

The University of Hong Kong ("HKU")

Innovation and Technology Commission ("ITC") – STEM Internship Scheme Guidelines for Employers and Students

Introduction

1. The Innovation and Technology Commission (ITC) launched the ITC STEM Internship Scheme ("Scheme") in 2020 under the Innovation and Technology Fund (ITF) to subsidise students taking STEM¹ programmes in local universities to enroll 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.

Internship Placement Overview

Position^: Full-time I&T-related placement under diversified business nature

Allowance: HK\$11,490 per 30-calendar-day month (employer may offer extra honorarium on top)

Working hours: At least 5 working days (must include Monday to Friday), with at least 35 working hours per week

Internship duration: From 28 to 90 calendar days

Internship period*: - Summer 2025 Intake: from May 2025 after student's examination to 29th August 2025
- Winter 2025/26 Intake: from Dec 2025 after student's examination to 16th January 2026

^{*} The Scheme is not open for the 1st semester.

Timeline:	Summer 2025 Intake	Winter 2025/26 Intake (Tentative)
Employers Job Posting & Students Applying Job	From 3 rd March, 2025 (Mon) to 23rd June, 2025 (Mon, 5:00 p.m.) (Extended)	From 1 st September, 2025 (Mon) to 21 st November, 2025 (Fri, 5:00 p.m.)
Employers Offer Application Deadline^	30 th June, 2025 (Mon, 5:00 p.m.) (Extended)	28 th November, 2025 (Fri, 5:00 p.m.)
Employers Allowance Claim Submission Deadline	Within 2 months after completion of the internship	

[^] The employers offer application must be submitted at least 10 calendar days before the planned internship start date.

[^] Internship must include at least 3 days of onsite work per week.

^{*} Internship must commence after student completes all the final examinations in the semester.

^{*} Final-year <u>local</u> students who are in their last semester must commence the internship in May or December.

¹ STEM refers to the academic disciplines of Science, Technology, Engineering and Mathematics.



- 2. Students shall apply for the job promptly based on the method(s) provided by employer stated in the job post on NETjobs to provide ample time for employer to proceed with candidates interview and to submit the intended offer application to HKU before the above offer application submission deadline. Any late submission from employer will not be accepted. (Please refer to "Application Procedures" section for more details.)
- 3. The timeline may be subject to change. Any updates to the timeline will be published at
 HKU ITC STEM Internship Scheme website">HKU ITC STEM Internship Scheme website and the latest version of Guidelines for Employers and Students.

Eligibility of Student

- 4. Eligibility is extended to both local² and non-local undergraduate and postgraduate students. These students must be enrolled full-time in any of the <u>Eligible STEM Programmes</u> approved by ITC. Students majoring in these programmes are also eligible. Minor is not eligible under the Scheme.
- 5. Non-local students enrolled in, or majoring in Eligible STEM Programmes are subject to a 40% cap of all HKU participants in this Scheme per financial year (1st April to 31st March). This quota is allocated on a first-come, first-served basis. Once the quota is met, further non-local applications will be put on hold or rejected without additional notifications. These applications may proceed only if quota becomes available.
- 6. Year 1 undergraduates are only eligible to apply for summer internship under the Scheme. Yet, if certain programmes require students to declare a major for eligibility, this implies that Year 1 students under such programmes are not eligible.
- 7. Final year local students are eligible to participate in the Scheme before their graduation status is confirmed by the respective Faculty. Those who complete their studies in the second semester should commence their internship for the summer period in May, following their final examinations. Similarly, students finishing in the first semester are required to begin their internship for the winter period in December, subsequent to their final examinations.

² In accordance with the classification of the Education Bureau for the purpose of admission to post-secondary programme listed in Appendix 1.



- 8. Final year non-local students are not permitted to undertake the internship after fulfilling all course/credit requirements for graduation. Essentially, non-local students can only participate in internships prior to completing their final year of study, or before their Student Visa expires, whichever is the sooner. Students are required to provide supporting documents from their faculty confirming their student status for the duration of the internship period.
- 9. Exchange-in students at HKU are not eligible for the Scheme.
- 10. Students are not permitted to undertake other full-time or part-time internship placements, whether they are under the Scheme or not, concurrently with their STEM Internship.
- 11. Student must not use the internships undertaken through the Scheme to fulfill any compulsory graduation requirement (e.g., COMP3410, ELEC3841, STAT8088, Capstone etc.) of their degree programmes. However, the portion of period in excess could be covered by the Scheme, if the other requirements as stipulated in the Guidelines are met.
- 12. Students must be legally employable in Hong Kong.
- 13. Students cannot concurrently benefit from other internship subsidies offered by the HKSAR Government.
- 14. According to Hong Kong Immigration Department (ImmD), full-time non-local postgraduate and undergraduate students are temporarily exempted from the restrictions on taking up part-time jobs, starting from 1 November 2023 and 1 November 2024 respectively. The ImmD will issue to eligible students through the institution new NOLs setting out the relaxation. Eligible students are NOT required to submit such applications separately. Current students should contact their Faculty Office to obtain the updated NOLs.

Students who are approved for visas/entry permits on or after 1 November 2023 (for postgraduates) and 1 November 2024 (for undergraduates) will be issued the updated NOL automatically.

Click <u>ImmD</u> and <u>HKU website</u> for further information.



Eligibility of Employer

- 15. Regardless of the business nature, Companies/organisations can join the Scheme as long as the full-time internship placements are STEM-related. The placement must contain actual works with sufficient STEM elements (e.g. science and technology-related intellectual property work, biotechnology, engineering, digital marketing, data analytic, and computing technology etc.), subject to the vetting of Centre of Development and Resources for Students (CEDARS), HKU.
- 16. Employers must possess a valid Business Registration Certificate (with Body Corporate status), Certificate of Registration of a School, or other recognised license. The payee of the allowance must match with the name of the employer as appeared on these certificate or license.
- 17. The hiring quota for each participating employer will be assigned based on various factors, including but not limited to, the size of the company and the learning value of the positions offered. If there are any related companies, the assigned quota will be shared among them. The quota will be reviewed periodically and reset every winter and summer.
- 18. Related companies, including affiliates, subsidiaries, companies held in common control, or those that have significant management or operational ties, will be considered as the same participating employer.
- 19. Participating employers should not receive other subsidies from the HKSAR Government for engaging any student interns under the Scheme.
- 20. Participating employers offering the placement must meet any additional requirements as set by HKU for the internship.
- 21. For employers from the six government-funded research and development centres (R&D Centres)³ and the Hong Kong Productivity Council (HKPC), please refer to the ITC guidelines on hiring student interns.

³ The six R&D Centres refer to – (a) Automotive Platforms and Application Systems R&D Centre (APAS); (b) Hong Kong Applied Science and Technology Research Institute (ASTRI), designated as the R&D Centre for Information and Communications Technologies; (c) Hong Kong Microelectronics Research and Development Institute (MRDI); (d) Hong Kong Research Institute of Textiles and Apparel (HKRITA); (e) Logistics and Supply Chain MultiTech R&D Centre (LSCM); (f) Nano and Advanced Materials Institute (NAMI).



Internship Requirements

- 22. Eligible students can participate in internships under the Scheme for a maximum of 90 calendar days in total per academic year. Student intern can join more than one internship place in the same academic year, provided that the participating employers (including related companies) are not the same and the internship periods do not overlap. There is no restriction if the student intern has separate internships with the same participating employer over two different academic years.
- 23. The internship must be a full-time position requiring no less than 35 working hours per week and spanning at least all weekdays (Monday to Friday). The internship must last for a minimum duration of 28 calendar days after deducting any unpaid leave.
- 24. The employer shall provide a designated primary office location for the intern, ensuring that the working environment is fair, safe, and supportive at all times, in accordance with applicable laws and regulations. The primary office must be a legitimate part of the employer's daily operation. That is, the use of a company secretary office or a virtual office is not permitted for the internship arrangement.
- 25. With the provision of the primary office location, remote work is generally not recommended. However, a maximum 3/2 hybrid model can be adopted if it is a part of the employer's current practice. This model would entail 3 days of onsite work and 2 days of remote work within a week, provided that it is not cross-border in nature.
- 26. The start and end dates of the internship must be working days and should fall on weekdays. If the start or end date falls on a Saturday, Sunday, or public holiday, the employer must provide justifiable reasons upon application, subject to approval from CEDARS.
- 27. Student intern is required to make a declaration that he/she has not participated in the Scheme beyond the requirement of no more than 90 days in an academic year and the internship is not to meet compulsory graduation requirement (Annex A Declaration from Applicant Student Intern). Failure to comply with the aforementioned requirements may result in the withdrawal of any allowances provided by the Scheme, and may also result in disqualification from future participation in the Scheme.



- 28. Interns must be directly hired by the employer or recruited through an officially appointed agency authorized by the employer.
- 29. The internship places can be in Hong Kong, Mainland China or other places. Non-local students are only allowed to enrol in internships in Hong Kong under the Scheme. The internship must not be cross-boundary in nature. In other words, students are not allowed to work remotely from Hong Kong for company located in the Mainland or overseas. Similarly, students are not allowed to work remotely from Mainland or overseas for company located in Hong Kong. For internship placements outside Hong Kong, student interns may receive other subsidies to cover travel expenses, accommodation, and subsistence from the universities or other parties, in addition to the allowance under the Scheme.
- 30. Employers are advised to outline probation periods and/or termination notices clearly to ensure mutual understanding and aligned expectations between both parties.
- 31. Both employers and student interns should complete their internship placements as scheduled.
- 32. Student interns and employers found to have breached the conditions and requirements of the Scheme may have their allowance withdrawn and/or will be debarred from joining the Scheme in future.

Salary Arrangement

- 33. For internship lasting for at least 28 calendar days after deducting all unpaid leaves, students are eligible to receive a salary allowance of HK\$11,490 per 30 calendar-day month (i.e., HK\$383 per day), capped at maximum of HK\$34,470 for 90 calendar days per academic year. Employer may also choose to pay the student interns an additional honorarium on top of the allowance under the Scheme. In case there are any adjustments to the monthly allowance announced by ITC during the internship, employer must ensure the monthly salary meets the updated amount and amend the contract terms accordingly.
- 34. Employers must pay the salary to student intern(s) first by monthly payment, and the allowance reimbursement to employers will be processed after CEDARS has received and confirmed verification of all the required documents at the end of the internship.
- 35. Salary must be calculated on a daily/monthly basis. Hourly rate is not accepted.



- 36. Employers must pay the salary to student interns **using company bank account**. Payment through personal bank accounts or in cash is not allowed and will result in rejection of allowance reimbursement claims.
- 37. Subject to the terms and conditions of employment, in general, the student interns are eligible to receive allowance for the intervening non-working Saturdays, General Holidays and Statutory Holidays fallen within the internship period.
- 38. Employers must arrange for interns to join a registered Mandatory Provident Fund (MPF) scheme (if applicable).
- 39. Employers' contributions to MPF are not reimbursable.
- 40. If the student intern entitles paid sick leave (at minimum 0.5-day intervals) at the company, paid sick leave will be reimbursable to employer. Employer must require the intern to provide a **medical certificate** and upload it during claim application process. Paid sick leaves without medical certificate will not be reimbursable.
- 41. If the student intern does not entitle paid sick leave in the company, as like other employees in the company, the Scheme will not reimburse the employer for the intern's sick leave days. Employers should deduct the salary for the number of days absent (at minimum 0.5-day intervals).
- 42. The Scheme does not cover any other entitled leave days (e.g. paid annual leave) and/or allowance arranged by the company. No-pay leave days taken by the student intern during the internship period are not covered by the Scheme. Employers should deduct the salary for the number of days absent (at minimum 0.5-day intervals).
- 43. Taking 14 days or more of unpaid leave (including both sick leave and personal leave) during the entire internship period is not allowed and student will not be eligible for the allowance under the Scheme. Internships that last less than 28 calendar days after deducting all unpaid leave days (if any) will not be reimbursable to employer.



44. To avoid confusion and misunderstandings about payment for internships, employers must clearly state the remuneration to be paid to the student intern in the employment agreement. This includes any salary, wage, allowance, or payment under the Scheme that the student intern may receive. This agreement must be reached and clearly stated before the student intern begins their work.

Responsibility of Student

- 45. Before applying the Scheme, students should ensure the availability of the internship period and discuss it with the employer beforehand. Absences due to personal reasons should be treated as unpaid leave.
- 46. Students shall only accept one offer at a time and provide the required documents for the employer to submit offer application under STEM Internship Scheme only after accepting the offer.
- 47. Once the application is approved by CEDARS under the Scheme, student should commit to completing the entire internship. Resignation to accept another offer or non-emergency reason is not allowed and may affect the student's eligibility, potentially barring them from participating in the Scheme in the future.
- 48. Students should report to the office on time during the specified working hours as outlined in the contract. If students need to take unpaid leave during the internship, students must seek approval from the employer.
- 49. Students shall attend regular review meetings with their employers to discuss their work progress and performance during the internship. If any issues arise, students should take necessary corrective action as advised by their employers. At the end of the placement, students must complete the STEM Internship Assessment Form online provided by CEDARS.
- 50. If resignation is unavoidable, students must adhere to the notification period specified in the contract and promptly inform the employer. The student should submit a formal resignation letter to the employer, detailing the reason for resignation and the last working date. They should also notify CEDARS via email as soon as possible.
- 51. To facilitate the allowance reimbursement for the employer, student interns are responsible for assisting employer in providing the required documents under the Scheme, such as student online assessment form and signed Work Hours and Leave Record form, even after the completion of internship.



Responsibility of Employer

- 52. Employers are responsible for ensuring that the internship positions are I&T-related with sufficient STEM elements, which allow the intern students to apply their knowledge and skills effectively, contribute meaningfully to the employers, and gain valuable experience in STEM and their field of study.
- 53. Employers shall conduct the recruitment process in an open and fair manner, ensuring equal opportunities for all applicants. Employers shall also ensure the selected student intern candidates have been assessed based on their qualifications, skills, and experience, and are deemed qualified to fulfill the roles and responsibilities of the STEM internship position.
- 54. Employers must provide a primary office location for intern students, ensuring that the working environment is fair, safe, and supportive at all times, in accordance with applicable laws and regulations.
- 55. Employer shall ensure that the intern have the legal right to work as interns, facilitating interns in entry visa and employment arrangements during their study programme where necessary.
- 56. Employers shall conduct regular review meetings with their intern students to discuss their progress and performance during the internship. If any issues arise, employers should provide sufficient support and guidance to their intern in formulating corrective action by the students or employers as necessary. At the end of the placement, employers must complete the STEM Internship Assessment Form online provided by CEDARS.
- 57. Employer must pay the intern monthly and on time, in accordance with the company's payroll schedule and the Employment Ordinance.
- 58. Employers should provide adequate guidance, support and supervision, maintaining clear communication with interns throughout the placement. Early terminations will be documented and taken into consideration for future applications. When termination becomes unavoidable, the process must adhere to the practices stipulated in the Employment Ordinance. The employer should also notify CEDARS via email as soon as possible.



- 59. Employer shall ensure that the interns have the necessary insurance coverage, checking that the interns are in compliance with the requirements of the Scheme.
- 60. Employers must undertake all legal responsibilities as an employer under the Minimum Wage Ordinance, the Employment Ordinance, the Employee's Compensation Ordinance, Mandatory Provident Fund Schemes Ordinance and other applicable ordinances.
- 61. Under the Employees' Compensation Ordinance, all employers are required to provide employees' compensation insurance to cover their liabilities both under the Ordinance and at common law for work injuries sustained by their employees (including full-time and part-time employees).
- 62. Employers have to guarantee that the student interns recruited for the post would come under the protection of the Employment Ordinance as an employee. In addition, employers must also ensure that the information provided during the application is true, correct and based solely on genuine recruitment needs, and the terms of employment as well as job descriptions, etc. are consistent with the actual employment offer.

Application Procedures

- 63. Employers are required to register an employer account on HKU job board, <u>NETjobs</u>. After successful registration, employers must post the internship opening for CEDARS' verification. For any enquiries regarding NETjobs account registration or login, please contact <u>placement@cedars.hku.hk</u>.
- 64. CEDARS will verify the job duties to ensure the internship opening is STEM-related and meet the Scheme requirements. Employers will be notified within 5 to 10 working days whether the job post is eligible for the Scheme. If the job post is approved, it will be published for all HKU students. Interested students can follow the instruction and submit applications directly.
- 65. Employers shall conduct screening, interview and selection of candidates independently. Employers shall ensure the skillsets of the selected candidates are suitable for the internship positions.



66. Once a candidate is selected and the candidate has confirmed accepting the offer, employers are required to submit the intended offer application via NETjobs before the specified deadline. Issuing or accepting offer through NETjobs will not be considered as submitting offer application under the Scheme. Employer may refer to NETjobs User Guide for Employers and submit the application with the following documents:

Local Students	Non-local Students
√	✓
✓	✓
✓	✓
✓	✓
✓	√
	✓
	✓
either <u>one</u> of the followi	ing documents based on
	✓
	✓
script in HKU portal.	
✓	✓
Leave of Absence.	
√	
	either one of the follows

67. To ensure sufficient time for processing the application, it must be submitted at least 10 calendar days before the planned starting date. Late submissions made after the deadline or following the commencement of the internship will not be accepted.



- 68. After reviewing the offer application, if any clarifications regarding the documents or information be required, CEDARS will notify employer and student via email. Both parties should promptly provide any supplementary documents or additional information by responding to the email to ensure the application is processed in a timely manner. The employer should avoid resubmitting the application on NETjobs.
- 69. If the offer application meets the requirements under the Scheme, CEDARS will send the approval email to the employer and the student. This email will list any approval conditions and the corresponding allowance amount, provided the supporting documents are furnished upon completion of the internship. The **employer** should sign an official employment contract with the student after receiving the approval email and send the copy of signed contract to CEDARS within 7 calendar days after the commencement of the internship.

Reimbursement Arrangement

- 70. Employers must submit all the following documents **via NETjobs** for verification **within two months after the completion of internship**:
 - a. Signed employment contract with the following terms stated for allowance claim purpose:
 - i. company name,
 - ii. company logo or stamp
 - iii. intern's full name,
 - iv. internship period (with start and end date under the Scheme),
 - v. role of intern,
 - vi. remuneration,
 - vii. working hours per week,
 - b. Online assessment forms (both Employer's and Student's versions)

 *Student's version shall be completed by intern. Employer should check with the intern to ensure that the intern has completed the form before submitting the claim application.
 - c. Payment proofs (e.g., bank transaction advice, bank statement or monthly pay slips with pay date)
 - MPF remittance statement (mandatory for internship lasts for 60 days or more, applicable for both local and non-local students)
 - e. HKU Work hours and leave record form (downloadable on NETjobs or here)
 - f. Other supporting documents (e.g., medical certificate, resignation letter etc.) (if applicable)
- 71. Employers shall ensure the provided information is true and accurate.



- 72. Employers are strongly advised to coordinate with student interns to prepare the claim documents during the final week of the internship. If any required documents cannot be provided due to a lack of response from the student intern after the internship has concluded, reimbursement will not be granted.
- 73. Employers cannot use personal bank account or virtual company bank account to receive reimbursement.
- 74. Late submissions will not be accepted for processing and will be considered as withdrawal from the Scheme.
- 75. If any clarifications are required regarding submitted documents, CEDARS will notify the employer and the student via email. Any supplementary documents or information must be provided for CEDARS' examinations within two months from the receipt of the notification email.
- 76. Reimbursement will only be processed after CEDARS has successfully verified all the required documents. Failure to provide the necessary information within the two-month timeframe may result in forfeiture of the reimbursement claim.
- 77. If the employment ends before completion of the approved internship period with no less than 28 calendar days, the subsidy will be granted on number of days.
- 78. If the salary and/or other employment terms and conditions of the job are different from the information provided at the time of job application/confirmation and contract issuance, CEDARS reserves the right to determine whether to grant the subsidy or to decline the claim application.
- 79. Employers are responsible for ensuring the proper keeping of books and records, among others, to facilitate HKU to conduct the examination, in accordance with the requirements stipulated in the Scheme.



Other terms and conditions

- 80. By participating in the Scheme, the employers are regarded to have agreed to, and to have obtained from the student interns, the participating employers and each individual whose information (including personal data) is provided in the application, their consent for the disclosure, use and further disclosure by HKU and the Government of the information (including personal data) as set out in the Scheme by ITC.
- 81. When Employers collect personal data from job applicants (e.g., resumes), they should observe the Personal Data (Privacy) Ordinance, and provide the contact person's name and contact means for job applicants to obtain Personal Information Collection Statement.
- 82. The terms of employment, entry requirements and job descriptions of the internship post must not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Employers should consider the genuine job requirements of the post and follow the relevant codes of practice against discrimination in employment. Please do not specify any requirements on gender, age or race of the job applicants or any other discriminatory terms. Otherwise, we will not accept the application.
- 83. Employers must not solicit money or other advantages in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from job applicants. We will not process or display any vacancy orders which involve pre-employment or unpaid training.
- 84. To prevent any cases of abuse or fraud under the Scheme, HKU will implement additional control measures that are deemed reasonable and necessary. These measures may include requesting additional information, references, and documentation from employers and student interns to substantiate job offer applications and reimbursement claims for internship allowances. HKU may also adopt appropriate and practical procedures to detect irregularities and minimize the risk of misuse of government funds. Furthermore, HKU or any authorised person acting on its behalf reserves the right to conduct random audits of the documents and records of both student interns and participating employers to ensure compliance with the guidelines and requirements pertaining to ITF funding for the Scheme.



- 85. In addition to documentation verification, HKU or any authorised person acting on its behalf will conduct surprise visits to the workplaces of student interns at selected companies during the internship period. These visits aim to verify, among other aspects, whether the business nature of the participating employer, the job duties of the internship, the working environment, and supervision arrangements are as described in the applications for participation in the Scheme. The visits not only serve as a good deterrent against possible fraudulent activity but also provide HKU with first-hand, on-site information about the internship arrangement. This facilitates the administration of the Scheme and helps validate the benefits of I&T internships for student interns, ensuring that the operation of the Scheme has met its objectives. Agreeing to this visit arrangement is a condition and requirement for employers and students to participate in and, in turn, receive allowance reimbursement under the Scheme. If a visit cannot be conducted due to non-cooperation or failure to comply, or if discrepancies are observed during the visit, HKU will consider appropriate follow-up actions based on the circumstances of each case, which may include, but are not limited to, early termination of internship or revoking the approval of application.
- 86. Furthermore, both student interns and participating employers must adhere strictly to all applicable legislation, regulations, and by-laws when performing internship duties or related activities. In the event of any non-compliance, HKU reserves the right to take necessary actions, which may include but are not limited to revoking an approved participation in the Scheme and the related reimbursement claimed under the Scheme, withholding disbursement of allowance under the Scheme, debarring relevant parties' participation in the Scheme, and requiring refund of any funding disbursed under the Scheme to HKU.
- 87. Employers shall indemnify and hold harmless the University of Hong Kong (HKU), its directors, officers, employees, agents, and affiliates from and against any and all claims, damages, liabilities, costs, and expenses (including reasonable legal fees) arising out of or related to any breach of this guideline, any negligence, misconduct, or misrepresentation by the Employers in the process of applying for and carrying out the STEM internship, or any violation of any applicable laws or regulations. This indemnification obligation will survive the termination or expiration of the internship.



88. 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.

Disclaimer: The provisions, requirements, and terms and conditions stated in this Guideline may be subject to change as they are periodically reviewed and updated, without additional notification. HKU and CEDARS retain the right to exercise final discretion in these matters. Any modifications or updates to the guidelines will be made available on https://example.com/hKU ITC STEM Internship Scheme website.

Enquiries: stem@cedars.hku.hk

Copyright 2025 Centre of Development and Resources for Students, The University of Hong Kong. All Rights Reserved.



[Updated as of August 2023]

Appendix 1

Definition of Local students (Classification of the Education Bureau for the purpose of admission to post-secondary programme)

According to the Education Bureau, holders of the following documents are classified as LOCAL STUDENTS –

- Hong Kong Permanent Identity Card;
- Documents issued by the Hong Kong Immigration Department certifying the right of abode / right to land in Hong Kong;
- Document of Identity / One-way permit for entry to Hong Kong;
- Dependant visa / entry permit (for students who were below 18 years old when they were issued with such visa / entry permit by the Director of Immigration);
- Full-time employment visa / work permit (for part-time study);
- Visa / entry permit for Quality Migrant Admission Scheme;
- Visa / entry permit for Capital Investment Entrant Scheme;
- Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong
 Kong Permanent Residents; or
- Visa label for unconditional stay.