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THE UNIVERSITY OF HONG KONG

Updated: May 2024

The University of Hong Kong  
Innovation and Technology Commission (“ITC”) – STEM Internship Scheme

**Frequently Asked Questions (“FAQ”) for HKU Students**

**Job Applications**

**1. Where can students apply for the STEM Internship job postings?**

Eligible HKU students can search for STEM internship opportunities on the HKU job board, NETjobs. Students can apply directly to the employer according to the application method stated in the job postings.

Students are strongly advised to check their eligibility according to the Scheme guideline and the [eligible STEM programmes list](#) before applying.

**2. What is the process of STEM Internship application?**

Students will go through standard recruitment processes as normal job application, like interviews by employer(s), wait for feedback and receive a job offer. Once a candidate is selected, the employer will report intended offer with your details to CEDARS for eligibility verification. Students will be required to provide a copy of HKU student card, completed Annex A, and other applicable documents to the employer for reporting offer. CEDARS will contact student or employer directly if necessary details are needed.

If you are eligible for the internship, CEDARS will approve the application and there will be an approval email sent to employer and student.

**Interview Preparation and Support**

**3. How can I prepare for my interviews? Any support from CEDARS?**

Students are welcome to join the training and coaching sessions offered by CEDARS. [Training workshops](#) are held before start of summer and winter internship periods, while [individual coaching sessions](#) are available for booking throughout the entire academic year.

**Student’s Eligibility**

**4. Can Year 1 undergraduates apply for the Scheme?**

Current full-time Year 1 undergraduates from [eligible STEM programmes list](#) can apply for summer internship under the Scheme.

*Please note that certain programmes require students to declare major to be eligible, Year 1 students under those programmes are not eligible.<sup>1</sup>*

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<sup>1</sup> Bachelor of Arts, Bachelor of Social Sciences, Bachelor of Education and Bachelor of Social Sciences (Only Geography major students are eligible to apply).



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**5. Can non-local students join the Scheme? What are the requirements?**

Yes. The ratio of non-local students to total number of HKU student interns is capped at 40%. Both non-local undergraduate and postgraduate students should have obtained No Objection Letter (NOL) before job commencement. Students should reserve adequate lead time (4 to 6 weeks) for the School/Department and Hong Kong Immigration Department (ImmD) to process required documents.

Click [ImmD](#) and [HKU website](#) for further information.

**6. There is a policy change for full-time non-local postgraduate students of taking up part-time jobs. How does it work for the Scheme?**

According to Hong Kong Immigration Department (ImmD) starting from 1 November 2023, full-time non-local postgraduate students would be temporarily exempted from the restrictions on taking up part-time jobs. 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 approved of visas/entry permits on or after 1 November 2023 shall be issued with the updated NOLs.

**7. Can final year students participate in the Scheme?**

Final year local students can join the Scheme only if the start work day of the internship is before their graduation date and students should have valid student status.

For final year non-local students, the study/curriculum-related internship cannot take place when the student concerned has already fulfilled all the course/credit requirements for graduation (e.g. a student who has just finished his/her final year of study).

**8. Can the internship be undertaken during term break under the Scheme?**

Yes. For internship period during term break, eligible students should seek prior approval from School/Department and apply for a "Leave of Absence" (LoA), unless the internship period falls within the winter break. Non-local students should also seek endorsement from School/Department and apply for separate NOL via the Immigration Department before job commencement. Students should reserve adequate lead time (4 to 6 weeks) for the School/Department and Hong Kong Immigration Department (ImmD) to process required documents.

Click [ImmD](#) and [HKU website](#) for further information.

**9. Can a student do more than one internship under the scheme in the same academic year?**

In general, a student intern may receive the allowance under the Scheme for more than one internship place in the same academic year if the total internship period does not exceed 3 months (i.e. 90 calendar days), provided that the participating employers 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 academic years.



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**10. 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.

**Contract and Allowance Disbursement**

**11. Who will pay the allowance to students? From the employer or HKU?**

Employers should pay the allowance to students monthly. Students would NOT get paid from HKU.

**12. What is the eligible internship period under the Scheme?**

The minimum eligible internship period is four consecutive weeks (i.e. 28 consecutive calendar days). While 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 (from 1 September to 31 August of the following year).

**13. 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. (i.e. work from home in Hong Kong as the principle nature of the internship while the company is in the Mainland/overseas, or vice versa).

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. For internship placement with mostly remote working, participating employers should provide enough supervision to the student interns and ensure attendance of work is clearly recorded. Notwithstanding the above, work-from-home arrangement due to severe pandemic situation is allowed.

**14. Are holidays within the internship period be eligible for allowance?**

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. The start and end days of the contract of internship should be working days. If the start/end days fall on Saturday, General Holiday or Statutory Holiday, they will be regarded as unpaid leave unless there is a deliberate agreement between the employer and the student intern.



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**15. Are unpaid leaves allowed during the internship?**

Student interns may take unpaid leaves during the internship. For instance, students may take unpaid leaves to handle other university commitments. Unpaid leaves will not be taken into consideration in the calculation of allowance under the Scheme. The relevant university should exercise due diligence to follow up on any unreasonable and excessive unpaid leaves taken and follow up as necessary.

However, students who take 14 unpaid leave days or more in the whole internship period shall NOT be accepted. The duration of internships less than 28 calendar days after deduction of all unpaid leave days (if any) shall NOT be reimbursed.

**16. If a student intern fails to complete an internship, is the student intern still eligible to receive allowance under the Scheme?**

In general, a student intern should complete the internship satisfactorily to receive the allowance under the Scheme. If an internship is terminated prematurely due to unforeseeable circumstances, the student shall report the situation immediately to CEDARS. The student may receive allowance under the Scheme if the completed period is 28 consecutive days or more and other conditions as stipulated in the Guidelines are met. On the other hand, any honorarium owed to the student intern by the employer will be bound by the employment contract between the employer and student intern, and the requirements of the relevant laws and regulations. ITC will not reimburse the university any allowance which does not meet the requirements of the Scheme.