

GOVERNMENT-FUNDED INTERNSHIP

ITC STEM INTERNSHIP SCHEME 2026/27

APPLY NOW!



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Scheme Overview

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1. Scheme Overview

- The Innovation and Technology Commission (“ITC”) has set up the STEM Internship Scheme (the “Scheme”) to subsidise students taking STEM programmes in local universities to enrol in short-term internships, with a view to encouraging 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.

1. Scheme Overview

- **Full-time (no less than 35 hours per week) 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.
- Students who are **taking 14 days of unpaid leaves or more** in the whole internship period will **NOT** be accepted.
- 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.)

1. Scheme Overview

- Student interns **should work in offices for most of the internship time** while remote working where the participating employer and the internship are in different territories are NOT allowed under the Scheme
- The students **should not be previously hired by the same employer in the same academic year** for the internships under the Scheme.
- CityUHK operates the STEM Internship Scheme throughout the whole academic year.

1. Scheme Overview

➤ Employers' and Students' Responsibility

- Both participating employers and students should fulfil all the requirements as stipulated in the Guidelines. CityUHK reserves the right to decline the disbursement of allowance under the Scheme to the student interns, debar relevant parties from participating in the Scheme, and require refund of any funding disbursed under the Scheme to CityUHK and/or ITC.
- 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.

1. Scheme Overview

➤ Major Timeline for AY2026-2027

	Employer Registration & Student Eligibility Check Period	Internship Period	Disbursement schedule^
Semester A & Winter Break*	Late August - Early December	Early September - Early January	March to May
Semester B	Early January – Mid March	Mid January - Late April	July to September
Summer Break	Mid April – Late July	Early May - Late August	October to December

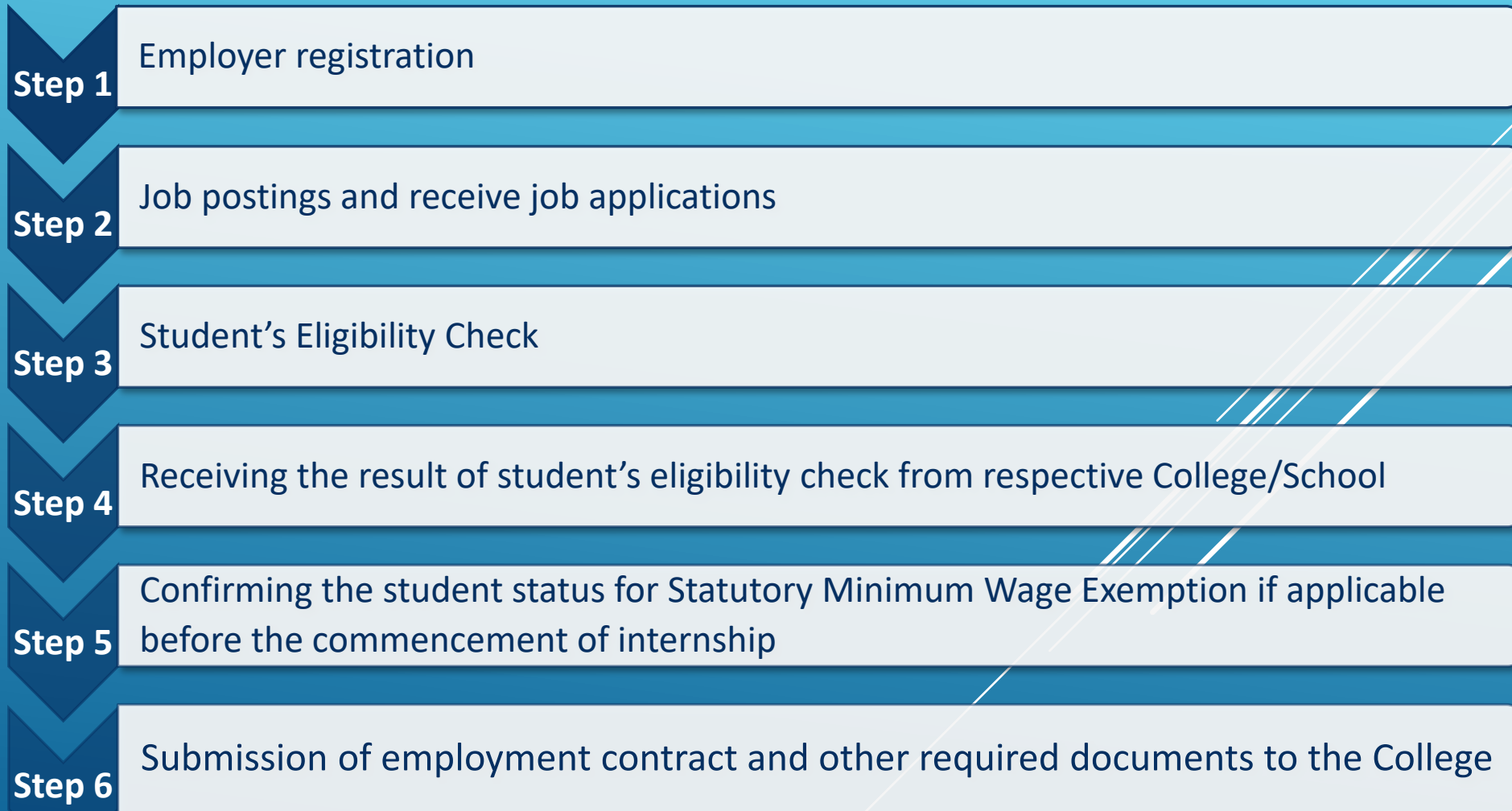
* Semester A & Winter Break will be combined to allow greater flexibility.

^ Disbursement will be handled by batches and the actual disbursement schedule will depend on the receipt of ALL required documents.

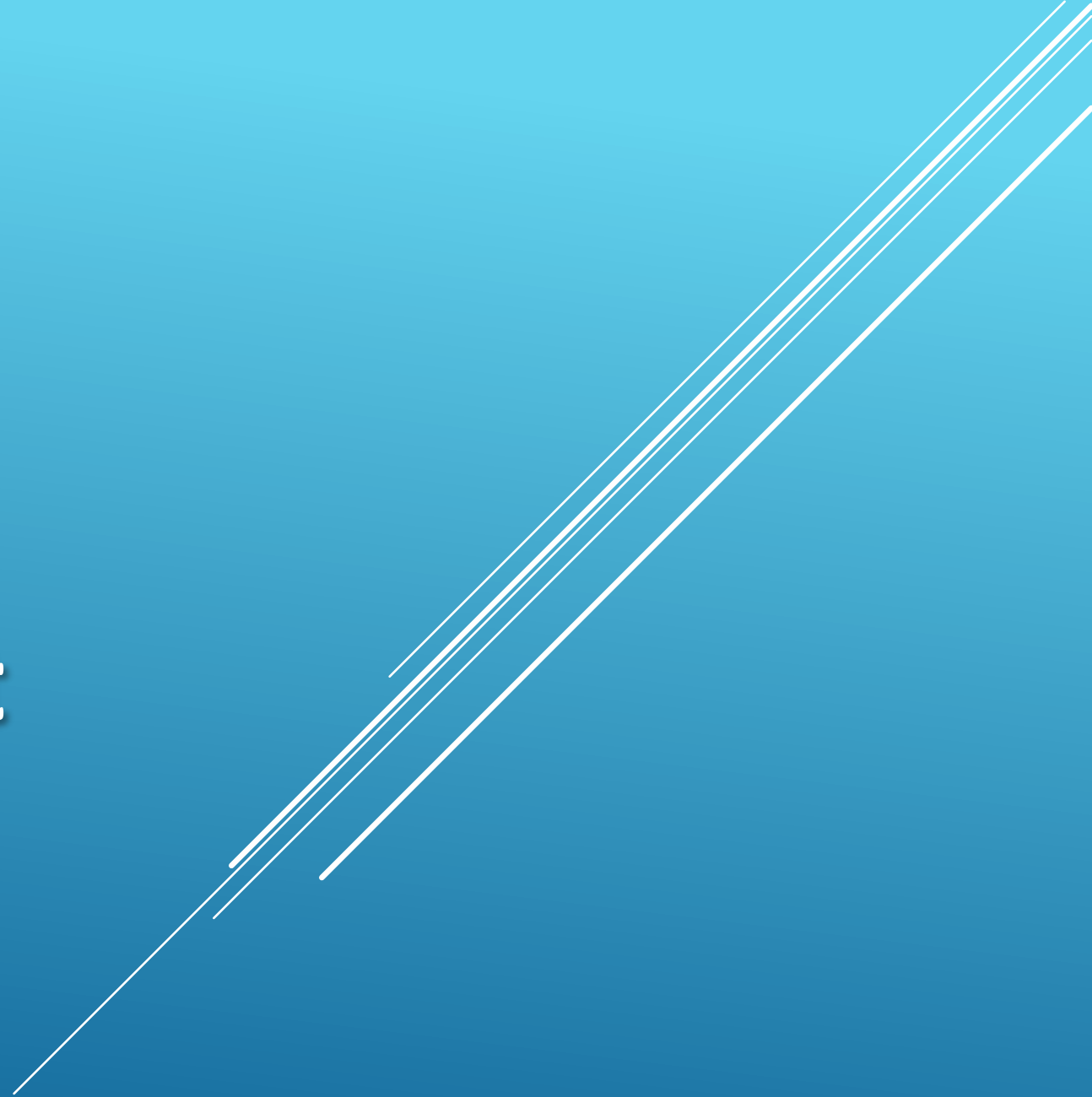
Employer Registration Process

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2. Employer Registration Process



Allowance and Disbursement

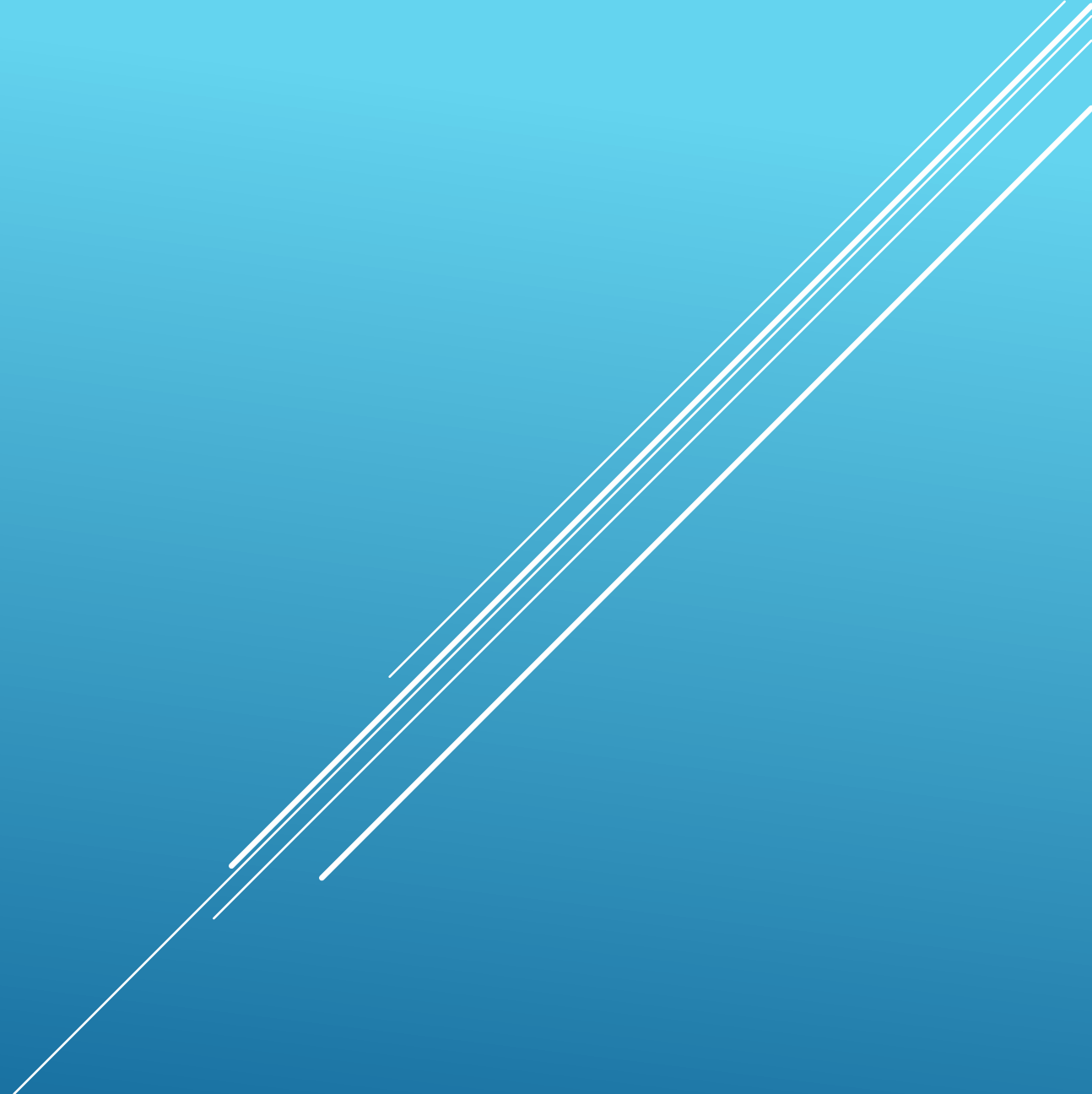


3. Allowance and Disbursement

- According to the latest updates by ITC, the allowance for the internship of each student intern is **HK\$11,790 per month**[^] (i.e. 30 days), capped at three months (i.e. 90 days, maximum at **HK\$35,370**) in one academic year (i.e. 1 Sep to 31 Aug)
- The abovesaid allowance will be disbursed directly to student interns by CityUHK.
- 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.

[^] Effective from 1 April 2026, and subject to further updates by ITC.

Important Notes for Employers



4. Important Notes

- The placements must be I&T-related with its actual work containing innovation and technology elements

Sample Job Positions & Descriptions

Data Analysis Intern	Process and clean large datasets using Python or SQL.
Research Assistant	Support lab trials and R&D studies.
Software Engineer	Build, test, and debug software applications or maintain digital databases.
Digital Tech Intern	Utilize SEO/SEM tools to optimize campaign performance and automate digital reach.

4. Important Notes

- 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.
- **Backdate applications** of completed internship will **NOT** be accepted.
- **Employers should check the status of the student intern** during selection process or before job offer is extended:



Enrolling on one of the full-time STEM programmes listed on CityUHK STEM Guidelines



Legally employable in Hong Kong



An active student



Eligible to work as a "Student Intern/Work Experience Student" under the Minimum Wage Ordinance

4. Important Notes

➤ Statutory Minimum Wage

For Student Intern

- Statutory Minimum Wage would **not** be applied to endorsed “Student Interns”.

For Work Experience Student

- Statutory Minimum Wage 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.

Remarks: 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.*

4. Important Notes

➤ 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.

For Student Intern

- **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

- **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.

4. Important Notes

➤ Letter of Confirmation for “Student Intern” and “Work Experience Student”

《最低工資條例》（第 608 章）「實習學員」身份確認書 Confirmation of “**student intern**” status under the Minimum Wage Ordinance (Cap. 608)

茲確認本教育機構安排或認可以下學生於指定的一段期間內，在與本教育機構向該名學生提供《最低工資條例》所指的課程類別有關連的情況下，在 _____（*僱用該名實習學員的機構或公司名稱*）進行工作，而該工作就該課程所達致的學術資格而言，屬該要求中的必修或必修部分。

This is to confirm that the specified period of work for the following student at _____ (name of organisation or company employing the student intern) is arranged or endorsed by this education institution in connection with a programme that is of a kind specified in the Minimum Wage Ordinance and being provided by this education institution to the student, for which the work is a compulsory or elective component of the requirements for the award of the academic qualification to which the programme leads.

實習學員的個人資料、正修讀的課程名稱和類別以及獲安排或認可的工作
Personal particulars of the student intern, the name and the kind of programme enrolled as well as the period of work being arranged or endorsed

姓名(正楷) Name (in block letters)	
香港身份證 / 護照* 號碼 HK Identity Card / Passport* No.	
正修讀的課程 Programme Enrolled	課程名稱: Name of the programme: 課程類別 Kind of the programme: (請選擇適當項目 Please select appropriate box) ☐ (本地課程) 全日制經評審課程 ¹ (local programme) a full-time accredited programme ¹ ☐ (非本地教育課程) 全日制學位或更高程度的教育課程 ² (non-local education programme) a full-time programme of education at the level of degree or higher ²
實習職位名稱 Internship Position	
進行工作的期間 Period of Work	

負責人姓名 Name of Responsible Officer: _____ 職位 Position: _____

簽署 Signature: _____ 代表 signed for and on behalf of _____

(教育機構名稱 name of education institution) 簽署

發出日期 Date of Issue: _____ 教育機構印章
Chop of Education Institution

如有任何查詢，請與以下人士聯絡 For enquiries, please contact the following person:

姓名 Name: _____ 職位 Position: _____

教育機構地址 Address of Education Institution: _____

聯絡電話 Telephone Number: _____ 傳真號碼 Fax Number: _____

電郵地址 Email Address: _____ 網址 Website: _____

* 請刪去不適用者。 Please delete as appropriate.
1 根據《最低工資條例》，「經評審課程」指符合以下規定的**全日制課程**：
(a) 由附表 1 指明的教育機構提供（名單見下頁）；
(b) 屬《學術及職業資歷評審條例》（第 592 章）附表 3 第 1、2 或 3 條所述的類別的修讀計劃；及
(c) 如該全日制課程由根據《教育條例》（第 279 章）註冊或臨時註冊的學校提供，屬該條例所指的專上教育程度。
The Minimum Wage Ordinance provides that “accredited programme” means a **full-time** programme that:
(a) is provided by an education institution specified in Schedule 1 (see the list on next page);
(b) is a learning programme of a kind described in section 1, 2 or 3 of Schedule 3 to the Accreditation of Academic and Vocational Qualifications Ordinance (Cap. 592); and
(c) if provided by a school registered or provisionally registered under the Education Ordinance (Cap. 279), is at the level of post secondary education (within the meaning of that Ordinance).

2 根據《最低工資條例》，「非本地教育課程」指該課程提供學位或更高程度的非本地學術資歷的**全日制教育課程**。
The Minimum Wage Ordinance provides that “non-local education programme” means a **full-time** programme of education which leads to the award of a non-local academic qualification which is at the level of degree or higher.

注意：資料使用者應遵守《個人資料（私隱）條例》（第 486 章）有關保護個人資料原則的規定。
Note: Data users should comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) concerning data protection principles.

《最低工資條例》（第 608 章）「工作經驗學員」學生身份確認書 Confirmation of student status for “**work experience student**” under the Minimum Wage Ordinance (Cap. 608)

茲確認以下學生在 _____ 學年（由 _____ 年 _____ 月至 _____ 年 _____ 月）正修讀本教育機構提供，並屬《最低工資條例》所指的課程類別。

This is to confirm that the following student is enrolled in a programme provided by this education institution and is of a kind specified in the Minimum Wage Ordinance during the academic year _____ (from _____ (month) _____ (year) to _____ (month) _____ (year)).

工作經驗學員的個人資料以及正修讀的課程名稱和類別
Personal particulars of the work experience student as well as the name and the kind of programme enrolled

姓名(正楷) Name (in block letters)	
香港身份證 / 護照* 號碼 HK Identity Card / Passport* No.	
正修讀的課程 Programme Enrolled	課程名稱: Name of the programme: 課程類別 Kind of the programme: (請選擇適當項目 Please select appropriate box) ☐ (本地課程) 全日制經評審課程 ¹ (local programme) a full-time accredited programme ¹ ☐ (非本地教育課程) 全日制學位或更高程度的教育課程 ² (non-local education programme) a full-time programme of education at the level of degree or higher ²

負責人姓名 Name of Responsible Officer: _____ 職位 Position: _____

簽署 Signature: _____ 代表 signed for and on behalf of _____

(教育機構名稱 name of education institution) 簽署

發出日期 Date of Issue: _____ 教育機構印章
Chop of Education Institution

如有任何查詢，請與以下人士聯絡 For enquiries, please contact the following person:

姓名 Name: _____ 職位 Position: _____

教育機構地址 Address of Education Institution: _____

聯絡電話 Telephone Number: _____ 傳真號碼 Fax Number: _____

電郵地址 Email Address: _____ 網址 Website: _____

* 請刪去不適用者。 Please delete as appropriate.
1 根據《最低工資條例》，「經評審課程」指符合以下規定的**全日制課程**：
(a) 由附表 1 指明的教育機構提供（名單見下頁）；
(b) 屬《學術及職業資歷評審條例》（第 592 章）附表 3 第 1、2 或 3 條所述的類別的修讀計劃；及
(c) 如該全日制課程由根據《教育條例》（第 279 章）註冊或臨時註冊的學校提供，屬該條例所指的專上教育程度。
The Minimum Wage Ordinance provides that “accredited programme” means a **full-time** programme that:
(a) is provided by an education institution specified in Schedule 1 (see the list on next page);
(b) is a learning programme of a kind described in section 1, 2 or 3 of Schedule 3 to the Accreditation of Academic and Vocational Qualifications Ordinance (Cap. 592); and
(c) if provided by a school registered or provisionally registered under the Education Ordinance (Cap. 279), is at the level of post secondary education (within the meaning of that Ordinance).

2 根據《最低工資條例》，「非本地教育課程」指該課程提供學位或更高程度的非本地學術資歷的**全日制教育課程**。
The Minimum Wage Ordinance provides that “non-local education programme” means a **full-time** programme of education which leads to the award of a non-local academic qualification which is at the level of degree or higher.

注意：資料使用者應遵守《個人資料（私隱）條例》（第 486 章）有關保護個人資料原則的規定。
Note: Data users should comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) concerning data protection principles.

➤ Sample Statutory Declaration for Work Experience Student

工作經驗學員就獲豁免學生僱用期 作出的法定聲明內容樣本

Specimen Content of statutory declaration made by a work experience student for a period of exempt student employment

本人明白「工作經驗學員」及「獲豁免學生僱用」分別在香港法例第 608 章《最低工資條例》第 2 條和第 3 條的定義。

本人以工作經驗學員身份與僱主 [僱主名稱，例如：ABC 貿易有限公司] 訂立僱傭合約，僱傭合約由 [年份及日期，例如：2023 年 6 月 1 日] 開始生效。

本人 [工作經驗學員姓名，例如：陳大文] 現居於 [地址，例如：九龍xx 樓xx 室]，謹以至誠鄭重聲明：

本人不曾訂立任何於 [例如：2023 年（須與上述僱傭合約期開始日為同一公曆年）] 開始的僱傭合約，而該合約期內的任何期間被視為獲豁免學生僱用期；及

本人在作出本法法定聲明當日至上述僱傭合約開始日為止（包括首尾兩日）的期間內，將不會訂立任何其他於 [例如：2023 年（須與上述僱傭合約期開始日為同一公曆年）] 開始的僱傭合約，而該合約期內的任何期間被視為獲豁免學生僱用期。

I fully understand the meanings of “work experience student” and “exempt student employment” provided in section 2 and section 3 of the Minimum Wage Ordinance (Cap. 608) of the Laws of Hong Kong respectively.

I have entered into a contract of employment with [Name of employer, Example: ABC Trading Co. Ltd.] as the employer and I as a work experience student which contract is to commence on [Date, Example: 1 June 2023].

and I, [Name of the work experience student, Example: CHAN Tai Man], of [Address, Example: Room xx, xx Building, Kowloon], solemnly and sincerely declare that:

I have **not** entered into any contract of employment commencing in [Same year as the date mentioned above, Example: the year of 2023] in which any period has been treated as a period of exempt student employment; and

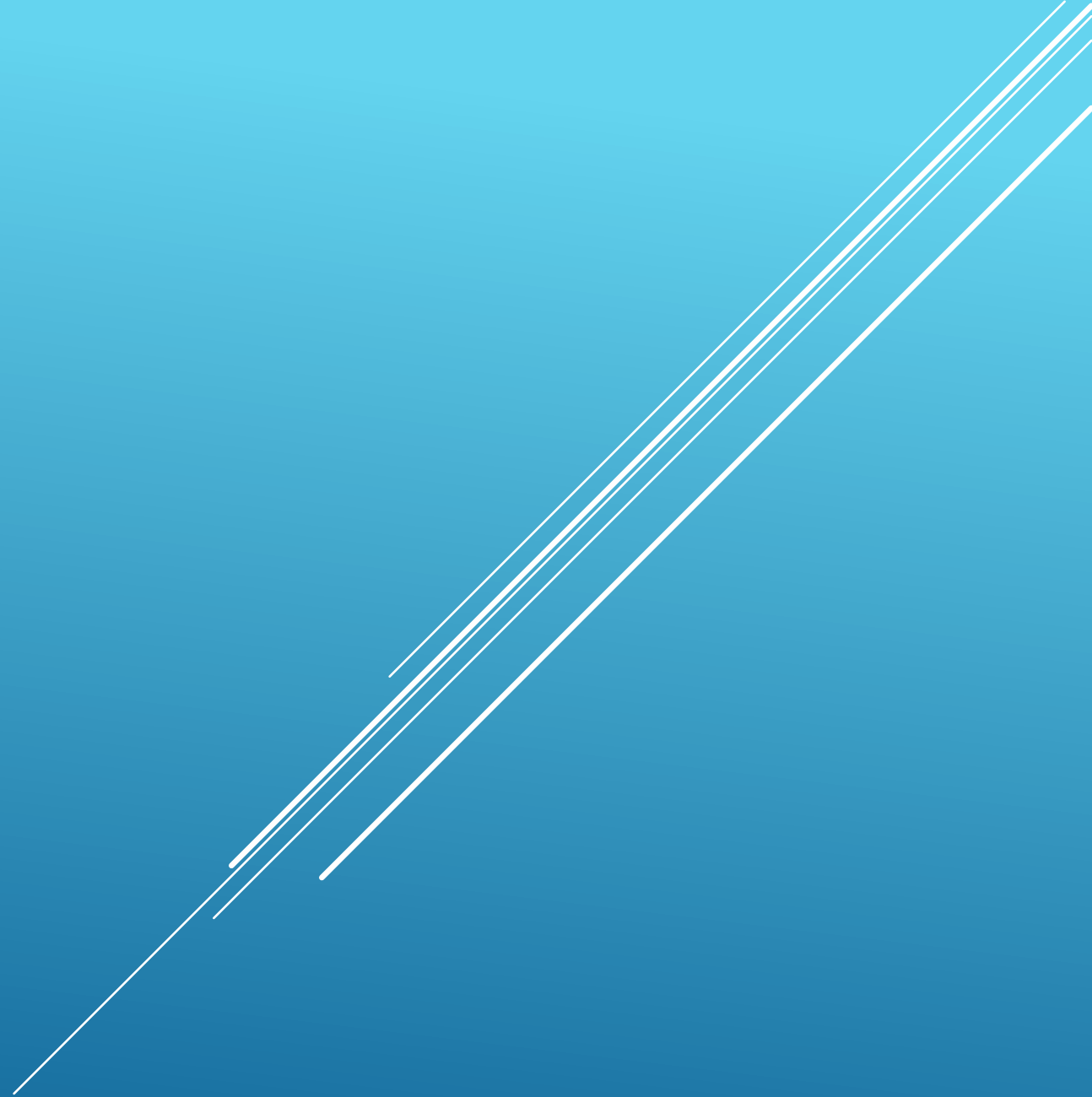
between the date of this declaration and the commencement date of this employment contract (both dates inclusive), I **will not** enter into any other contract of employment commencing from [Same year as the date mentioned above, Example: the year of 2023] in which any period is to be treated as a period of exempt student employment.

https://www.labour.gov.hk/eng/news/pdf/Letter_of_confirmation_student_interns.pdf

https://www.labour.gov.hk/eng/news/pdf/Letter_of_confirmation_work_experience_student.pdf

https://www.labour.gov.hk/eng/news/pdf/Statutory_declaration_work_experience_student.pdf

Frequently Asked Questions (FAQ)



5. FAQ

Q1

Is internship placement with remote working allowed under the Scheme?

Student interns **should work in offices for most of the internship time** while remote working where the participating employer and the internship are in different territories are NOT allowed under the Scheme.

Q2

Can the internship be on a part-time basis?

No, the internship must be on a **full-time basis** (no less than 35 hours per week).

Q3

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.

5. FAQ

Q4

Can I recruit non-local student interns?

- Yes. However, only eligible non-local students who are **not** exchange-in students can take up internships in Hong Kong under the Scheme.
- “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.

Q5

Why do universities need to visit the workplaces of student interns during their internships?

- To **verify, among other aspects, whether the business nature of the participating employer, the job duties of the internship, the working environment, and the supervision** are as provided and described in the applications for participation in the Scheme.
- CityUHK will consider appropriate **follow-up actions**, if a visit cannot be conducted due to non-cooperation or failure to comply, or if particular discrepancies are observed during the visits.

5. FAQ

Q6

Can the internship begin **BEFORE** I have received the result of student's eligibility check from respective College/School?

- No. 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.
- Backdate applications of completed internship will not be accepted.

Q7

Can employers extend the internship duration at our own?

- Yes. 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.**

Q8

Can I recruit the same student intern again within the same academic year?

- No, the student intern **cannot** be hired by the same employer more than once in the same academic year (i.e. 1 Sep to 31 Aug)

5. FAQ

Q9

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.

10

Will employers be involved in the disbursement process?

- 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 ITC Assessment form and have them returned to respective College/School**.

5. FAQ

Q11

Which items should be clearly stated in the internship employment agreement?

- Employers should ensure the **Minimum Wage Ordinance** is observed as legally required in the employment contract formed under this Scheme.
- 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.
- You should also ensure that the employment terms and conditions of the job are **same as** the information provided at the time of job application/confirmation.

Contact Us

Hotline: 3442-5591

Email: stem.internship@cityu.edu.hk

More Information

ITC Website	https://www.itf.gov.hk/en/support-measures/stem-internship-scheme/index.html
Latest Full Guideline for ITC STEM Internship Scheme	https://www.cityu.edu.hk/clc/STEM/CityUHK-STEM-Internship-Scheme-Guidelines.pdf
Quick Notes for Employers	https://www.cityu.edu.hk/clc/STEM/Notes%20to%20employer.png

Thank you!

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