

ITC STEM Internship Scheme (2021-22)

Key Features and Highlights

Important Note for “ITC STEM Internship Scheme (Summer 2021)”:

- Employers’ applications for the Scheme will be closed on **July 21, 2021**.
- Employers must submit the soft copy of the signed contracts with the terms stipulated in the “Student’s Eligibility Check and Application Result” email on or before **July 28, 2021**. Late submissions will NOT be accepted.
- All internships for HKUST students under the Scheme CANNOT start later than **August 4, 2021** and CANNOT end later than August 31, 2021. Internships’ duration of less than 28 calendar days after deduction of all no-pay leave days (if any) will NOT be reimbursed.

Objective

- 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.

Eligibility

- Local, full-time undergraduate and research postgraduate students enrolled at HKUST in any STEM-related academic programs on [this list](#).
- Non-local, full-time undergraduate and research postgraduate students enrolled at HKUST in any STEM-related academic programs on [this list](#) subject to a quota, capped at 20% of all HKUST participants in the Scheme from summer 2021 to winter 2021-22.
- Non-local students are only allowed to enroll in local internships under the Scheme.
- Subject to approval by respective Schools and Departments, eligible non-local full-time students who are not exchange-in students may take up study/curriculum-related internship outside the period from June 1 to August 31. The concerned non-local students should seek prior endorsement from School/Department and apply for a separate “No Objection Letter” (NOL) via the Immigration Department if they have not been issued with a valid one before. Click [here](#) for more details.
- Students CANNOT use this internship to fulfill the compulsory requirement for graduation in their academic program at HKUST for the following courses:
 - BIEN 4940 – Bioengineering Industrial Project
 - CENG 4940 – Chemical Engineering Industrial Project
 - CIVL 3020 – Internship Training

- COMP 4910 – Co-op Program
- CPEG 4910 – Co-op Program
- ELEC 4910 – Co-op Program
- ENEG 4920 – Final Year Design Project
- IEDA 1991 – Industrial Experience
- LIFS 4963 – Biotechnology Capstone Project
- MECH 4950 – Co-op Program
- SHSS 1020 – Humanities and Social Science Internship

However, they can still participate in this Scheme as long as s/he is not using the internship placement sponsored by this Scheme to fulfill his/her mandatory requirement for graduation in the above courses.

On the other hand, students CAN use this internship to fulfill the optional requirement for graduation in their academic program at HKUST for the following courses:

- CENG 1980 – Industrial Training
 - COMP 1991 – Industrial Experience
 - CPEG 1971 – Industrial Experience
 - ELEC 2991 – Industrial Experience (Electronic Engineering)
 - ENEG 2910 – Industrial Training
- Exchange-in students at HKUST are NOT eligible for the Scheme.

Highlights

- For summer 2021, all internships must be on a full-time basis between May and August 2021, with most of the internships taking place between June 1 and August 31, 2021.
- For winter 2020-21, all internships must be on a full-time basis between December 2021 and January 2022, with most of the internships taking place between December 20, 2021 and January 31, 2022.
- Monthly allowance for each intern must be at least \$10,500 for 30-day months. For 31-day months, the allowance for each intern must be at least \$350 per day.
- Allowance must be paid on a daily or monthly basis – NO hourly rate is accepted.
- Maximum reimbursable amount is capped at \$31,500 (i.e. 90 calendar days) for each intern per academic year (September 2020 – August 2021), or the remaining eligible amount by the intern in the academic year, whichever is lower.
- Any intern CANNOT receive allowance from the Scheme for more than 90 days in each academic year.
- A student intern may receive the allowance under the Scheme for more than one internship place in the same academic year, provided that the participating

employers are not the same and the internship periods do not overlap. The same employer CANNOT hire the same intern twice in an academic year.

- The start AND end days of internship contract must be a working day – internships with start/end date on a Saturday, Sunday or Public Holiday will NOT be accepted.
- Internships' duration of less than 28 calendar days after deduction of all no-pay leave days (if any) will NOT be reimbursed.
- Students who are taking 14 no-pay leave days or more in the whole internship period will NOT be accepted, unless the justification is proper, reasonable and agreed explicitly in writing in advance by the Employer and HKUST Career Center on behalf of ITC. For instance, students attending regular summer/winter course(s) for 2 or more day(s) 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 HKUST Career Center.
- If the Employer pays for the intern's sick leave, as like other employees in the company, the Scheme will reimburse the employer for the intern's sick leave days.
- If the Employer does NOT pay for the intern's sick leave, as like other employees in the company, the Scheme will NOT reimburse the employer for the intern's sick leave days. The Employer should deduct the pro-rated amount from the monthly rate divided by 30 days (at minimum 0.5-day intervals), e.g. deduct the daily rate of \$350 for interns with a monthly salary of \$10,500 for a 30-day month.
- The Scheme does NOT cover any annual leave days. No-pay leave days taken by the student during the internship period are NOT covered by the Scheme, and the Employer should deduct the pro-rated amount from the monthly rate divided by 30 days (at minimum 0.5-day intervals), e.g. deduct the daily rate of \$350 for interns with a monthly salary of \$10,500 for a 30-day month.
- Payment in lieu of entitled annual leave will NOT be covered under the Scheme.
- Employee's MPF contribution will be covered under the Scheme.
- Employer's MPF contribution will NOT be covered under the Scheme.
- Employers MUST pay the intern first, and reimbursement will be provided to employer AFTER HKUST Career Center has received all the required documents by a specified deadline provided by HKUST.

ITC STEM Internship Scheme (2021-22)

Details and Guidelines for Employers and Students

Background

- In the 2020-21 Budget, the Financial Secretary of HKSAR Government has set aside \$40 million to subsidize undergraduates and research postgraduates enrolled in approved STEM programs in local universities to participate in STEM related internships.
- As announced at the budget speech, the funding support for this Scheme has been regularized, beginning from financial year 2021-22.

Objective

- 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.

Eligibility

- Local and non-local full-time undergraduate and research postgraduate students enrolled at HKUST in any STEM-related academic programs on [this list](#).
- 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.
- Starting from summer 2021, non-local students from eligible STEM programs undertaking I&T internship in Hong Kong are eligible for the Scheme, subject to a cap at 20% of the total number of HKUST students sponsored by this Scheme in summer 2021 and winter 2021-22.
- Subject to approval by respective Schools and Departments, eligible non-local full-time students who are not exchange-in students may take up

study/curriculum-related internship outside the period from June 1 to August 31. The concerned non-local students should seek prior endorsement from School/Department and apply for a separate “No Objection Letter” (NOL) via the Immigration Department if they have not been issued with a valid one before. Click [here](#) for more details.

- The internship funded by the Scheme CANNOT be a compulsory requirement for graduation from the student’s academic program at HKUST.
- Students CANNOT use this internship to fulfill the compulsory requirement for graduation in their academic program at HKUST for the following courses:
 - BIEN 4940 – Bioengineering Industrial Project
 - CENG 4940 – Chemical Engineering Industrial Project
 - CIVL 3020 – Internship Training
 - COMP 4910 – Co-op Program
 - CPEG 4910 – Co-op Program
 - ELEC 4910 – Co-op Program
 - ENEG 4920 – Final Year Design Project
 - IEDA 1991 – Industrial Experience
 - LIFS 4963 – Biotechnology Capstone Project
 - MECH 4950 – Co-op Program
 - SHSS 1020 – Humanities and Social Science Internship

However, they can still participate in this Scheme as long as s/he is not using the internship placement sponsored by this Scheme to fulfill his/her mandatory requirement for graduation in the above courses.

On the other hand, students CAN use this internship to fulfill the optional requirement for graduation in their academic program at HKUST for the following courses:

- CENG 1980 – Industrial Training
- COMP 1991 – Industrial Experience
- CPEG 1971 – Industrial Experience
- ELEC 2991 – Industrial Experience (Electronic Engineering)
- ENEG 2910 – Industrial Training
- Exchange-in students at HKUST are NOT eligible for the Scheme.

Internship Placements

- Internship places have to meet the following requirements -
 1. local or non-local full-time placements with duration of at least four (4) consecutive weeks (i.e. 28 calendar days) between May and August, 2021 (for summer 2021) / between December 2021 and January 2022 (for winter 2021-22).

2. offer meaningful I&T-related work, subject to the vetting of HKUST Career Center.
- For non-local students, only internships undertaken in Hong Kong are eligible under the Scheme and should be subject to the conditions of stay of their visa/entry permit issued by the Immigration Department.
 - Maximum reimbursable amount is capped at \$31,500 (i.e. 90 calendar days) for each intern per academic year (i.e. September 2020 – August 2021).
 - Any student CANNOT receive allowance from the Scheme for more than 90 days in each academic year.
 - The Scheme adopts a broad definition of I&T for the internship, e.g. technology-related intellectual property work, digital marketing, data analysis for the manufacturing industry, are all considered as I&T for the Scheme.
 - The start AND end date of the internship contract must be a working day – internships with start or end date on a Saturday, Sunday or Public Holiday would NOT be accepted.

Allowance and Funding

- The allowance for each student intern covered under the Scheme will be HK\$10,500 per month (for a 30-day month) or \$350 per day.
- Participating Employers may pay a monthly honorarium during the internship period on top of the allowance under the Scheme, yet the amount covered by the Scheme is fixed at HK\$10,500 per month (for a 30-day month) or \$350 per day.
- Participating Employers are NOT allowed to pay the student interns a monthly honorarium BELOW the allowance of the Scheme, i.e. HK\$10,500 per month (for a 30-day month) or \$350 per day.
- Allowance must be paid on a daily/monthly basis – NO hourly rate is accepted.
- Maximum reimbursable amount is capped at \$31,500, or the remaining eligible amount for the student intern in the academic year, whichever is lower.
- Internships' duration of less than 28 calendar days after deduction of all no-pay leave days (if any) will NOT be reimbursed.
- Students who are taking 14 no-pay leave days or more in the whole internship period will NOT be accepted, unless the justification is proper, reasonable and agreed explicitly in writing in advance by the Employer and HKUST Career Center on behalf of ITC. For instance, students attending regular summer/winter course(s) for 2 or more day(s) 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 HKUST Career Center.

- If the Employer pays for the intern's sick leave, as like other employees in the company, the Scheme will also reimburse the employer for the intern's sick leave days.
- If the Employer does NOT pay for the intern's sick leave, as like other employees in the company, the Scheme will NOT reimburse the employer for the intern's sick leave days. The Employer should deduct the pro-rated amount from the monthly rate divided by 30 days (at minimum 0.5-day intervals), e.g. deduct the daily rate of \$350 for interns with a monthly salary of \$10,500 for a 30-day month.
- The Scheme does NOT cover any annual leave days. No-pay leave days taken by the student during the internship period are NOT covered by the Scheme, and the Employer should deduct the pro-rated amount from the monthly rate divided by 30 days (at minimum 0.5-day intervals), e.g. the daily rate of \$350 for interns with a monthly salary of \$10,500 for a 30-day month.
- Payment in lieu of entitled annual leave will NOT be covered under the Scheme.
- Employee's Mandatory Provident Fund (MPF) contribution will be covered under the Scheme.
- Employer's MPF contribution will NOT be covered under the Scheme.
- Employers MUST pay the intern first, and reimbursement will be provided to employer AFTER HKUST Career Center has received all the required documents by a specified deadline provided by HKUST.

Application by Employers

Step 1: Job Postings

- Submit your application through the [HKUST Job Posting System](#). Instructions are shown below:
 1. sign up for an account ended with the hiring company's email domain name (*for first time users only*);
 2. a *system-generated email will be sent to you;
 3. sign in at the above URL (*or click the link in the notification email in step 2*);
 4. press "Post Job" and **click "Apply" under "ITC STEM Internship Scheme"** to input the job details;
 5. press "Agree" to proceed after reviewing the job details to confirm your agreement to the Declaration and Disclaimer from HKUST Career Center;
 6. press "Confirm and Preview" button to preview your job ad (*or click "Save as Draft" if you need to edit further and submit it at another time*);
 7. press "Confirm and Submit" button to submit your job posting request;
 8. ^click the link in the *system-generated email (Job Posting Request Verification) to confirm and proceed with your application.
- * *Please check your junk mail box if you don't receive it in your inbox*

^ Don't miss out the final step or else we cannot review and approve the posting

- Employers will receive an acknowledgement email after submitting the job postings and an email titled “[Preliminary Screening Passed]” if the application(s) is/are eligible for the ITC STEM Internship Scheme.

Step 2: Receive Job Applications

- Interested students can visit the [HKUST Job Board \(STEM Internship\)](#) and apply for the vacancies according to the application method(s) stated in the job postings. Employers should do screening and selection of suitable candidate(s) as soon as possible..

Step 3: Verification of Student's Eligibility

- Once employers have identified the suitable candidate(s), employers should email all the following information to HKUST Career Center at itcstem@ust.hk for verification:
 1. Student's Full Name(s)
 2. Student ID Number(s)
 3. HKUST ITSC Email(s)
 4. Exact Internship Start Date and End Date
 5. Exact Amount of Monthly/Daily Honorarium to the Student(s)
 6. Confirmation that the student has NOT claimed from the Scheme before summer 2021 and if s/he has, list the number of days used and the remaining days available for summer 2021 (*for summer internships only*).
- Employers will receive an email with subject title “[Student's Eligibility Check and Application Result]”. This email stipulates the student(s)' eligibility for the Scheme based on the student status and academic program in which the student(s) is/are enrolled, the exact monthly/daily allowance of each calendar month the Employer should pay the student(s), and the total reimbursable amount from ITC under the Scheme. Employers should adhere to the exact terms stipulated in this email when signing contract(s) with the potential candidate(s).

Step 4: Contract Arrangement

- Funding is earmarked on a first-come-first-served basis, subject to the availability of remaining funds from ITC.
- For local students, employers MUST furnish HKUST Career Center a copy of the duly signed employment contract of each student for verification **within seven (7) days** from the issuance of the “[Student's Eligibility Check and Application Result]” email. Otherwise, NO funding will be earmarked.

- For non-local students who are taking up internship outside the period from June 1 to August 31, they should seek prior endorsement from School/Department and apply for a separate “No Objection Letter” (NOL) via the Immigration Department if they have not been issued with a valid one before. Click [here](#) for more details about the relevant policy. HKUST non-local students may refer to the relevant guidelines and procedures [here](#). Employers MUST furnish HKUST Career Center a copy of the duly signed employment contract PLUS the student’s study/curriculum-related NOL (if applicable) for verification **as soon as possible** after issuance of the “[Student’s Eligibility Check and Application Result]” email. Otherwise, NO funding will be earmarked.
- If NO absurdity is found, employers will receive an email with subject title “Confirmation of the Application” after review of the provided contract(s) by HKUST Career Center.

Step 5: Submission of Internship Report and Verification by Students

- After the completion of the internship, Employers MUST submit an Internship Report at https://ust.az1.qualtrics.com/jfe/form/SV_06d6d7aXhDYV0Ka with authorized signature(s) and company stamp, and provide copies of paystubs to HKUST Career Center for processing on or before **September 8, 2021 (for summer internships) / February 8, 2022 (for winter internships)**.
- The Internship Report will be automatically sent to the student(s) for verification and countersigning. The whole process will only be considered complete when the student(s) has/have successfully submitted the verification as part of the Internship Report.

Step 6: Reimbursement for Employers

- HKUST Career Center will review all provided documents and may require further information / clarification from the Employer and/or the student(s) if needed.
- Reimbursement to employers will be made by approximately **November 2021** (for summer internships) / **April 2022** (for winter internships) upon receipt of all required documents from BOTH the Employer and the student(s).

Enquiries

- For enquiries, please email itcstem@ust.hk.

ITC STEM Internship Scheme (2021-22)

Frequently Asked Questions (FAQ) for Employers

(I) Job Postings

1. How will my opening(s) be promoted at HKUST?

Upon approval, all job details will be posted on [HKUST Job Board \(STEM Internship\)](#). It is accessible by all current HKUST students.

2. If an employer has multiple internship openings, should the Employer submit one posting for all internships or one posting for each internship?

Each internship should have its own posting. However, if the Employer has multiple vacancies for the same internship, then only one posting is needed.

3. Is internship placement with remote working 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. For internship placement with mostly remote working, participating employers must ensure that they provide enough supervision to the student interns. In general, remote working where the participating employer and the location of the internship are in different territories are not allowed under the Scheme. Notwithstanding the above, work-from-home arrangement due to severe pandemic situation is allowed.

(II) Students' Eligibility

4. Are there any restrictions on final year students?

Current students (from any year of studies, including final year) from eligible majors are eligible.

5. What is the internship period covered under the Scheme for summer 2021?

All internships must be on a full-time basis during between May and August 2021, with most of the internships taking place between June 1 and August 31, 2021.

6. Are students from academic programs with internship as a mandatory requirement for graduation eligible for the Scheme?

Students CANNOT use this internship to fulfill the compulsory requirement for graduation in their academic program at HKUST for the following courses:

- BIEN 4940 – Bioengineering Industrial Project

- CENG 4940 – Chemical Engineering Industrial Project
- CIVL 3020 – Internship Training
- COMP 4910 – Co-op Program
- CPEG 4910 – Co-op Program
- ELEC 4910 – Co-op Program
- ENEG 4920 – Final Year Design Project
- IEDA 1991 – Industrial Experience
- LIFS 4963 – Biotechnology Capstone Project
- MECH 4950 – Co-op Program
- SHSS 1020 – Humanities and Social Science Internship

However, they can still participate in this Scheme as long as s/he is not using the internship placement sponsored by this Scheme to fulfill his/her mandatory requirement for graduation in the above courses.

On the other hand, students CAN use this internship to fulfill the optional requirement for graduation in their academic program at HKUST for the following courses:

- CENG 1980 – Industrial Training
- COMP 1991 – Industrial Experience
- CPEG 1971 – Industrial Experience
- ELEC 2991 – Industrial Experience (Electronic Engineering)
- ENEG 2910 – Industrial Training

7. Would this Scheme cover non-local students currently studying at HKUST?

The Scheme will extend to non-local students of eligible STEM programs for undertaking STEM internship in Hong Kong starting from summer 2021. The ratio of non-local students to total number of HKUST interns sponsored by this Scheme in summer 2021 and winter 2021-22 will be capped at 20%. Therefore, the process for earmarking funding for employers who plan to give out offers to non-local students would be slower than for local students in order to ensure this ratio split set by ITC is followed. The concerned non-local students with internship period outside June 1 to August 31 should seek prior endorsement from School/Department and apply for a separate “No Objection Letter” (NOL) via the Immigration Department if they have not been issued with a valid one before. Click [here](#) for more details about the relevant policy. Please note that exchange-in students at HKUST are NOT eligible for the Scheme.

(III) Contract and Terms

8. Is hourly rate acceptable for the Scheme? Can it be on a part-time basis?

Only applications offering honorarium on a daily/monthly, full-time basis will be considered. Any applications with hourly rate shown in contracts will NOT be accepted.

9. How will the Scheme count the student intern's salary if the intern takes no-pay leave during the internship?

No-pay leave days taken by the student during the internship period are NOT covered by the Scheme, and the Employer should deduct the pro-rated amount from the monthly rate divided by 30 days (at minimum 0.5-day intervals), e.g. the daily rate of \$350 for interns with a monthly salary of \$10,500 (for a 30-day month).

10. Must the salary offered be \$10,500 per month? Can it be higher or lower?

The monthly salary offered by the Employer under the Scheme must be at least \$10,500 (for a 30-day month). If the Employer offers a monthly salary greater than \$10,500 (for a 30-day month), any extra amount and related expenses will be absorbed by the Employer. Internships offering a monthly rate lower than \$10,500 (for a 30-day month) would NOT be considered.

11. How will the allocated amount be calculated?

The maximum reimbursable monthly salary will be \$350 per day (i.e. \$10,500 divided by 30 days), capped at \$31,500 for a maximum of 90 calendar days per intern (or the remaining eligible amount by the student in the academic year, whichever is lower) in every academic year from September to August. The minimum duration of any qualified internship under the Scheme is 4 consecutive calendar weeks, i.e. 28 calendar days after deduction of all no-pay leaves taken by the student (if any). Monthly allocation is calculated based on the daily rate of \$350 multiplied by the actual number of calendar days served in that particular month, including Saturdays, Sundays and/or public holidays, net any no-pay leave or sick days taken that are not paid for by the Employer.

12. How should employers handle early termination of employment contracts?

If the internship period is cut short due to any reason, the Employer shall provide the pro-rated pay to the student based on the actual period worked to comply with local Employment Ordinance. However, 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 (if any), the Employer will NOT be reimbursed at all no matter who initiated the early termination. If the actual period worked is

shorter than what was originally stipulated in the contract but more than 4 consecutive calendar weeks, pro-rated amount of \$350 per calendar day (based on the actual employment weeks period) will be reimbursed by ITC.

13. Do employers need to provide employment insurance, Mandatory Provident Fund (MPF) and other statutory requirements and benefits to the student during the employment period?

Yes. The student intern is reckoned as an employee of the company and should be covered under the employment insurance and other statutory requirements and benefits offered by the Employer based on employment laws in Hong Kong.

14. Once the student confirms the offer, does that mean that the company will have the funding?

Earmarked subsidy to employers is allocated on a first-come-first-served basis. Subject to availability of the funding, subsidy will be set aside ONLY when the duly signed contract copy(ies) has/have been received by HKUST Career Center via email at itcstem@ust.hk.

15. What if the student who signed the contract reneges on the offer or the internship period changes? Can employers transfer the subsidy to another student for the same job or another job in the company?

The earmarked funds is ONLY applicable for the selected student whose eligibility and the associated internship period have been confirmed by HKUST Career Center. The Employer may select another student for the job and check the replacement student's eligibility again with HKUST Career Center if for whatever reason the student does NOT take up the internship, and/or the internship period has changed. However, the previously earmarked amount CANNOT be assumed to transfer over automatically to the replacement student or revised internship period. The Employer would need to submit the request to HKUST Career Center to check eligibility of the replacement student intern again.

16. How many STEM internship quotas will be allocated per company?

A basket of factors will be considered when assigning quotas for each company, including but not limited to total available funding, company size and operations, the mix of industry and job nature, the overall profile mix of participating students in the Scheme (e.g. local and non-local students), etc. Subsidy will be earmarked only when duly signed contract has been received. Final decision rests with HKUST Career Center.

(IV) Interns' Payment and Reimbursement Claims**17. Can Employers pay the student intern with personal bank account / company paychecks?**

Although using the company's bank account for salary payment to student interns is recommended, employers may pay the student intern through other means. Regardless of payment means, all payment records should stipulate the payment details clearly. See question 20 below.

18. Will the monthly subsidy be reimbursed to the company or the student?

Reimbursement will be made to the Employer AFTER the internship has been completed. Employer should pay the intern upfront and submit internship report(s) together with supporting document(s) (e.g. paystub records) for each intern by the specified date provided by HKUST. Reimbursement to Employers for ITC STEM Internship Scheme 2021-22 will be disbursed by around November 2021 (for summer internships) / April 2022 (for winter internships).

19. What if the actual work performed deviates from the job description previously submitted to HKUST Career Center? Will the Employer still be reimbursed?

If the internship report suggests that the internship turned out to be NOT related to innovation and technology (I&T), the Employer will NOT be reimbursed. However, if the internship report suggests that the internship is indeed I&T-related, regardless of whether it was the exact project or work as described in the job description provided earlier, the Employer will still be reimbursed.

20. According to [ITC's website](#), the calculation of allowance is based on a 30-day month. As there are 31 days in July and August, how much should students be paid in July and August and how much would employers be reimbursed?

Calculation of allowance will be based on actual number of calendar days in that month. See example below:

Internship Period: June 16 – August 16, 2021

Monthly Salary (based on a 30-day month): \$10,500

Assuming the student did NOT take any no-pay leave and any sick leave taken are covered by the employer, the paystubs should look like this:

June 16 – June 30: \$5,250

July 1 – July 31: \$10,850

August 1 – August 16: \$5,600

Total number of days worked: 62

Daily Rate: \$350

Total Amount Employer Paid to Student: \$21,700

Total Amount ITC will reimburse Employer: \$21,700

21. Who is responsible for MPF? Will MPF payment be reimbursed by ITC?

According to the Mandatory Provident Fund Schemes Ordinance in Hong Kong, MPF contributions apply to all regular employees aged 18 or above who are employed for a continuous period of 60 days or more. The calculation of Employer's contribution for an employee should begin from the first day of the employee's employment. For new employees, employers must make their first-time contributions to trustees on or before the next contribution day (the 10th day of each month) after the calendar month in which the 60th day of employment falls. For details, please visit <https://www.mpfa.org.hk>.

Employer will pay for the Employer's contribution at its own expense and ITC will NOT reimburse. However, ITC will reimburse the Employer the employee's portion of MPF, which the Employer paid on behalf of the student intern. See example below:

Internship Period: June 3 – August 27, 2021

Monthly Salary (based on a 30-day month): \$10,500

Assuming the student did NOT take any no-pay leave and any sick leave(s) taken is/are covered by the employer, the paystubs should look like this:

June 3 – June 30: \$9,800

(MPF contribution from Employer: \$490. No MPF contribution from employee.)

July 1 – July 31: \$10,850

(MPF contribution from Employer: \$525. No MPF contribution from employee.)

August 1 – August 27: \$9,450

(Student receives a paycheck of \$8,977.50. MPF contribution from Employer: \$472.50. MPF contribution from employee: \$472.50.)

Total number of days worked: 86

Daily Rate: \$350

Total Take-Home Amount Student Received from Employer: \$29,627.50

Total Amount Employer Paid to Student: \$30,100 (\$29,627.50 plus \$472.50 of employee's portion of MPF contribution)

Total Amount ITC will reimburse Employer: \$30,100

Total Amount Employer Paid Out of Pocket as Employer's MPF Contribution that would NOT be reimbursed by ITC: \$1,487.50

22. What information is required in the submitted paystubs to HKUST?

Employers are required to submit proper paystubs breakdown stipulating which pay period each payment refers to. The paystubs should contain the following elements for reimbursement and audit purposes:

- Company name
- Student's full name
- Internship period covered
- Monthly salary
- No. of no-pay leave days, if any
- MPF (Employee's Contribution), if applicable
- Total salary paid for respective months/days

Remarks: If the total amount paid to the student deviates from what the student's contract stipulated and what was outlined in the confirmation email from HKUST Career Center, clear explanation(s) and breakdown of the various parts need to be supplied. Employers who only provide copies of the paycheck(s) to the student intern(s), screen captures of payment records and/or bank statement(s) without ALL the required elements above would NOT be reimbursed.

23. When should the paystubs be provided for reimbursement claims?

Paystubs should be submitted together with the internship report while filing the online reimbursement claim on or before the specified date by HKUST.

24. Would personal bank account be acceptable for Employer's reimbursements?

No. Reimbursement will NOT be made to any personal bank accounts. Employers should get the company's bank account ready by the time when submitting the online reimbursement claim after internship completion.

ITC STEM Internship Scheme (2021-22)

Frequently Asked Questions (FAQ) for HKUST Students

(I) Job Applications

1. Would it be difficult for Year 1 undergraduates to land an internship through the ITC STEM Internship Scheme?

The internship opportunities under the Scheme welcome all current undergraduates and research postgraduates from STEM programs on [this list](#) to apply.

2. Where can students look for openings of ITC STEM internship Scheme?

Eligible HKUST students can search for internship openings under the Scheme at [HKUST Job Board \(STEM Internship\)](#).

3. How can students submit an application?

If students are interested in any STEM internships posted on the Job Board, s/he should submit an application directly to the employer according to the instructions stated in the job postings.

4. What process will students need to go through before getting an offer?

Students can expect to go through similar recruitment processes like applications for other job openings on the job board.

(II) Student's Eligibility

5. Are students from academic programs with internship as a mandatory requirement for graduation eligible for the Scheme?

Students CANNOT use this internship to fulfill the compulsory requirement for graduation in their academic program at HKUST for the following courses:

- BIEN 4940 – Bioengineering Industrial Project
- CENG 4940 – Chemical Engineering Industrial Project
- CIVL 3020 – Internship Training
- COMP 4910 – Co-op Program
- CPEG 4910 – Co-op Program
- ELEC 4910 – Co-op Program
- ENEG 4920 – Final Year Design Project
- IEDA 1991 – Industrial Experience
- LIFS 4963 – Biotechnology Capstone Project
- MECH 4950 – Co-op Program
- SHSS 1020 – Humanities and Social Science Internship

However, they can still participate in this Scheme as long as s/he is not using the internship placement sponsored by this Scheme to fulfill his/her mandatory requirement for graduation in the above courses.

On the other hand, students CAN use this internship to fulfill the optional requirement for graduation in their academic program at HKUST for the following courses:

- CENG 1980 – Industrial Training
- COMP 1991 – Industrial Experience
- CPEG 1971 – Industrial Experience
- ELEC 2991 – Industrial Experience (Electronic Engineering)
- ENEG 2910 – Industrial Training

6. For students who are currently doing BBA and are planning to declare the second major in BBA Information Systems (IS) in coming Fall, are they eligible for the ITC STEM Internship Scheme in summer 2021?

Students' eligibility for the Scheme is decided according to what is officially shown in their transcript.

7. For non-local students who are on student visa, are they eligible for the ITC STEM Internship Scheme?

Yes. The Scheme will extend to non-local students of eligible STEM programs for undertaking internship in Hong Kong starting from summer 2021. The ratio of non-local students to total number of HKUST interns will be capped at 20%. The concerned non-local students with internship period outside June 1 to August 31 should seek prior endorsement from School/Department and apply for a separate "No Objection Letter" (NOL) via the Immigration Department if they have not been issued with a valid one before. HKUST non-local students may refer to the relevant guidelines and procedures [here](#), and more details about the relevant policy [here](#). Please note that exchange-in students at HKUST are NOT eligible for the Scheme.

8. How many times during the study period can students take up internship under the ITC STEM Internship Scheme?

A student intern may receive the allowance under the Scheme for more than one internship place in the same academic year, provided that the participating employers are not the same and the internship periods do not overlap. The same employer cannot hire the same intern twice in an academic year.

There is no limit on the number of internships under the ITC STEM Internship Scheme each student can take. However, each eligible student would only be reimbursed for a maximum of 90 calendar days (i.e. \$31,500) per academic year

(i.e. from September to August) regardless of the number of employers s/he worked for during the same academic year. Any student who has already taken an internship under the Scheme in winter 2020-21 (i.e. between December 2020 and January 2021), s/he can only take up an internship under the Scheme and be reimbursed with the remaining calendar days for summer 2021. Students who have taken an internship under the Scheme before summer 2021 should have already received an email stipulating the “number of days left s/he can reimburse for summer 2021”. It is the student’s responsibility to inform the Employer during the selection process, NOT after.

9. For students who took up an internship under the Scheme in summer 2020, can they take up an internship again during the upcoming summer 2021?

Yes, the academic year runs from September to August every year. Internships taken under this Scheme in summer 2020 is considered as part of the academic year September 2019 – August 2020.

(III) Contract Signing

10. Should students sign the contract if crucial details such as employment period, monthly salary, etc., are different from what the Employer has agreed with or communicated?

A properly signed contract by both the employer and intern protects the rights of both parties. Only sign a contract with details and terms which have been mutually agreed. When in doubt, email HKUST Career Center at itcstem@ust.hk for further guidance.

11. If a student is asked to sign more than one contract for the same internship, should the student signs both of them?

Under most circumstances, no. When in doubt, email HKUST Career Center itcstem@ust.hk for further guidance.

(IV) Salary Disbursement

12. If a student quits Company A and joins Company B, and both companies are under the ITC STEM Internship Scheme, will the student still get paid for the second internship?

A student intern should get paid according to the terms stipulated in the contract signed between him/her and the Employer. The Employer might or might not get reimbursed by ITC depending on whether the terms of the internship fulfill the requirements set forth by ITC. This should not be a concern to students.

13. How will salary be counted for students who start the internship in the middle of a month?

For incomplete month(s) served, daily rate will be calculated according to monthly salary stipulated in the contract. For example, if the monthly salary is \$10,500 for a 30-day month, the pro-rated daily rate will be \$350. In other words, if a student starts the internship on June 18, the student should receive \$4,550 for the salary of June [13 calendar days (from June 18 to 30) x \$350 per day] from the Employer.

14. From whom will students receive salary? From the Employer or from HKUST?

Employers should pay students directly. Students would NOT get paid from HKUST.

15. Would students be paid monthly or not paid at all until the Employer has received the reimbursement from ITC?

Participating Employers are required to pay the student interns on the same schedule like other employees in the company (i.e. in most cases, monthly) and claim reimbursement from ITC after the internship has been completed. It is against the Employment Ordinance in Hong Kong for Employers to hold back salary payment. In case of any dispute, email itcstem@ust.hk for further guidance.

(V) Signing of Payment Advice and Receipt**16. Should a student sign a payment receipt which is different from the amount that has been paid, or for an amount which the student has not yet been paid but the Employer promised to pay soon?**

Anything with a signature could become a legal-binding document. Students should only sign when everything on any document is well understood and correct. When in doubt, student(s) should seek clarification from the Employer directly.

17. If the Employer gives a student paychecks for the months that the student has worked but asks the student not to bank them in until the company has got reimbursement from the University, should the student comply with such request?

No. There could be legal consequences if the Employer fails to pay wages to an employee on time. In Hong Kong, according to the Employment Ordinance, an Employer who fails to pay wages within 7 days after they become due is liable to prosecution and, upon conviction, to a fine of HK\$350,000 and to imprisonment for three years.

(VI) Upon Internship Completion

18. What do students need to do when the internship is completed?

A system-generated email will be sent to the student(s) to verify the internship report which the Employer submitted. Student(s) should study the report carefully and act on the verification as soon as possible to complete the process.