



# 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)

Max. in 3 months (capped at **90** calendar days in an academic year)

## Schedule\*

Summer: 2 May to 31 August 2023

1<sup>st</sup> Term: 4 September to 1 December 2023

Winter Intake: 4 December 2023 to 5 January 2024

2nd Term Intake: 8 January 2024 to 20 April 2024

## 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**.

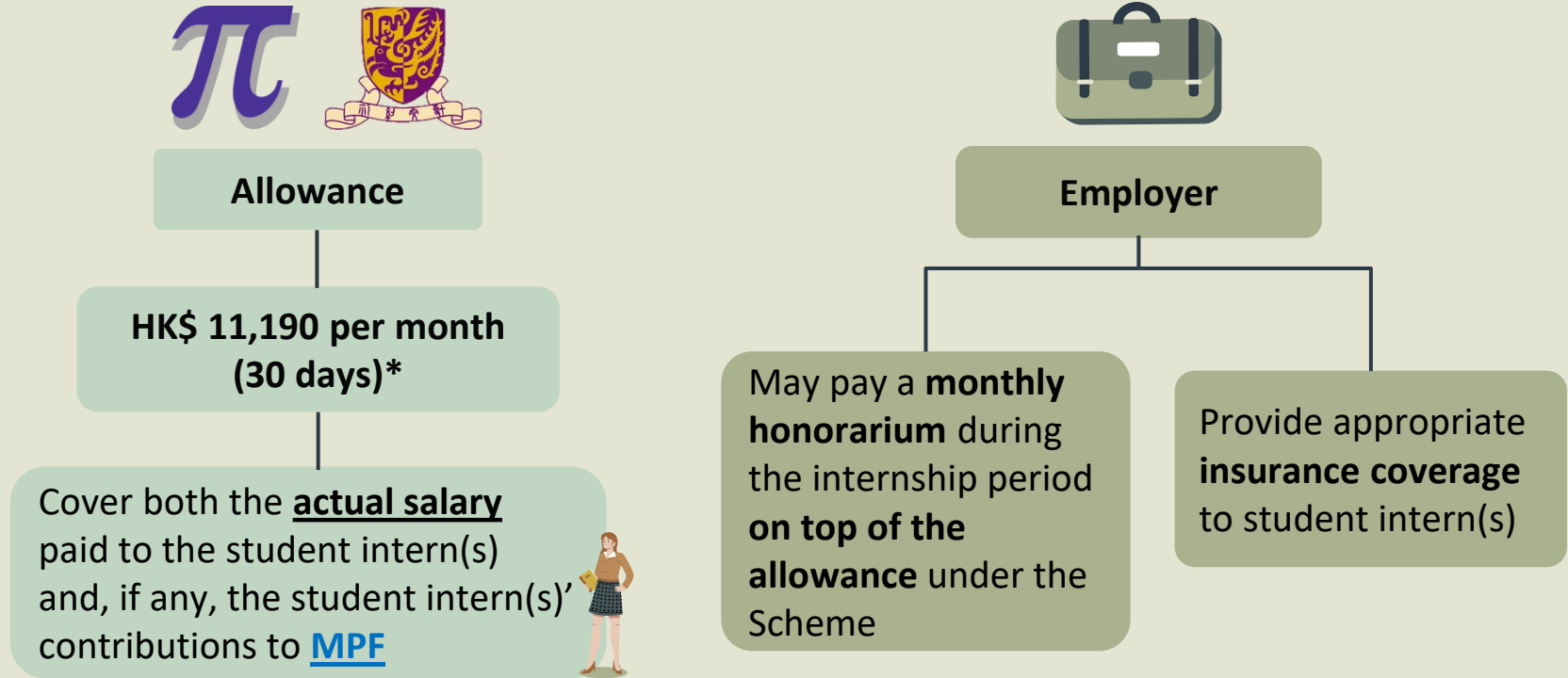
4

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



\*According to ITC, for the purpose of calculating the allowance under the Scheme, one month has 30 days. The allowance for months with 31 days is HK\$11,563, and the allowance is capped at 90 days, i.e. HK\$33,570.



# **Application Procedure**



# Step 1: Verification of Job Nature

## Create job portal account

- Provide sufficient information such as BR Number, BR expiry date, a copy of a valid BR certificate on [CU Job Link job portal](#).
- \* *The verification process of a new employer user account **takes around 14 working days**.*

## Verify job nature

- Post the innovation and technology-related
- job advertisements with an indication of “**STEM**” in the Remarks section under “Additional Information”.

The screenshot shows the 'Additional Information' section of the CU Job Link job portal account verification process. On the left, a sidebar lists the verification steps: Contact Information, Job Details, Remuneration Package, Talent Search, Additional Information (highlighted in blue), and Declaration. The main area is titled 'Additional Information' and contains an 'Attachment' section with a dashed border. It specifies 'Max file size: 10 MB', 'Supported Format: JPG / PNG / PDF', and 'Max 5 attachments'. Below this is a 'Remarks (This message would be viewed by the CU administrator only)' section. The word 'STEM' is entered in the remarks field, and a red circle highlights the 'Remarks' label. An arrow points from the 'Attachment' section to the 'Remarks' section.

- \**The verification process **takes around 7 working days**.*
- Confirmation email of job nature will be sent to you when all valid & sufficient information is provided.*

## Step 2: Verification of the Eligibility of Student Intern(s)

### Verify student's eligibility

- Provide personal particulars of the student intern [here](#) **before the internship commencement date**, after confirming job nature.

*\*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.*

# Step 2: Verification of the Eligibility of Student Intern(s)

## Personal Particulars for Local and Non-Local Students

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

*#for non final-year non-local students*

## Step 3: Submission of Employment Contract

### Submit the employment contract

- Provide the employment contract (signed by both parties) [here](#) **on or before the internship commencement date**, after confirming the eligibility of the student intern(s).



Upon completion and verification of all 3 steps, the submitted interns are officially confirmed for joining STEM Internship Scheme. A confirmation & letter of understanding will be issued as official record.



# 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 our centre 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.**

# 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=13678492>

Student interns' version: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13678494>

# Reimbursement Process

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

After the internship, you are required to submit the following documents by uploading them to the [Reimbursement & Evaluation Form](#)\* within 1 month after the completion of the internship:

1. **Payslip of the student intern**
2. [Acknowledgement Receipt of Allowance](#)\*
3. [Reply Form for Reimbursement Method](#)\*

*\*all signed by one representative and with company stamp.*

Please send the original true copy of 2 & 3 to our office (Remarks: “STEM Reimbursement” on the envelope)

2/F, Benjamin Franklin Centre, The Chinese University of Hong Kong, Shatin, N.T. Hong Kong

The reimburse of the allowance will be processed when the Evaluation Form is completed and all documents are submitted as above.

*^ 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 all valid documents as above***



# Contact us

**Career Planning and Development Centre**

**Email:** [cpdc@cuhk.edu.hk](mailto:cpdc@cuhk.edu.hk)

**Tel:** 3943 7202