------------------|--|
| Official approval on the suspension of study | Y (for semester internship only) | Y (for semester internship only) |
| No Objection Letter (Summer Internship) | - | Y (could only work from 1 June to 31 August 2023) |
| No Objection Letter (Winter/ Semester Internship) | - | Y |
| Endorsement from respective Faculty/ Department | - | Y (for winter/ semester internship) |

- 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.



Key Reminder

1

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

2

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

3

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

Reimbursement Process

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

After the internship, you are required to submit the following documents within 1 month after the completion of the internship by email to cpdc@cuhk.edu.hk :

1. **Payslip of the student intern**
2. **Acknowledgement Receipt of Allowance***
3. **Reply Form for Reimbursement Method***
4. **Evaluation Form**

** Originally signed with company stamp*

We will reimburse the allowance upon satisfactory completion if all valid & sufficient documents are provided.

If you are 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 valid documents

Post-Internship Activities

Both **employers and student interns** are required to conduct performance appraisal and complete an evaluation form within a month after the completion of the internship.

Employers' version: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13664758>

Student interns' version: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13664756>

Contact us

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