

**ITC STEM Internship Scheme
Summer 2024 Intake
City University of Hong Kong**

Application Guidelines (“Guidelines”)

Important Notes – STEM Internship Scheme (Summer 2024)

- Employers’ application for the Scheme (Summer 2024) is **from 19 April 2024 to 21 July 2024**. Late applications will not be considered.
- Interested employers should apply via the online form below:
<https://cityuhk.questionpro.com/stem-employer-registration-form-2324>
- All Summer 2024 internships should be on a full-time basis conducted between May and August 2024.
- All Summer 2024 internships **should commence no later than 2 August 2024 and end on or before 30 August 2024**.
- For **Summer 2024 Internships**, kindly note that **the allowance is estimated to be disbursed in December 2024**.

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.

- 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.
- 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 2023 to 31 August 2024). **The allowance will be disbursed to student interns via CityU 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 student intern 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 CityU 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”](#), obtain the [statutory declaration](#) through [Home Affairs Enquiry Centre](#), seek endorsement from the student applicants’ home College/School and provide these documents to the 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.** For details, please refer to FAQ3, Appendix 2 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.
- If the actual period worked is less than 28 calendar days after deduction of all no-pay leaves taken by the student interns (if any), **employers shall pay the salary to the student**

interns and such amount will not be reimbursed regardless of the party initiating the early termination.

- 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. Local or non-local **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. The placements must be **Information and Technology related** with its actual work containing information and technology elements (e.g. data analysis, digital marketing, engineering, research, system development, technology-related intellectual property work, etc.).
3. The students should not be previously hired by the same employer in the same academic year for the internships under the Scheme.
4. CityU operates the STEM Internship Scheme throughout the whole academic year. Here are the internship periods for the Academic Year 2023/24 as a reference:
 - Semester A Internship: 1 September 2023 – 30 November 2023
 - Winter Break Internship: 1 December 2023 – 12 January 2024
 - Semester B Internship: 1 January 2024 – 30 April 2024
 - Summer Internship: 2 May 2024 – 30 August 2024

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 **Information & Technology (I&T) related** training and work learning experiences to student intern(s) throughout the internship period.
4. Employers agree to fulfil all the requirements stated in this set of Guidelines.

Eligibility & Requirements of CityU 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 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 expiry date of student status and 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” from College/School is required. Non-local students are capped at a quota of 40% of all CityU participants.*

Allowance Amount and Financial Arrangement

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 2023 to 31 August 2024). The allowance will be disbursed to student interns via CityU.**
2. **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 student intern 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 CityU under the Scheme.**
3. Internships’ duration of less than 28 calendar days after deduction of all unpaid leave days (if any) will not be reimbursed by the Scheme.
4. For non-local internship placement, student interns may receive other subsidies from the universities or other parties to cover the air travel expenses, accommodation and visa, in addition to the allowance under the Scheme.
5. Upon completion of the whole internship period, employers and student interns should submit the Assessment Forms and return the required documents to the respective College/School of CityU. Disbursement to student interns will only be made in provision of all supporting proof.
6. **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, CityU reserves the right to decline the request of reimbursement to the student interns and the employers will have to be responsible for the amount the interns should receive in the form of salary.

Employer's Responsibility

1. There must be a direct employment relationship between the employer and student intern. 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.
2. Employers shall 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.
3. **Employers should notify the student interns who do NOT receive a minimum wage (regardless of the STEM allowance to be disbursed to students via CityU directly) to declare as "Student Intern" or "Work Experience Student" under the Minimum Wage Ordinance for exemption of minimum wage requirement and prepare the necessary documents before the commencement of internship (For details, please refer to FAQ3, Appendix 2 and [Notes from Labour Department](#)).**
4. **For internships which exceed 59 days and provided that the student interns are eligible to work as "Work Experience Students" under the Minimum Wage Ordinance, employers are required to fulfil the minimum wage requirement under existing legislation and pay the student interns no less than the minimum wage from 60th day of the employment onwards and should arrange for the student interns to join a registered Mandatory Provident Fund (MPF) scheme – MPF contribution is according to wages payable by employers.**
5. **For student interns who have not successfully declared or are NOT eligible to work as "Student Interns/Work Experience Students" under the Minimum Wage Ordinance, employers are required to pay the student interns no less than the minimum wage for the whole period of employment.**
6. 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. In addition, employers must also 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.

7. 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.
8. 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.
9. 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.
10. Employers should manage and supervise the student interns like other employees.
11. 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.

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-2324) (<https://cityuhk.questionpro.com/stem-employer-registration-form-2324>) with the internship details.

Step 2: Job postings and receive job applications

CityU 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 CityU students, employers must inform CLC by filling 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, CityU student ID etc.) for cross-checking their eligibility.

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

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.

Important notes:

1. **The internship should only begin AFTER employer has received the result of student's eligibility check from respective College/School.**
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.

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 CityU 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.

Notes

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 expiry date of student status as shown on [CityU 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, if no minimum wage in addition to the STEM allowance is provided to the student intern 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.
2. In case students have searched I&T related internship from other sources, employers will be invited to register jobs via the online form for joining STEM Internship Scheme and seeking approval from related academic units prior to job confirmation and acceptance. Approval will be granted on a case-by-case basis.
 3. Student interns 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.
 4. 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.

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. Most of the Summer 2024 internships under the Scheme should be conducted between May and August 2024.

All Summer 2024 internships should commence no later than 2 August 2024. For reference, please check CityU 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”](#), obtain [the statutory declaration](#) through [Home Affairs Enquiry Centre](#), seek endorsement from the student applicant’s home College/School, 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 Student interns no less than the minimum wage for the period of employment beyond the continuous period of the 59-day employment. For details, please refer to [here](#).

- c) If the student applicant is **NOT successfully declared as “Student Intern / Work Experience Student”**, Minimum Wage Ordinance applies and the **Employers should pay the student intern 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 CityU.

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 of CityU.

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 CityU 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 CityU CLC.

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

Yes - as long as the internships could fulfill all requirements as stipulated under this Application Guidelines 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, **backdate applications of completed internship will not be accepted.**

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 CityU 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), employers shall pay the salary to the student interns 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 CityU 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. Nevertheless, remote working in certain business sectors such as information technology has become more common. Notwithstanding the above, work-from-home arrangement due to severe pandemic situation is allowed.

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 CityU STEM Programmes (for Academic Year 2023/24)

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
	16	Bachelor of Engineering in Materials Engineering	BENG/MAE
	17	Bachelor of Engineering in Computer and Data Engineering	BENG/CDE

College/School		Programme	Code
	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 e-Logistics and Technology Management	BENG/ELTM
	24	Bachelor of Engineering in Manufacturing Systems Engineering	BENG/MFSE
	25	Bachelor of Engineering in Systems Engineering and Management	BENG/SEM
	26	Bachelor of Science in Computer Science	BSC/CSC
	27	Bachelor of Engineering in Materials Science and Engineering	BENG/MASE
	28	Bachelor of Science in Architectural Studies	BSC2AS
	29	Bachelor of Engineering in Intelligent Manufacturing Engineering	BE/ITME
	30	BEng in Electronic and Electrical Engineering (ELEL)	BE/ELEL
	31	Department of Electrical Engineering (options: BEng Computer and Data Engineering, BEng Electronic and Electrical Engineering, BEng Information Engineering)	BDEE/U
	32	Department of Mechanical Engineering (options: BEng Mechanical Engineering, BEng Nuclear and Risk Engineering)	BDMNE/U
	33	BSc in Computer Science and BSc in Computational Finance & Financial Technology	DBSCBSC
	34	BEng Microelectronics Engineering	BENG/MEE
	35	BEng Aerospace Engineering	BENG/A.E.
	36	Research Postgraduate (College of Engineering) ¹	RPG/CENG

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

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

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”.

Age and Duration of Internship

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

b. Work Experience Students

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”](#), obtain [the statutory declaration](#) through [Home Affairs Enquiry Centre](#), seek endorsement from the student applicant’s home College/School, 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 Student interns no less than the minimum wage for the period of employment beyond the continuous period of the 59-day employment**. For details, please refer to [here](#).

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

Points to Note

- o 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 have NOT successfully declared as “Student Intern / Work Experience Student”

If the student applicant is **NOT successfully declared as “Student Intern / Work Experience Student”**, Minimum Wage Ordinance applies and the **Employers should pay the student intern 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.

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](#).