

**ITC STEM Internship Scheme
Winter Break 2024/25 Intake
City University of Hong Kong**

Application Guidelines (“Guidelines”)

Important Notes – STEM Internship Scheme (Winter Break 2024/25)

Employer Registration

- Employers’ application for the Scheme (Winter Break 2024/25) is **from 12 November 2024 to 29 November 2024**. Late applications will not be considered.
- Interested employers should apply via the online form below. Please refer to page 9 for the application procedures.
<https://cityuhk.questionpro.com/stem-employer-registration-form-2425>

Requirements of the Internship

- All Winter Break 2024/25 internships should be on a full-time basis.
- All Winter Break 2024/25 internships **should commence no earlier than 2 December 2024, nor later than 13 December 2024. They should all end on or before 10 January 2025.**
- The minimum internship duration is 28 calendar days (i.e. 4 consecutive weeks) and the maximum duration is 90 calendar days (i.e. 3 consecutive months) per student intern.

Allowance and Financial Arrangements

- The allowance for the internship of each student intern is **HK\$11,190 per month** (i.e. for the purpose of calculating allowance under the Scheme, one month has 30 days) with effect from 1 April 2023, capped at three months (i.e. 90 days, maximum at HK\$33,570) in one academic year (i.e. 1 September 2024 to 31 August 2025). **The allowance will be disbursed to student interns via CityUHK directly.**
- **Unless the student applicants have obtained the corresponding documents by relevant authorities and statutory declaration as applicable as “Student Intern” or “Work Experience Student” for exemption of minimum wage requirement before the commencement of internship, Minimum Wage Ordinance (the Ordinance) applies to internships under the Scheme and employers should pay the students with salary no less than the Statutory Minimum Wage rates as specified in the**

Ordinance for the whole period of employment, regardless of the allowance to be disbursed to students via CityUHK under the Scheme.

Statutory Minimum Wage does not apply to the “Student Interns” and “Work Experience Students during a period of exempt student employment” under the Minimum Wage Ordinance. Student applicants should declare as **“Student Interns” or “Work Experience Students”** if applicable for exemption of minimum wage requirement, and prepare the following documents before the commencement of internship:

For “Student Interns”, student applicants should complete the **Confirmation of Student Status for “Student Intern”**, seek endorsement from their home College/School and provide the document to the employers;

For “Work Experience Students”, student applicants should complete the **Confirmation of Student Status for “Work Experience Student”**, seek endorsement from the student applicants’ home College/School, obtain **the statutory declaration** through **Home Affairs Enquiry Centre**, and provide these documents to the employers. In this case, **from the 60th day onwards, the Employer will need to fulfil the minimum wage requirement under the prevailing legislation, and pay the “Work Experience Students” no less than the minimum wage for the period of employment beyond the continuous period of the 59-day employment, regardless of the allowance to be disbursed to students via CityUHK under the Scheme.**

In other words, **neither the “Student Interns” nor the “Work Experience Students” statuses should be presumed without the corresponding declaration documents and employers should ensure the Minimum Wage Ordinance is observed as legally required in the employment contract formed under this Scheme.** For details, please refer to FAQ3, Appendix 2, **Labour Department’s website** and **Notes from Labour Department.**

- Upon acceptance of internship offer, employers should submit the soft copy of signed contracts of student interns to coordinators of home College/School before internship commencement. **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.**
- If the actual period worked is less than 28 calendar days after deduction of all unpaid leave days (if any), **no allowance will be disbursed to the students via CityUHK under the Scheme.** Employers shall pay salary to the students according to the agreed

employment terms and conditions complying with the legal requirements of the relevant Ordinance, and such amount will not be reimbursed regardless of the party initiating the early termination.

Disbursement Schedule for allowance under the Scheme

- For **Winter Break 2024/25 Internships**, the allowance **is estimated to be disbursed to eligible students via CityUHK directly in May 2025.**

Please ensure the information provided on related documents is accurate as far as possible to facilitate the disbursement handling and speed up the process. For those cases where further clarifications or information verifications and revisions are required, the disbursement process might take longer and the interns might not receive the disbursement as anticipated.

Employers and Students' Responsibility

- 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.

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Background

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

Requirements of the Internship

1. **Full-time placements** with a duration of **no less than 4 consecutive weeks (28 calendar days)**. **The start and end days of the internship should be on working days**. If the start/end day falls on a Saturday, Sunday or Public Holiday, it will be regarded as unpaid leave.
2. Students who are taking 14 days of unpaid leaves or more in the whole internship period will NOT be accepted.
3. The placements must be **Innovation and Technology-related** with its actual work containing innovation and technology elements (e.g. data analysis, digital marketing, engineering, research, system development, technology-related intellectual property work, etc.).
4. The students should not be previously hired by the same employer in the same academic year for the internships under the Scheme.
5. CityUHK operates the STEM Internship Scheme throughout the whole academic year. Here are the internship periods for the Academic Year 2024/25 as a reference:
 - Semester A Internship: Early September 2024 – Mid-December 2024
 - Winter Break Internship: Early December 2024 – Early January 2025
 - Semester B Internship: Mid-January 2025 – Late April 2025
 - Summer Internship: Early May 2025 – Late August 2025

Employer’s Eligibility

1. Employers have to hold a valid Business Registration Certificate, Certificate of Registration of a School, or other recognised certificate/license at the time of internship provision.
2. The companies/organisations **should not receive other subsidies from the Hong Kong SAR Government for engaging any student interns under the Scheme**.
3. Employers should have adequate capacity to supervise, manage, and provide **Innovation & Technology (I&T)-related** training and work learning experiences to student intern(s) throughout the internship period.
4. Employers should provide a working office address.
5. Employers agree to fulfil all the requirements stated in this set of Guidelines.

Eligibility & Requirements of CityUHK Students

1. Local or non-local^a students currently enrolled as full-time students of City University of Hong Kong.

2. Undergraduates or postgraduates from any year of studies^b enrolling on one of the **full-time STEM programmes** funded by the University Grants Committee (“UGC”) listed in **Appendix 1**.
3. Legally employable in Hong Kong.
4. Students **cannot concurrently receive other internship subsidies provided by the Hong Kong SAR Government for the internship under the Scheme**.
5. The internship funded by the Scheme **should not be arranged to meet the compulsory requirement for graduation of a degree programme**. However, if the internship period is longer than that duration of the compulsory requirement, the portion of period in excess could be covered by the Scheme, if the other requirements stipulated in the Guidelines are met.
6. Student, or any of his / her relatives, is not the proprietor, director, partner, shareholder, person-in-charge or team member of the host company for which the internship is attached.

^a *Final-year students are eligible as long as the internship commences **before the date of graduation or the expiry of student status, whichever is earlier**, and is subject to the requirements stipulated in the Guidelines.*

^b *Eligible non-local students who are not exchange-in students can take up internships in Hong Kong only under the Scheme subject to conditions of stay and approval by respective academic units. “No Objection Letter (NOL)” issued by the Hong Kong Immigration Department is required. Non-local students are capped at a quota of 40% of all CityUHK participants.*

Allowance Amount and Financial Arrangements

A) Allowance to be disbursed to the eligible student interns via CityUHK directly under the Scheme

1. **The allowance for the internship of each student intern is HK\$11,190 per month (i.e. 30 days), capped at three months (i.e. 90 days, maximum at HK\$33,570) in one academic year (i.e. 1 September 2024 to 31 August 2025). The allowance will be disbursed to student interns via CityUHK.**
2. If the actual period worked is less than 28 calendar days after deduction of all unpaid leaves days (if any), **no allowance will be disbursed to the students via CityUHK under the Scheme.** **Employers shall pay salary to the students according to the agreed employment terms and conditions complying with the legal requirements of the relevant Ordinance, and such amount will not be reimbursed regardless of the party initiating the early termination.**
3. Upon completion of the whole internship period, employers and student interns should submit the duly completed Assessment Forms and provide other required documents/information to the respective College/School of CityUHK. According to ITC’s guidelines, disbursement to student interns will only be made in provision of duly completed assessment forms and all required documents / information.
4. **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 the**

internships turns out to be unrelated to I&T, CityUHK reserves the right to decline the request of reimbursement to the student interns and the employers will have to be responsible for the amount of agreed remuneration to be paid and received by the student intern, including salary, wage and any expected allowance where applicable, as per stated in the employment agreement for the internship and agreed between the employer and the intern before commencement of work.

B) IMPORTANT notes to employers on the financial arrangements of the internship

- 1. Unless the student applicants have obtained the corresponding documents by relevant authorities and statutory declaration as applicable as “Student Intern” or “Work Experience Student” for exemption of minimum wage requirement before the commencement of internship, Minimum Wage Ordinance (the Ordinance) applies to internships under the Scheme and employers should pay the students with salary no less than the Statutory Minimum Wage rates as specified in the Ordinance for the whole period of employment, regardless of the allowance to be disbursed to students via CityUHK under the Scheme.**
- 2. If no minimum wage is provided to the student by the employer on top of the allowance under the Scheme, employers should check if the students are eligible to work as “Student Interns/Work Experience Students” for Statutory Minimum Wage Exemption and have already obtained the respective exemptions from relevant authorities and completed statutory declaration as applicable to declare as “Student Intern” or “Work Experience Student” for exemption of minimum wage requirement before the commencement of internship. (For details, please refer to FAQ3, Appendix 2, [Labour Department’s website](#) and [Notes from Labour Department](#))**
- 3. For internships which exceed 59 days, and provided that the student interns are eligible to work as and have successfully declared as “Work Experience Students” by obtaining the corresponding documents and statutory declaration for Statutory Minimum Wage Exemption before the commencement of internship, employers are required to fulfil the minimum wage requirement under prevailing legislation and pay the “Work Experience students” no less than the minimum wage from 60th day of the employment onwards, regardless of the allowance to be disbursed to students via CityUHK under the Scheme. Employers should also arrange for the students to join a registered Mandatory Provident Fund (MPF) scheme – MPF contribution is according to wages payable by employers. (For details, please refer to FAQ3, Appendix 2, [Labour Department’s website](#) and [Notes from Labour Department](#)).**
- 4. For students who are not eligible to work as or have not successfully declared as “Student Interns/Work Experience Students” under the Minimum Wage Ordinance before the commencement of internship, employers are required to pay the students no less than the minimum wage for the WHOLE period of employment, regardless of the allowance provided under the Scheme.**

5. Employers should explain clearly the employment terms and conditions to the students before the commencement of internship.
6. **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.**
7. Employers can extend the internship duration at 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.

Employer's Responsibilities for the Internship Employment

1. Employers should sign an official employment contract with the student intern with an internship period of not less than four consecutive weeks (i.e. 28 calendar days) and specify the related terms and conditions. There must be a direct employment relationship between the employer and student intern. Upon acceptance of internship offer, employers should submit the soft copy of signed contracts of student interns to the coordinators of home College/School BEFORE internship commencement.
2. Employers have to guarantee that the student intern(s) recruited for the post is/are direct employee(s) of employers and would come under the protection of the Employment Ordinance, and that all activities carried out by employers are lawful and morally accepted.
3. The employers must undertake all legal responsibilities as an employer under the Minimum Wage Ordinance, the Employment Ordinance, the Employee's Compensation Ordinance, and 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.
4. Employers are required to provide 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.
5. Employers must ensure that the information provided during the application is true, accurate, and based solely on genuine recruitment needs, and the terms of employment as well as job descriptions, etc. are consistent with the actual work assigned.
6. Employers must ensure that the terms of employment, entry requirements and job descriptions of the internship post follow the relevant codes of practices against discrimination in employment, including but not limited to gender, age, disability, and race.
7. Employers should observe the Personal Data (Privacy) Ordinance while collecting personal data from applicants (e.g. resumes), and provide the information of the contact person's name and means for job applicants to obtain Personal Information Collection Statement.
8. Employers should manage and supervise the student interns like other employees.

9. Employers must not solicit any money or other advantages in any form or under any title, no matter for reasons of the provisions of services or training, selling of goods, referral of service, guarantee deposit and so on directly or indirectly from student interns.
10. Employers should confirm and adhere to the conditions set out in the No Objection Letter (NOL) issued by the Hong Kong Immigration Department when hiring eligible non-local students, and ensure that the students are legally employable in Hong Kong.

Application Procedures for Employers

Step 1: Employer registration

Employers should register under the Scheme with Career and Leadership Centre (CLC) by completing the [online form \(https://cityuhk.questionpro.com/stem-employer-registration-form-2425\)](https://cityuhk.questionpro.com/stem-employer-registration-form-2425) with the internship details.

Step 2: Job postings and receive job applications

CityUHK will verify each job description to ensure the job is I&T related. After verification, the job openings will be promoted to students via email or departmental Job Board. Interested students are expected to follow the instructions stated in the job postings and submit their applications to the employers directly. Employers should conduct screening and selection of the student applicants independently.

Step 3: Student's Eligibility Check

Upon offer confirmation to CityUHK students, employers must inform CLC by completing the [online form \(https://cityuhk.questionpro.com/stem-student-eligibility-check\)](https://cityuhk.questionpro.com/stem-student-eligibility-check) and provide the students' details (e.g. student's full name, CityUHK student ID etc.) for cross-checking their eligibility. Information will be passed to respective College/School for eligibility check.

*Please allow sufficient time (**at least 5 working days before the proposed internship start date**) for the eligibility check upon the submission of all required documents. Actual time required might take longer than anticipated, subject to numerous factors including but not limited to the availability of necessary information required and the actual verification process.*

Step 4: Receiving the result of student's eligibility check from respective College/School

College/School will inform the hiring company the result of the eligibility check of students by email. Employers should follow the instructions from respective College/School and submit the documents as required.

Step 5: Confirming the student status for Statutory Minimum Wage Exemption if applicable before the commencement of internship

Employers should read carefully the Appendix 2 of this Application Guidelines to understand the financial arrangements under the Scheme and explain clearly the employment terms with

the students. Employers should check if the student applicant is eligible to work as “Student Intern/Work Experience Student” for Statutory Minimum Wage Exemption, and has already obtained the respective exemptions from relevant authorities and completed statutory declaration as applicable before the commencement of internship, if no minimum wage is provided to the student applicant by the employer on top of the allowance under the Scheme.

Step 6: Submission of employment contract and other required documents/information to respective College/School

Upon acceptance of internship offer, employers should submit the soft copy of signed employment contracts of student interns and other required documents/information to respective College/School before internship commencement.

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.

Important notes:

- 1. The internship should only begin AFTER employer has received the result of student’s eligibility check from respective College/School and submitted all the required documents.**
- 2. Backdate applications of completed internship will not be accepted.**
3. Employers will receive a notification email after successful submission of the online form (**Step 1**), after which they may proceed to identify suitable candidates for the positions. The confirmation of internship, however, is subject to the result of the eligibility check of students (**Step 4**) and successful submission of all relevant documents as required by College/School.
4. In the case where student has searched and secured an I&T related internship from his / her own source, the employer will be invited to provide internship details and student information to Career and Leadership Centre (CLC) via the online forms for employer registration and eligibility check. The information will be passed to related academic units for verification and approval prior to job confirmation and acceptance. Approval will be granted on a case-by-case basis. However, **self-sourced non-local internships will not be accepted.**

Application Procedures for Students

Step 1: Searching for jobs and submitting job applications

Students may search for job openings under the Scheme from departmental Job Board or emails. Students are expected to follow the instructions stated in the job postings and submit their

applications to the employers directly. Employers should conduct screening and selection of the student applicants independently.

Step 2: Student's Eligibility Check

Upon offer confirmation, the students' details (e.g. student's full name, student's CityUHK student ID etc.) should be submitted to CLC by the **employers** via the [online form \(https://cityuhk.questionpro.com/stem-student-eligibility-check\)](https://cityuhk.questionpro.com/stem-student-eligibility-check) for cross-checking the student applicant's eligibility.

Information will be passed to respective College/School for eligibility check.

Step 3: Applying with your home College/School

After receiving the offer from the employer, students should submit an application to your home College/School for approval. You are highly encouraged to check with your own College/School regarding the application procedures and follow the instructions from them. Student applicants shall submit [a declaration form](#) to their home College/School prior to the commencement of internship.

Step 4: Confirming with the employer the financial arrangements under the Scheme and any remuneration to be received by the students before the commencement of internship

Students should confirm with the employer the employment terms and financial arrangements under the Scheme. Students should check with their home College/School if they are eligible to work as "Student Intern/Work Experience Student" for Statutory Minimum Wage Exemption, obtain the respective exemptions from relevant authorities, and complete statutory declaration as applicable before the commencement of internship, if no minimum wage is provided to the students by the employers on top of the allowance under the Scheme.

Some Final Notes and Reminders

1. Both employers and student applicants are highly recommended to check the followings during the selection process/before job offer is extended:

Student status

The student applicant is

- a) enrolling on one of the full-time STEM programmes funded by UGC (Appendix 1);
- b) an active student, i.e. the internship commences **before the date of graduation or the expiry of student status, whichever is earlier**, as shown on [CityUHK AIMS](#);
- c) legally employable in Hong Kong; and

- d) eligible to work as a “Student Intern/Work Experience Student” under the Minimum Wage Ordinance and has already obtained the respective exemptions from relevant authorities and completed statutory declaration as applicable if no minimum wage ON TOP of the STEM allowance is provided to the student by the employer (please click [here](#) for details).

Claim history

- e) not previously hired by the same employer in the same academic year; and
f) not received/not receiving the allowance under the Scheme which exceeds 90 days in the same academic year, prior to the commencement of the current job opportunity.

Purpose of application

- g) not using the entire internship period to meet the compulsory requirement for graduation of a degree programme; if the applicant is seeking for an internship IN EXCESS of that compulsory internship requirement, he/she is obliged to inform the employer and the period length IN EXCESS of the compulsory internship requirement should be longer than four consecutive weeks.

Employers’ and students’ responsibility

- h) 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.

Frequently Asked Questions

1. What is the eligible internship period under the Scheme?

The minimum eligible internship period is four consecutive weeks (i.e. 28 consecutive calendar days) and the maximum amount of allowance received by a student intern under the Scheme is capped at three months (i.e. 90 days) in one academic year. The actual internship period is subject to mutual agreement between the employer and student intern.

All Winter Break 2024/25 internships should commence no earlier than 2 December 2024, nor later than 13 December 2024. They should all end on or before 10 January 2025 . For reference, please check CityUHK Academic Calendar:

https://www.cityu.edu.hk/arro/ac_calendar.asp

2. Are students undertaking internship to fulfil a compulsory graduation requirement be eligible to receive allowance under the Scheme?

In general, 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 this Guidelines are met.

For the purpose of the Scheme, an internship is not considered compulsory requirement if it is an optional requirement of a course. Yet for courses with a mandatory internship component which is listed as an option for fulfilling a compulsory graduation requirement but not as an elective, such internship is considered compulsory.

3. Should Minimum Wage Ordinance be observed under the STEM Internship Scheme?

Yes – according to ITC Guidelines, employers in Hong Kong should observe the relevant requirements under the [Minimum Wage Ordinance \(Cap. 608\)](#) **unless the student intern is approved exemption upon obtaining corresponding declaration and/or endorsement by relevant authorities** as stipulated below:

- a) While STEM internship should not be arranged to meet the compulsory requirement for graduation of a degree programme, it can be used for fulfilling **elective component of a full-time degree programme**. In the latter case, the student should complete the [Confirmation of Student Status for “Student Intern”](#), seek endorsement from their home College/School to confirm their status of “Student Intern” under the Minimum Wage Ordinance for exemption of minimum wage requirement, and provide the document to the employers. Statutory Minimum Wage (SMW) would not be applied to endorsed “Student Interns”.
- b) If the STEM Internship **is NOT an elective component** of the full-time degree programme, the student may apply for the status of “[Work Experience Student](#)” under the Minimum Wage Ordinance for the exemption of minimum wage requirement of **a period up to the 59th day of internship work**. Student should complete the [Confirmation of Student Status for “Work Experience Student”](#), seek endorsement from the student applicant’s home College/School, obtain [the statutory declaration](#) through [Home Affairs Enquiry Centre](#), and provide these documents to the employers before the commencement of internship. In this case, from the 60th day onwards, the Employer will need to fulfil the minimum wage requirement under the prevailing legislation, and pay the “Work Experience Students” no less than the minimum wage for the period of employment beyond the continuous period of the 59-day employment, regardless of the allowance to be disbursed to students via CityUHK under the Scheme. For details, please refer to [here](#).
- c) If the student applicant is **NOT eligible to work as/ has NOT successfully declared as “Student Intern / Work Experience Student”** before the commencement of internship,

Minimum Wage Ordinance applies and the **Employers should pay the students with salary no less than the Statutory Minimum Wage rates as specified in the Ordinance since the commencement of internship**, regardless of the allowance provided under the Scheme. We therefore strongly encouraged ALL participating employers to check with the student interns appointed regarding their relevant status before the internships begin.

4. Will employers be responsible for MPF contribution during the internship period?

According to the Mandatory Provident Fund Schemes Ordinance in Hong Kong, MPF contributions apply to student interns aged 18 or above who are employed for a continuous period of 60 days or more.

The calculation of Employer’s contribution for a student intern should begin from the first day of the employment. For new employees, Employers must make their first-time contributions to trustees on or before the next contribution day (the 10th of each month) after the calendar month in which the 60th day of employment falls. For details, please visit <https://www.mpfa.org.hk/> or https://www.mpfa.org.hk/en/-/media/files/information-centre/publications/mpf-booklets-and-publications/employer/en/er_handbook_eng.pdf

For “**Student Intern**” under the Minimum Wage Ordinance, if **no additional salary or remuneration** is provided to student interns on top of the allowance under the Scheme, **MPF contribution is not required during the internship period.**

For “**Work Experience Student**” under the Minimum Wage Ordinance, if **no additional salary or remuneration** is provided to student interns on top of the allowance under the Scheme, **MPF contribution is only applicable during the internship period that minimum wage applies**, i.e. from 60th day onwards, **according to the wages payable by Employers.**

5. How will the allowance under the Scheme be calculated?

The allowance is calculated based on the daily allowance of HK\$373 multiplied by the actual number of calendar days served in that particular month, including Saturdays, Sundays and/or public holidays, net any unpaid leave or sick days taken that are not covered by the Scheme. The formula for allowance disbursement is as follows:

$$\text{Allowance} = (\text{Internship period} - \text{Unpaid leave}) \text{ in days} \times \text{HK\$373/day}^*$$

$$* \text{HK\$373/day} = \text{HK\$11,190} \div 30 \text{ days}$$

6. How many quotas will be allocated per company?

There are multiple considerations and criteria when assigning quotas for each company, including but not limited to the available funding from ITC, College/School internal quota,

feedback from previous interns, company size and operations, etc. The final decision rests with relevant academic units and Career and Leadership Centre of CityUHK.

7. Are government-funded organisations and Government departments eligible to provide placement for student interns under the Scheme?

Government-funded organisations are eligible to engage student interns under the Scheme if no other Government funding is involved. However, students enrolled in internship programmes operated by Government departments are not eligible to receive allowance concurrently under the Scheme.

8. Can the internship be on a part-time basis?

No, the internship must be on a **full-time basis**. For instance, **students attending regular course(s) for 3 days or more per week during the internship should NOT be considered as full-time interns. The final decision on the requirements of full-time internship is subject to the decision of relevant academic units and Career and Leadership Centre of CityUHK.**

9. Are unpaid leaves allowed during the internship?

Student interns may take unpaid leaves during the internship. For instance, student interns may take unpaid leaves to handle other university commitments. However, unpaid leaves will not be taken into consideration in the calculation of allowance under the Scheme. **Students who are taking 14 days of unpaid leaves or more in the whole internship period will NOT be accepted**, unless the justification is reasonable and agreed explicitly in writing in advance by the employer and CityUHK CLC. In addition, students attending regular course(s) for 3 days or more per week during the internship should NOT be considered as full-time interns. Other circumstances would be reviewed on a case-by-case basis and are subject to final decision and approval by ITC and CityUHK CLC.

10. Some internship placements have already started, can those employers and student interns enroll in the Scheme?

The enrolment in the Scheme for commenced internships is subject to the approvals of both Career and Leadership Centre and the respective College / School of the CityUHK student in concern. **Approval is to be granted on a case-by-case basis, and any internships seeking post – commencement enrolment should a) fulfill all requirements as stipulated under this Application Guidelines, and b) ensure both employers and student interns are eligible to enroll in the Scheme.**

Respective College/School should invite employers to provide internship details and students' information to CLC by completing the two online forms for employer registration and student eligibility check.

However, the applications will NOT be accepted under any of the following circumstances:

- a) Backdate applications of completed internship
- b) Failure to submit the required information via the two online forms for employer registration and student eligibility check and/or declaration form and/or employment contract before the date of graduation or the internship end date, whichever is earlier

11. Can a student take more than one internship under the Scheme in the same academic year?

In general, a student may receive the allowance under the Scheme for more than one internship place in the same academic year (1 September to 31 August of the following year), provided that the participating employers are not the same, the maximum reimbursable amount is capped at HK\$33,570 (90 calendar days) in the academic year, and the internship periods do not overlap. Please note that only one period of internship in the same calendar year can be exempted from the minimum wage requirement as “exempt student employment” under the Minimum Wage Ordinance. For details, please click [here](#).

12. How should employers handle early termination of employment contracts?

If the internship period is cut short due to any reason, employers must inform CityUHK immediately. Student interns shall receive pro-rated allowance based on the actual internship period so long as all other requirements are met. If the actual period worked is less than 28 calendar days (i.e. 4 consecutive calendar weeks) after deduction of all no-pay leaves taken by the student interns (if any), **no allowance will be disbursed to the students via CityUHK under the Scheme**. Employers shall pay salary to the students according to the agreed employment terms and conditions complying with the legal requirements of the relevant Ordinance, and such amount will not be reimbursed regardless of the party initiating the early termination.

13. When will student interns receive the allowance?

CLC will collect all the required documents from Colleges/Schools. It is estimated that eligible students will receive the disbursement for Semester A and Winter break internships in May, disbursement for Semester B internships in July, and disbursement for Summer internships (conducted in May-August) in December respectively. CLC will check and confirm the internship details and the required documents to make sure that the internships fulfil all the requirements as stipulated in the Guidelines. The disbursement process might take longer in case additional verifications and clarifications with different parties are required.

14. Will employers be involved in the disbursement process?

Participating Employers are required to complete an ITC Assessment form and have them returned to respective College/School. **Since the allowance will be disbursed to student**

interns by CityUHK directly, employers will NOT be involved in the disbursement process other than completing the assessment.

15. Is internship placement with remote working allowed under the Scheme?

In general, remote working where the participating Employer and the internship are in different territories are not allowed under the Scheme. Student interns are encouraged to work in offices to have direct interaction with supervisors/ colleagues for at least part of their internship time, so as to gain diversified work experience and develop better communication skills.

Remarks: The terms and conditions are subject to reviews and updates on an as-needed basis. Career and Leadership Centre and relevant academic units will have final discretion on internship eligibility and the allowance disbursement requirements/procedures.

Enquiries

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Appendix 1 - List of Eligible CityUHK STEM Programmes (for Academic Year 2024/25)

College/School		Programme	Code
College of Business	1	Bachelor of Science in Computational Finance	BSC/CF
	2	Bachelor of Science in Computational Finance and Financial Technology	BSC/CFFT
	3	Bachelor of Business Administration in Information Management	BBA/IFMG
	4	Department of Information Systems (options: BBA Global Business Systems Management, BBA Information Management)	BDIS/U
	5	Bachelor of Business Administration in Business Analysis/ Bachelor of Business Administration in Business Decision Analytics	BBA/BANL// BBA/BDAN
	6	Bachelor of Business Administration in Business Operations Management/ Bachelor of Business Administration in Global Operations Management	BBA/BOM// BBA/GOM
	7	Bachelor of Business Administration in Global Business Systems Management	BBA/GBSM
	8	Department of Management Sciences (options: BBA Business Analysis, BBA Business Operations Management))/ Department of Management Sciences (options: BBA Business Decision Analytics, BBA Global Operations Management)	BBA/BDMS
	9	Bachelor of Business Administration in Marketing (ONLY for students in Marketing Analytics Stream)	BBA/MKT
	10	Research Postgraduate (Information Systems) ¹	RPG/IS
	11	Research Postgraduate (Management Sciences) ¹	RPG/MS
College of Engineering	12	Department of Architecture and Civil Engineering (options: BEng Architectural Engineering, BEng Civil Engineering, BSc Surveying)	BDCA/U
	13	Bachelor of Engineering in Architectural Engineering	BENG/ARCE
	14	Bachelor of Engineering in Civil Engineering	BENG/CEG
	15	Bachelor of Science in Surveying	BSC/SURV

College/School		Programme	Code
	16	Bachelor of Engineering in Materials Engineering	BENG/MAE
	17	Bachelor of Engineering in Computer and Data Engineering	BENG/CDE
	18	Bachelor of Engineering in Electronic and Communication Engineering	BENG/ECE
	19	Bachelor of Engineering in Information Engineering	BENG/INFE
	20	Bachelor of Engineering in Biomedical Engineering	BENG/BME
	21	Bachelor of Engineering in Mechanical Engineering	BENG/MECH
	22	Bachelor of Engineering in Nuclear and Risk Engineering	BENG/NRE
	23	Bachelor of Engineering in Systems Engineering and Management	BENG/SEM
	24	Bachelor of Engineering in Materials Science and Engineering	BENG/MASE
	25	Bachelor of Science in Architectural Studies	BSC2AS
	26	Bachelor of Engineering in Intelligent Manufacturing Engineering	BE/ITME
	27	BEng in Electronic and Electrical Engineering (ELEL)	BE/ELEL
	28	Department of Electrical Engineering (options: BEng Computer and Data Engineering, BEng Electronic and Electrical Engineering, BEng Information Engineering)	BDEE/U
	29	Department of Mechanical Engineering (options: BEng Mechanical Engineering, BEng Nuclear and Risk Engineering)	BDMNE/U
	30	BSc in Computer Science and BSc in Computational Finance & Financial Technology	DBSCBSC
	31	BEng Microelectronics Engineering	BENG/MEE
	32	BEng Aerospace Engineering	BENG/A.E.
	33	Research Postgraduate (College of Engineering) ¹	RPG/CENG

College/School		Programme	Code
School of Energy and Environment	34	School of Energy and Environment (options: BEng Energy Science and Engineering, BEng Environmental Science and Engineering)	BDSEE/U
	35	Bachelor of Engineering in Energy Science and Engineering	BENG/ESE
	36	Bachelor of Engineering in Environmental Science and Engineering	BENG/EVE
	37	Bachelor of Engineering in Environmental Science and Engineering and Bachelor of Business Administration in Finance	DBENGBBA
	38	Research Postgraduate (School of Energy and Environment) ¹	RPG/SEE
College of Science	39	Bachelor of Science in Applied Physics	BSC/AP
	40	Bachelor of Science in Physics	BSC/PHY
	41	Bachelor of Science in Chemistry	BSC/CHEM
	42	Bachelor of Science in Computing Mathematics	BSC/CM
	43	Global Research Enrichment and Technopreneurship (GREAT)	BDSI/U
	44	Research Postgraduate (College of Science) ¹	RPG/CSCI
School of Creative Media(Only Applicable to Winter Break and Summer Internships)	45	School of Creative Media (options: BA Creative Media, BSc Creative Media, BAS New Media)	BDSCM/U
	46	Bachelor of Science in Creative Media	BSC/CRM
	47	Bachelor of Arts in Creative Media	BA/CRM
	48	Bachelor of Arts and Science in New Media	BAS/NEM
	49	Research Postgraduate (School of Creative Media) ¹	RPG/SCM
College of Computing	50	Department of Data Science (options: BSc Data Science, BSc Data and Systems Engineering)	BDDS/U
	51	Bachelor of Engineering in Data and Systems Engineering	BENG/DSE
	52	Bachelor of Science in Computer Science	BSC/CSC
	53	Bachelor of Science in Data and Systems Engineering	BSC/DSE1
	54	Bachelor of Science in Data Science	BSC/DS
	55	Research Postgraduate (Department of Data Science) ¹	RPG/DS

College/School		Programme	Code
College of Veterinary Medicine and Life Sciences(Only applicable to Summer Internships)	56	Department of Biomedical Sciences (options: BSc Biological Sciences, BSc Biomedical Sciences)	BDBMS/U
	57	Bachelor of Science in Biological Sciences	BSC/BISI
	58	Bachelor of Science in Biomedical Sciences	BSC/BMS
	59	Research Postgraduate (Jockey Club College of Veterinary Medicine and Life Sciences) ¹	RPG/JCC

¹ UGC-funded students only.

ITC STEM Internship Scheme
City University of Hong Kong

Appendix 2 - Important Notes on Allowance and Financial arrangements

- The allowance for the internship of each student intern is **HK\$11,190 per month** (i.e. for the purpose of calculating allowance under the Scheme, one month has 30 days) with effect from 1 April 2023, capped at three months (i.e. 90 days, maximum at HK\$33,570) in one academic year (i.e. 1 September to 31 August of the following year). **The allowance will be disbursed to student interns via CityUHK directly.**

- 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.

- **Unless the student applicants have obtained the corresponding documents by relevant authorities and statutory declaration as applicable as “Student Intern” or “Work Experience Student” for exemption of minimum wage requirement before the commencement of internship, Minimum Wage Ordinance (the Ordinance) applies to internships under the Scheme and employers should pay the students with salary no less than the Statutory Minimum Wage rates as specified in the Ordinance for the whole period of employment, regardless of the allowance to be disbursed to student interns via CityUHK under the Scheme.**

Statutory Minimum Wage does not apply to the “Student Interns” and “Work Experience Students during a period of exempt student employment” under the Minimum Wage Ordinance. Employers in Hong Kong should observe the relevant requirements under the [Minimum Wage Ordinance \(Cap. 608\)](#) **unless the student is eligible to work as a “Student Intern/Work Experience Student” under the Minimum Wage Ordinance, and has already obtained the respective exemptions of minimum wage requirement upon obtaining corresponding declaration and/or endorsement by relevant authorities before the commencement of internship** as stipulated below:

A. “Student Interns” under the Minimum Wage Ordinance

Criteria on Nature of Internship

STEM internships used for fulfilling **elective component of a full-time degree programme.**

Note: STEM internship should NOT be arranged to meet the compulsory requirement for graduation of a degree programme.

Criteria on Age and Duration of Internship

- no restriction on age; and
- no restriction on duration of internship

Statutory Minimum Wage Exemption

Statutory Minimum Wage (SMW) would not be applied to endorsed “Student Interns”.

Allowance and Financial Arrangements

The allowance under the Scheme will be **disbursed to eligible students via CityUHK directly** while employers may pay the student interns a monthly honorarium on top of the allowance under the Scheme with reference to their internal policies, industry benchmarks or market rates.

MPF contribution

According to the Mandatory Provident Fund Schemes Ordinance in Hong Kong, MPF contributions apply to student interns aged 18 or above who are employed for a continuous period of 60 days or more.

If no additional salary or remuneration is provided to student interns on top of the allowance under the Scheme, MPF contribution is not required during the internship period.

Required actions for EMPLOYERS

- Check if the student is eligible to work as “Student Intern”
- Remind the student to obtain the document - [Confirmation of “Student Intern” Status under the Minimum Wage Ordinance \(Cap. 608\)](#) from their home College/School
- Keep a record of the endorsed document - [Confirmation of “Student Intern” Status under the Minimum Wage Ordinance \(Cap. 608\)](#) starting from the commencement of internship and for a period of another six months after the student employee ceases to be employed

Required actions for STUDENTS

- Check with your home College/ School if you are eligible to work as “Student Intern” under the Minimum Wage Ordinance for exemption of minimum wage requirement
- Complete a document - [Confirmation of “Student Intern” Status under the Minimum Wage Ordinance \(Cap. 608\)](#)
- Seek endorsement from your home College/School to confirm the status of “Student Intern”
- Provide the endorsed document - [Confirmation of “Student Intern” Status under the Minimum Wage Ordinance \(Cap. 608\)](#) to the employer before the commencement of internship

B. “Work Experience Students” under the Minimum Wage Ordinance

Criteria on Nature of Internship

STEM Internship **is NOT an elective component** of the full-time degree programme.

Criteria on Age and Duration of Internship

- under the age of 26 years at the beginning of employment; and
- the student employee and his employer may agree to treat a continuous period of up to 59 days as exempt student employment; and at most one period of exempt student employment may commence in the same calendar year (regardless of whether the employment is with the same employer or not). Also, the student employee has to make a statutory declaration verifying this fact and provide the declaration (or copy) to the employer.

Statutory Minimum Wage Exemption

Statutory Minimum Wage (SMW) would not be applied to “Work Experience Students during a period of exempt student employment” for **a period up to the 59th day of internship work.**

Allowance and Financial Arrangements

The allowance under the Scheme will be **disbursed to eligible students via CityUHK directly**. Employer will need to **fulfil the minimum wage requirement under the prevailing legislation from the 60th day onwards, and pay the “Work Experience Students” no less than the minimum wage for the period of employment beyond the continuous period of the 59-day employment**, regardless of the allowance to be disbursed to students via CityUHK under the Scheme.

MPF Contribution

According to the Mandatory Provident Fund Schemes Ordinance in Hong Kong, MPF

contributions apply to student interns aged 18 or above who are employed for a continuous period of 60 days or more.

If **no additional salary or remuneration** is provided to students on top of the allowance under the Scheme, **MPF contribution is only applicable during the internship period that minimum wage applies**, i.e. from 60th day onwards, **according to the wages payable by Employers.**

Required actions for EMPLOYERS

- Check if the student is eligible to work as “Work Experience Student”
- Agree with the student to treat a continuous period of up to 59 days as a period of exempt student employment
- Remind the student to obtain the two documents - [Confirmation of student status for “work experience student” under the Minimum Wage Ordinance \(Cap. 608\)](#) and [statutory declaration for a period of exempt student employment](#) from the relevant authorities
- Keep a record of the two endorsed documents - [Confirmation of student status for “work experience student” under the Minimum Wage Ordinance \(Cap. 608\)](#) and [statutory declaration for a period of exempt student employment](#) starting from the commencement of internship and for a period of another six months after the student employee ceases to be employed

Required actions for STUDENTS

- Check with your home College/School if you are eligible to work as “Work Experience Student”
- The student has to agree with the employer to treat a continuous period of up to 59 days as a period of exempt student employment
- Complete a document - [Confirmation of student status for “work experience student” under the Minimum Wage Ordinance \(Cap. 608\)](#)
- Seek endorsement from your home College/School
- Obtain [the statutory declaration for a period of exempt student employment](#) through [Home Affairs Enquiry Centre](#)
- Provide the endorsed documents - [Confirmation of student status for “work experience student” under the Minimum Wage Ordinance \(Cap. 608\)](#) and [statutory declaration for a period of exempt student employment](#) to the employer before the commencement of internship

Points to Note

The exemption from Statutory Minimum Wage does not apply if a work experience student has not agreed with the employer to treat a certain period as a period of exempt student employment.

C. Student applicants who are NOT eligible to work as/ have NOT successfully declared as “Student Intern / Work Experience Student” under the Minimum Wage Ordinance

If the student applicant is **NOT eligible to work as/has NOT successfully declared as “Student Intern / Work Experience Student” before the commencement of internship**, Minimum Wage Ordinance applies and the **Employers should pay the student with salary no less than the Statutory Minimum Wage rates as specified in the Ordinance since the commencement of internship**, regardless of the allowance provided under the Scheme.

Employers should observe the Mandatory Provident Fund Schemes Ordinance in Hong Kong and arrange for the students to join a registered Mandatory Provident Fund (MPF) Scheme if applicable – MPF contribution is according to wages payable by employers.

In other words, **neither the “Student Interns” nor the “Work Experience Students” statuses should be presumed without the corresponding declaration documents and employers should ensure the Minimum Wage Ordinance is observed as legally required in the employment contract formed under this Scheme.**

We therefore strongly encouraged ALL participating employers to check with the student interns appointed regarding their relevant status before the internships begin.

For details, please refer to [Minimum Wage Ordinance \(Cap. 608\)](#) , [Labour Department’s website](#) and [Notes from Labour Department on Statutory Minimum Wage](#).