

The University of Hong Kong Innovation and Technology Commission (“ITC”) – STEM Internship Scheme

Guidelines for Employers

Introduction

1. The Innovation and Technology Commission (ITC) has set up the ITC STEM Internship Scheme (“Scheme”) to encourage 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.

Eligibility of Student Interns

2. Currently enrolled as full-time students of The 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.)
3. Undergraduates and postgraduates who are studying one of the STEM programmes listed in **Appendix 1**.
4. 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 2**, or non-local students, capped at a quota of 20% of all HKU participants.
(Non-local students can take up internships in Hong Kong only under the Scheme and should have obtained No Objection Letter before job commencement.)
5. Legally employable in Hong Kong.
6. The student cannot concurrently benefit from other internship subsidies offered by the HKSAR Government.
7. The internship funded by the Scheme should not be 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, if the other requirements stipulated in the Guidelines are met.

Eligibility of Employers

8. Employers have to hold a valid Business Registration Certificate, Certificate of Registration of a School or other recognised license (payee of the allowance will tally with the name of employer as appeared on such certificate or license).
9. Allowance claim application for each student intern can only be made once each academic year (from 1 September to 31 August of the following year).

Requirement of the Internship

10. Local or non-local full-time internship placements (no less than 35 working hours per week) with duration of no less than four consecutive weeks (i.e. 28 days). 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.
11. The placement must be I&T related with its actual work containing sufficient I&T elements (e.g. technology-related intellectual property work, digital marketing, data analysis, etc.).

Allowance Amount and Arrangement

12. The allowance shall be paid first by the employers to student interns. Upon satisfactory completion of the internship, employers will receive allowance reimbursement of \$10,500 per month (i.e. 30 days), capped at three months (i.e. 90 days)^(Note 1) per student intern from the University. Employers' contributions to MPF is not reimbursable.

Application Procedures

13. The internship opening should be registered with Centre of Development and Resources for Students (CEDARS) via HKU job board, NETjobs (<https://www.cedars.hku.hk/NETjobs>).
14. CEDARS verifies the job description to ensure the job is I&T related. Employers will be notified (within 5 working days) whether the job is eligible for allowance under the Scheme.
15. After verification, job post will be released in NETjobs, and interested students would follow the instruction and submit their applications to the employers direct.
16. Employers will conduct screening and selection of the interested students independently. Once the offer is made to our students, employers should report offers via NETjobs immediately, and CEDARS will check and confirm with the employers whether the student is eligible under the Scheme based on the student status and academic programme in which the student is enrolled.
17. Once the student is confirmed to be eligible under the Scheme, employers shall sign an official employment contract with the student with an internship employment period of not less than four consecutive weeks (28 days), and monthly basic salary no less than HK\$10,500. CEDARS will then inform the employers that the corresponding allowance amount has been earmarked, provided the supporting documents are furnished upon completion of the internship.

Financial Arrangement

18. Upon completion of the whole internship period, employers should submit the Assessment Form signed by both the employer and student intern, together with salary proofs, attendance records and other relevant supporting documents^(Note 2) via NETjobs within 30 days after the end of the last wage period.
19. Once all the reports and relevant documents are verified and confirmed by both parties, CEDARS will reimburse the employers, capped at HK\$10,500 per month, and a maximum total of HK\$31,500 per student intern even if the student has been employed for more than three months.
20. If the employment ends before completion of the approved internship period with no less than four consecutive weeks, the subsidy will be granted on a pro rata basis.
21. If the salary and/or other employment terms and conditions of the job are different from the information provided at the time of job application/confirmation and contract issuance, CEDARS reserves the right to determine whether to grant the subsidy or to decline the claim application.

Employers' Responsibility

22. Employers shall manage and supervise the student interns like other employees and pay the student interns on a timely manner as stipulated in the employment contract.

Note 1: For the purpose of calculating the allowance under the Scheme, one month has 30 days. As an example, an intern with confirmed internship during the contract period 1 Jun 2020 (Mon) – 15 Aug 2020 (Sat) will have a committed disbursement of \$26,600 [$\$10,500 / 30 \text{ days} \times 76 \text{ calendar days}$].

Note 2: Relevant documents may include employment terms, salary payment proofs, employer evaluation report, student reflection report, copies of payment or certificate and related documents.

23. There must be direct employment relationship between the employer and employee. Employers must undertake all legal responsibilities as an employer under the Minimum Wage Ordinance, the Employment Ordinance, the Employee's Compensation Ordinance and other relevant ordinances.
24. Employers shall provide true and accurate information. CEDARS will require the employers to submit relevant documents, such as Business Registration Certificate, employment contracts, wage and attendance records, MPF records, training records, employer's return of remuneration and pensions, and other information for examination and verification.

Points to Note

25. Employers have to guarantee that the student interns recruited for the post is/are **direct employees** of employers and would come under **the protection of the Employment Ordinance**, and that all activities carried out by employers are lawful. In addition, employers must also ensure that the information provided during the application is true, correct and based solely on genuine recruitment needs, and the terms of employment as well as job descriptions, etc. are consistent with the actual employment offer.
26. **Under the Employees' Compensation Ordinance, all employers are required to provide employees' compensation insurance to cover their liabilities both under the Ordinance and at common law for work injuries sustained by their employees (including full-time and part-time employees).**
27. The terms of employment, entry requirements and job descriptions of the internship post must **NOT** violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Employers should consider the genuine job requirements of the post and follow the relevant codes of practice against discrimination in employment. **Please do not specify any requirements on gender, age or race of the job applicants or any other discriminatory terms. Otherwise, we will not accept the application.**
28. **When Employers collect personal data from job applicants (e.g. resumes), they should observe the Personal Data (Privacy) Ordinance, and provide the contact person's name and contact means for job applicants to obtain Personal Information Collection Statement.**
29. Employers should arrange for the student interns to join a registered Mandatory Provident Fund (MPF) scheme (if applicable).
30. Employers must not solicit money or other advantages in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from job applicants. **We will not process or display any vacancy orders which involve pre-employment or unpaid training.**

***Remark: The terms and conditions may be subject to change and CEDARS will have final discretion on internship eligibility and claims requirements/procedure. The latest requirements/procedure will be announced to employers accordingly.*

Enquiries:

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Appendix 1 **List of Eligible STEM courses**

	Programme
1	Bachelor of Arts and Sciences
2	Bachelor of Arts and Sciences in Applied Artificial Intelligence
3	Bachelor of Arts and Sciences in Design+
4	Bachelor of Arts and Sciences in Financial Technology
5	Bachelor of Arts and Sciences in Global Health and Development
6	Bachelor of Arts and Sciences in Social Data Science
7	Bachelor of Arts in Architectural Studies
8	Bachelor of Arts in Conservation
9	Bachelor of Arts in Landscape Studies
10	Bachelor of Arts in Urban Studies
11	Bachelor of Biomedical Sciences
12	Bachelor of Business Administration (Information Systems)
13	Bachelor of Education & Bachelor of Science
14*	Bachelor of Engineering
15	Bachelor of Engineering (Engineering Science)
16	Bachelor of Engineering in Biomedical Engineering
17	Bachelor of Engineering in Computer Science
18	Bachelor of Engineering in Medical Engineering
19	Bachelor of Pharmacy
20	Bachelor of Science
21	Bachelor of Science in Actuarial Science
22	Bachelor of Science in Exercise and Health
23	Bachelor of Science in Information Management
24	Bachelor of Science in Quantitative Finance
25	Bachelor of Science in Speech and Hearing Sciences
26	Bachelor of Science in Surveying
27	Master of Architecture
28	Master of Dental Surgery
29	Master of Landscape Architecture
30	Master of Research in Medicine
31	Master of Science in Audiology
32	Master of Science in Urban Planning
33	MPhil-Anaesthesiology
34	MPhil-Architecture
35	MPhil-Biological Sciences
36	MPhil-Biomedical Sciences

	Programme
37	MPhil-Chemistry
38	MPhil-Chinese Medicine
39	MPhil-Civil Engineering
40	MPhil-Clinical Oncology
41	MPhil-Computer Science
42	MPhil-Dentistry
43	MPhil-Diagnostic Radiology
44	MPhil-Earth Sciences
45	MPhil-Electrical and Electronic Engineering
46	MPhil-Family Medicine and Primary Care
47	MPhil-Human Communication, Development, and Information Sciences
48	MPhil-Humanities and Medicine
49	MPhil-Industrial and Manufacturing Systems Engineering
50	MPhil-Mathematics
51	MPhil-Mechanical Engineering
52	MPhil-Medicine
53	MPhil-Microbiology
54	MPhil-Nursing Studies
55	MPhil-Obstetrics and Gynaecology
56	MPhil-Ophthalmology
57	MPhil-Orthopaedics and Traumatology
58	MPhil-Paediatrics and Adolescent Medicine
59	MPhil-Pathology
60	MPhil-Pharmacology
61	MPhil-Physics
62	MPhil-Psychiatry
63	MPhil-Public Health
64	MPhil-Real Estate and Construction
65	MPhil-Speech and Hearing Sciences
66	MPhil-Statistics and Actuarial Science
67	MPhil-Surgery
68	MPhil-Urban Planning and Design
69	PhD-Anaesthesiology
70	PhD-Architecture
71	PhD-Biological Sciences
72	PhD-Biomedical Sciences
73	PhD-Chemistry
74	PhD-Chinese Medicine

	Programme
75	PhD-Civil Engineering
76	PhD-Clinical Oncology
77	PhD-Computer Science
78	PhD-Dentistry
79	PhD-Diagnostic Radiology
80	PhD-Earth Sciences
81	PhD-Electrical and Electronic Engineering
82	PhD-Family Medicine and Primary Care
83	PhD-Human Communication, Development, and Information Sciences
84	PhD-Industrial and Manufacturing Systems Engineering
85	PhD-Innovation and Information Management
86	PhD-Mathematics
87	PhD-Mechanical Engineering
88	PhD-Medicine
89	PhD-Microbiology
90	PhD-Nursing Studies
91	PhD-Obstetrics and Gynaecology
92	PhD-Ophthalmology
93	PhD-Orthopaedics and Traumatology
94	PhD-Paediatrics and Adolescent Medicine
95	PhD-Pathology
96	PhD-Pharmacology
97	PhD-Physics
98	PhD-Psychiatry
99	PhD-Public Health
100	PhD-Real Estate and Construction
101	PhD-Speech and Hearing Sciences
102	PhD-Statistics and Actuarial Science
103	PhD-Surgery
104	PhD-Urban Planning and Design

*** The following programmes are included in (14) Bachelor of Engineering:**

- Bachelor of Engineering in Civil Engineering
- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Engineering in Electronic Engineering
- Bachelor of Engineering in Industrial Engineering and Logistics Management
- Bachelor of Engineering in Mechanical Engineering

Appendix 2

Definition of Local students (Classification of the Education Bureau for the purpose of admission to post-secondary programme)

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.