Work-Integrated Education

Spring Internship Programme
Summer Internship Programme
Introduction
Since 2005, The Hong Kong Polytechnic University has introduced a mandatory component to all undergraduate degree programmes - Work-Integrated Education (WIE).

WIE refers to work-based learning experiences which take place in an organisational context relevant to a student’s future profession, or the development of generic skills that will be valuable in that profession. Students are required to complete at least 300 hours of internship work in order to graduate.

Every year, the School of Accounting and Finance organises the Spring Internship Programme (SIP) and the Summer Internship Programme (SUIP) in order to help students fulfill the 300-hour WIE requirement. During the internship period, our WIE partner organizations will provide “on-the-job” training opportunities to our students of the following degree programmes:

BBA(Hons) in Accountancy
BBA(Hons) in Accounting and Finance
BBA(Hons) in Financial Services
BBA(Hons) in Accountancy (mixed mode, 2-3 years)

Through the training, our students will be equipped with valuable work experiences as well as necessary professional and generic skills for full-time employment upon graduation. Therefore, we sincerely solicit your support to join our School's internship programmes as a host organization to provide training for our students.

Types of Internship Programmes

Spring Internship Programme (SIP):

- Mainly for Year 2 accounting and finance students
- In the form of full-time placements either in Hong Kong, the Chinese mainland or overseas
- Take place in second semester of each academic year
- Duration from 7 weeks to 12 weeks (normally run from mid-January to end of April)
- Depending on the location of the internship, students are released either partially or wholly from full-time study during the internship period:
  - Internship in Hong Kong – students are released from day-time study and they are required to study only two subjects in weekday evenings or on Saturdays during the internship period
  - Internship in Chinese mainland or overseas – students are completely released from their study for a whole semester in the second year
Summer Internship Programme (SUIP):

- Mainly for Year 1 and Year 2 accounting and finance students
- In the form of full-time or part-time placements either in Hong Kong, the Chinese mainland or overseas
- Take place in the summer break from the beginning of June to the end of August

Besides, the School may accept students who take part-time internship placements or ad hoc projects as WIE on a case by case basis.
Compensation and Minimum Wage Ordinance

The provision of compensation and/or benefits is at the discretion of employers. We do encourage employers to provide students an allowance for meals and transport. Please note that Statutory Minimum Wage does not apply to student interns and work experience students during a period of "exempt student employment". Please refer to the Notes for Student Employees and Employers from the Labour Department’s webpage at (http://www.labour.gov.hk/eng/news/pdf/Notes_for_Student_Employees_and_Employers.pdf)

Mandatory Provident Fund (MPF)

If there is an employment relationship between the student and the offering organization for a continuous period of not less than 60 days, the offering organization is required to enroll the student into an MPF scheme. (http://www.mpfa.org.hk/)

Training

The University has provided a variety of pre-internship training for students. The participating organization is also encouraged to offer induction training session for our student interns at the start of the internship programme in order to prepare the students for the practical assignments that follow.

Insurance

The University has in place a Group Personal Accident insurance policy covering students taking on endorsed internships by the School within or outside Hong Kong. The participating organization is also recommended to provide travel insurance to interns who are assigned to work overseas or in the Chinese mainland. (http://www.polyu.edu.hk/wieinfo/modx/index.php?id=106)

Nomination and Selection of Student Interns

The School will select and recommend students according to the specific requirements laid down by the participating organization. Individual organization may conduct interview or other tests in the selection of interns.

Student Intern Performance Evaluations

The School will invite the participating organization to complete and return a performance evaluation (in questionnaire format) for each student intern. This employer’s evaluation will form part of the basis for the WIE assessment for the student. A sample of the Employer’s Evaluation Form can be obtained from the School on request.

Contact Us

If you wish to join our internship programmes, please complete and return the “Participation in the Work-Integrated Education (WIE) Programme” form to the WIE Office of the School by email at afwie@polyu.edu.hk or by fax at 2774-9364.

Should you have any questions about WIE and the internship programmes, you are welcome to contact
Mr Percy Wong, WIE Coordinator of the School at 2766-7036 percy.wong@polyu.edu.hk or
Ms Lisa Cheung, Executive Officer (WIE) at 2766-7086 lisa.cheung@polyu.edu.hk.

For more information, please visit our website at www.af.polyu.edu.hk/wie.