**創科實習計劃
STEM Internship Scheme**

**評核∕評估表格　 Assessment/Evaluation Form**

**說明**

1. 創新科技署推出「創科實習計劃」（「計劃」），為在本地指定大學[[1]](#footnote-1)修讀全日制STEM[[2]](#footnote-2) 相關課程的本科生及研究生參與短期實習提供津貼。「計劃」已擴展至涵蓋五所公營研發中心[[3]](#footnote-3) 和香港生產力促進局為在海內外大學（包括本地指定大學在大灣區設立的分校）修讀STEM課程的本科生及研究生提供的實習機會。
2. 就經由指定大學安排的實習：申請計劃資助的實習學生（「申請人」）及向申請人提供實習職位的僱主（「參與僱主」）須填寫本評核∕評估表格（「表格」）。「申請人」或其「參與僱主」須於實習完成後30天內向「申請人」就讀的大學提交已填妥的表格作進一步處理。「申請人」應以一式兩份形式填寫本「表格」的A部，然後把其中一份發送給「參與僱主」更新A部2(b)項的資料（如有需要）及繼續填寫B部，自己則在另一份繼續填寫C部 。
3. 就經由研發中心或香港生產力促進局安排的實習：申請計劃資助的實習學生（「申請人」）須於實習完成後30天內向提供實習職位的研發中心或香港生產力促進局，提交已填妥的表格作進一步處理。「申請人」須填寫「表格」的A部及C部。研發中心或香港生產力促進局須為每位「申請人」填寫B部，及更新A部2(b)項的資料（如有需要）。
4. 「申請人」擔任由各「參與僱主」所提供的每個實習職位，應以獨立「表格」分開填寫相關資料。
5. 「申請人」及「參與僱主」或須就所提交的資料作出解釋及∕或提供補充資料，以便有關申請獲進一步處理。
6. 有關本「表格」所收集的個人資料的查詢及修改相關資料的要求，請與安排實習的指定機構聯絡。
7. 本「表格」所收集的資料將用於處理有關申請，以及與推行和檢討計劃等有關的目的。有關資料會為上述目的或法律規定而向創新科技署及其他政府決策局∕部門、法定組織或第三方披露。「申請人」及「參與僱主」提交本「表格」，即代表其明確同意披露有關資料。

**查詢**

1. 有關「計劃」及本「表格」的查詢，請與安排實習的參與機構聯絡。

# NOTES

1. The Innovation and Technology Commission (“ITC”) has set up the STEM Internship Scheme (the “Scheme”) to subsidise undergraduates and postgraduates taking full-time STEM[[4]](#footnote-4)-related programmes in designated local universities[[5]](#footnote-5) to enrol in short‑term internships. The Scheme has been expanded to cover the internship opportunities offered by the five government-funded research and development centres (R&D Centres)[[6]](#footnote-6) and the Hong Kong Productivity Council (HKPC) to undergraduates and postgraduates studying STEM programmes in local and non-local universities (including the Greater Bay Area (“GBA”) campuses established by designated local universities).
2. For the Scheme operated by participating universities: student interns (“Applicants”) applying for subsidy under the Scheme and employers offering internship positions to the Applicants (“Participating Employers”) are required to complete this Assessment/Evaluation Form (the “Form”). The Applicant or his/her Participating Employer has to submit the duly completed form to the Applicant’s university for processing within 30 days after the completion of the internship. The applicant should complete Section A of this Form in duplicate, then send one of the copies to the Participating Employer for updating Item 2(b) of Section A (if necessary) and completing Section B. He/she should continue to complete Section C on the other copy.
3. For the Scheme operated by R&D Centres and HKPC: student interns (“Applicants”) applying for subsidy under the Scheme are required to complete this Assessment/Evaluation Form (the “Form”) and submit the duly completed form to the R&D Centres or HKPC for processing within 30 days after the completion of the internship. The Applicant should complete Section A and Section C of this form. R&D Centres or HKPC should complete Section B for each Applicant accordingly and update Item 2(b) of Section A (if necessary).
4. Each internship post with Participating Employers undertaken by the Applicant should be covered by a separate Form.
5. Applicants and Participating Employers may be required to verify the information submitted and/or to provide additional information for processing the application further.
6. Enquiries concerning the personal data collected in this Form and requests for the correction of such data may be directed to the participating institution operating the Scheme.
7. The information collected in this Form will be used for processing the application and related purposes including the implementation and reviewing of the Scheme. It will be disclosed to ITC and other Government bureaux/ departments, statutory bodies or third parties for the above said purposes or required by law. The submission of this Form denotes that the Applicant and the Participating Employer have given explicit consent to such disclosure.

**Enquiries**

1. For enquiries concerning the Scheme and this Form, please contact the participating institution operating the Scheme.

**創科實習計劃**

**STEM Internship Scheme**

**評核∕評估表格　Assessment/Evaluation Form**

**A部：背景資料** *（由實習學生填寫）*

**SECTION A: Background Information** *(To be completed by the student intern)*

1. 實習學生　Student Intern

(a) 個人資料　Personal information [[7]](#footnote-7)§

|  |  |  |
| --- | --- | --- |
| 姓名（須與香港身份證∕旅行證件相同）：Name as on HKID/ Travel Document : |      (中文)(Chi) |      (英文)(Eng) |
| 香港身份證∕旅行證件號碼：HKID/Travel Document No. : |       | XXX(X) | 大學學生編號：University Student Identity No. : |       |
| 聯絡電話：Contact telephone no. : |       | 性別：Gender : | [ ]  | 男M | [ ]  | 女F |
| 電郵地址：Email address : |       |
| 原居地：Place of origin : | 如選擇其他地區，請註明 For others ,please specify :       |

(b) 就讀課程資料　Academic information §

|  |  |
| --- | --- |
| 大學：University : | 如選擇其他（請註明，包括所在的國家∕地區）:For others (please specify, including the country/territory the university is located in):       |
| 學系∕學院：Faculty/ School : |       |
| 學位名稱：Degree award title : |       |
| 就讀年級：Year of study [[8]](#footnote-8)\*: |  | [ ]  本年畢業Graduating this year |

**A部：背景資料** *（由實習學生填寫）*– 續

**SECTION A: Background Information** *(To be completed by the student intern*) – continued

(c) 所屬類別　Category §

[ ]  在香港的大學就讀的本地學生
Local student studying in university in Hong Kong

[ ]  在香港的大學就讀的非本地學生
Non-local student studying in university in Hong Kong

[ ]  在香港指定大學的大灣區分校就讀的香港學生
Hong Kong student studying in the branch campus in the GBA of designated university in Hong Kong

[ ]  在香港指定大學的大灣區分校就讀的非香港學生
Non-Hong Kong student studying in the branch campus in the GBA of designated university in Hong Kong

[ ]  在內地、澳門或台灣的大學就讀的香港學生
Hong Kong student studying in university in the Mainland, Macao or Taiwan

[ ]  在內地、澳門或台灣的大學就讀的非香港學生
Non-Hong Kong student studying in university in the Mainland, Macao or Taiwan

[ ]  在其他地方的大學就讀的香港學生
Hong Kong student studying in university in other places

[ ]  在其他地方的大學就讀的非香港學生
Non-Hong Kong student studying in university in other places

1. 實習職位　Internship position §

|  |  |  |
| --- | --- | --- |
| (a) | 公司∕機構名稱：Company/ Organisation name : |       |
|  | 職銜：Position title : |       |
|  | 廣告上刊登的主要職責：Main duties as advertised : |       |
|  | 地點：Location : |  |

**A部：背景資料** *（由實習學生填寫）*– 續

**SECTION A: Background Information** *(To be completed by the student intern*) – continued

|  |  |
| --- | --- |
| (b) | **如有需要，「參與僱主」可更新以下資料。Participating Employer may update the following information if necessary.** |
|  | 實習期（年∕月∕日）：Internship period (yyyy/mm/dd) : | 由from |       | 至to |       | 無薪假（天）：Unpaid leave (day) : |       |
|  | 每月酬金1：Monthly Honorarium[[9]](#footnote-9) : | $  0.00             元 |  | 酬金總額（實習全期計）：Total Honorarium (for entire internship period): | $   0.00              元 |
|  | 酬金細項：Breakdown of Honorarium :  | [ ]  by Monthly Honorarium每月酬金計 [ ]  by Total Honorarium實習全期酬金總額計 |
|  | 計劃下的津貼Allowance under the Scheme  | $     0.00              元 |
|  | 1. 僱主在計劃的津貼之外，額外支付的酬金

 Additional honorarium paid by the employer on top of the allowance under the Scheme  | $  0.00              元 |
|  | 總計Total = (i) + (ii)（視乎選項，應與以上每月酬金或酬金總額（實習全期計）相符。）(Depending on the option ticked, should match with either Monthly Honorarium or Total Honorarium above.) | $   0.00             元 |
|  | 其他補充資料Any other remarks : |       |

– A部完　End of Section A –

**B部：「參與僱主」評核** *（由「參與僱主」填寫）* **SECTION B: Participating Employer’s Assessment** *(To be completed by Participating Employer)*

1. 對實習學生的評核　Assessment of the intern §

|  |  |
| --- | --- |
| 實習學生完成實習，其出席率：The intern has completed the internship and the attendance was : | [ ]  < 80% [ ]  80 – 90% [ ]  > 90% |
| 表現：Performance : | [ ]  | 表現優於預期Exceed expectation | [ ]  | 表現符合要求Meet the requirements |
| [ ]  | 表現未達要求，原因：      Fall short of the requirement; reason :  |
|  |
| A部所訂明的職責如有任何變更，請註明：Please specify if there are any changes in duty from that specified in Section A : |       |
|  | *非常同意Strongly agree* | A | B | C | D | *非常不同意Strongly disagree* |
| 實習學生充分掌握STEM知識。The intern masters STEM knowledge well. |  | [ ]  | [ ]  | [ ]  | [ ]  |  |
| STEM培訓對本職位極為重要。STEM training is essential for this job. |  | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 本公司∕機構日後會繼續參與本計劃。The company/organisation will continue to participate in this Scheme in future. |  | [ ]  | [ ]  | [ ]  | [ ]  |  |

1. 本實習職位所涉及的創新及科技（創科）元素
Innovation and technology (I&T) elements of this internship place

|  |
| --- |
|       |

**B部：「參與僱主」評核** *（由「參與僱主」填寫）*– 續 **SECTION B: Participating Employer’s Assessment** *(To be completed by Participating Employer)* – continued

1. 「參與僱主」的背景資料　Background information on the Participating Employer §

|  |  |  |
| --- | --- | --- |
| 公司規模：Company size : | [ ]  < 10 [ ]  10 – 49 [ ]  50 – 99 [ ]  ≥ 100  | 人people |

| 業務類別*（請剔選適當空格；如選擇多於一個範疇，請於一個主要業務範疇旁邊加上星號「\*」）*：Business sector *(please tick as appropriate and insert an asterisk “\*” against ONE key business area in case more than one area is indicated)* : |
| --- |
| [ ]   | 銀行∕金融∕保險 | Banking / Finance / Insurance |
| [ ]   | 生物科技 | Biotechnology |
| [ ]   | 中醫藥 | Chinese Medicine |
| [ ]   | 建造 | Construction |
| [ ]   | 創意產業 (包括設計) | Creative Industries (incl. design) |
| [ ]   | 教育/ 教育科技 | Education / Education Technology |
| [ ]   | 電氣及電子 | Electrical and Electronics |
| [ ]   | 能源 | Energy |
| [ ]   | 環境 | Environmental |
| [ ]   | 飲食 | Food and Beverage |
| [ ]   | 進出口貿易 | Import and Export Trade |
| [ ]   | 資訊科技 | Information Technology |
| [ ]   | 物流與通訊技術 | Logistics and Communication Technologies |
| [ ]   | 製造工程 | Manufacturing Engineering |
| [ ]   | 材料技術 | Materials |
| [ ]   | 醫療器材 | Medical Equipment |
| [ ]   | 精密工程 | Precision Engineering |
| [ ]   | 印刷及出版 | Printing and Publishing |
| [ ]   | 專業服務 | Professional Services |
| [ ]   | 地產∕物業管理 | Real Estate / Property Management |
| [ ]   | 研發 | Research and Development |
| [ ]   | 電訊 | Telecommunications |
| [ ]   | 檢測和認證 | Testing and Certification |
| [ ]   | 紡織∕製衣∕鞋履 | Textiles / Clothing / Footwear |
| [ ]   | 旅遊 | Tourism |
| [ ]   | 運輸 | Transportation |
| [ ]   | 批發及零售 | Wholesale and Retail |
| [ ]   | 其他（請註明） | Others (please specify) :       |
|  |
| [ ]   | 一般（跨行業） | General (Cross Sectors) |

1. 對於計劃的意見和建議　Views and suggestions about the Scheme

|  |
| --- |
|       |

**B部：「參與僱主」評核** *（由「參與僱主」填寫）*– 續 **SECTION B: Participating Employer’s Assessment** *(To be completed by Participating Employer)* – continued

本公司∕機構沒有因聘用本實習生而獲得香港特別行政區政府的其他資助。
The company/organisation has not received other subsidies from the HKSAR Government for engaging the intern.

我∕我們確認**A部**所述的資料正確無誤。
I/We confirm that the information in **Section A** is correct.

我∕我們已盡我∕我們所知提供**B部**所述的資料。
The information in **Section B** is provided to the best of my/our knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| 獲授權人士簽署並蓋上公司∕機構印章：Authorised signaturewith company/ organisation stamp : | *[獲授權人士簽署][authorised signature]* |  | *[公司∕機構印章][company/ organisation stamp]* |
| 姓名∕職銜：Name/ Post title : |        /       |
| 聯絡電話：Contact telephone number : |        |
| 電郵地址：Email address : |        |
| 日期（年∕月∕日）：Date (yyyy/mm/dd) : |        |

– B部完　End of Section B –

**C部：學生評估** *（由實習學生填寫）*§ **SECTION C: Student Assessment** *(To be completed by the student intern)* §

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *非常同意Strongly agree* | A | B | C | D | *非常不同意Strongly disagree* |
| 1. 我樂於與「參與僱主」工作。I enjoy working with the Participating Employer.
 |  | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 1. 實習工作的職責符合我的預期。The duties of the internship meet my expectation.
 |  | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 1. 我認為實習工作的職責與創科相關。I consider the duties of the internship I&T‑related.
 |  | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 1. STEM教育有助我做好準備，以履行相關職責。STEM education has prepared me in delivering the duties.
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 1. 我完成實習後對創科行業有更深入的認識。I have a better understanding of I&T industries after the internship.
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 1. 我將來會考慮投身創科事業。I will consider pursuing a career in I&T.
 |  | [ ]  | [ ]  | [ ]  | [ ]  |  |

1. 對於計劃的意見和建議　Views and suggestions about the Scheme

|  |
| --- |
|       |

1. [ ]  本學年是我第一次參與「計劃」。

 This is the first year I take up internship under the Scheme.

[ ]  在本學年之前，我曾參與過「計劃」，本學年是第  年參與。
 I have taken internship position(s) under the Scheme before, the current academic year is the

  year of participation.

1. 在本學年，我曾擔任「計劃」下的其他實習職位。僱主名稱及實習期如下：
I have taken other internship position(s) under the Scheme in the present academic year. Name(s) of employer(s) and internship period(s) are as follows :

**請本年畢業同學提供資料 For students graduating this year**

1. [ ]  我已獲畢業後聘約，現時獲聘用的工作與創科有關。

 I have got a confirmed job offer after graduation. My current confirmed job offer is I&T-related.

[ ]  我已獲畢業後聘約，現時獲聘用的工作與創科無關。

 I have got a confirmed job offer after graduation. My current confirmed job offer is not I&T-related.

[ ]  我尚未獲畢業後聘約。

 I have not yet got a confirmed job offer after graduation.

**C部：學生評估** *（由實習學生填寫）*§ – 續 **SECTION C: Student Assessment** *(To be completed by the student intern)* § – continued

我確認沒有因參與本實習而從香港特別行政區政府獲得其他資助。I confirm that I have not received other subsidies from the HKSAR Government for participating in this internship.

我確認**A部**所述的資料正確無誤。I confirm that the information in **Section A** is correct.

我確認已盡我所知提供**C部**所述的資料。I confirm that the information in **Section C** is provided to the best of my knowledge.

|  |  |
| --- | --- |
| 實習學生簽署　Signature of intern ： |  |
| 如實習學生開始實習時未滿18歲–For intern aged under 18 when the internship commences –家長或監護人簽署　Signature of parent or guardian： |  |
| （家長或監護人姓名）　(Name of parent or guardian)： |  (       ) |
| 日期（年∕月∕日）　Date (yyyy/mm/dd)： |        |

– C部完　End of Section C –

1. 本地指定大學指 –

香港城市大學；

香港浸會大學；

香港都會大學；

嶺南大學；

香港中文大學；

香港教育大學；

香港理工大學；

香港科技大學；以及

香港大學。 [↑](#footnote-ref-1)
2. STEM指科學、科技、工程和數學學科。 [↑](#footnote-ref-2)
3. 五所研發中心指 –

汽車科技研發中心；

獲指定為資訊及通訊技術研發中心的香港應用科技研究院「應科院 ｣；

香港紡織及成衣研發中心；

物流及供應鏈多元技術研發中心；以及

納米及先進材料研發院。 [↑](#footnote-ref-3)
4. STEM refers to the academic disciplines of Science, Technology, Engineering and Mathematics. [↑](#footnote-ref-4)
5. Designated local universities refer to –

(a) City University of Hong Kong (CityU);

(b) Hong Kong Baptist University (HKBU);

(c) Hong Kong Metropolitan University (HKMU);

(d) Lingnan University (LU);

(e) The Chinese University of Hong Kong (CUHK);

(f) The Education University of Hong Kong (EdUHK);

(g) The Hong Kong Polytechnic University (PolyU);

(h) The Hong Kong University of Science and Technology (HKUST); and

(i) The University of Hong Kong (HKU). [↑](#footnote-ref-5)
6. The five R&D Centres refer to –

(a) Automotive Platforms and Application Systems R&D Centre (APAS);

(b) Hong Kong Applied Science and Technology Research Institute (ASTRI), designated as the R&D Centre for Information and Communications Technologies;

(c) Hong Kong Research Institute of Textiles and Apparel (HKRITA);

(d) Logistics and Supply Chain MultiTech R&D Centre (LSCM); and

(e) Nano and Advanced Materials Institute (NAMI). [↑](#footnote-ref-6)
7. § 請剔選適當空格。　Please tick as appropriate. [↑](#footnote-ref-7)
8. \* 如實習於暑期進行，請選暑期之前的就讀年級。

 For internship which takes place in the summer break, please tick the year of study before the break. [↑](#footnote-ref-8)
9. 實習學生每月收取的酬金包括計劃下以每30天11,190‍元計算的津貼（即每日373元，為期不少於28‍日及不多於90‍日），以及僱主在計劃的津貼之外額外支付的任何酬金（按月或按月平均）。

Monthly honorarium received by a student intern refers to the allowance under the Scheme at the rate of $11,190 for 30 days (i.e. $373 per day for a minimum of 28 days and a maximum of 90 days) plus any additional honorarium paid by the employer (by month or averaged by month) on top of the allowance under the Scheme. [↑](#footnote-ref-9)