

## Compliance Checklist for CAPS Sourced Job Placement (Local/Overseas only)

(CAPS Mainland WIE Programme is NOT included) (Minimum 100 working hours for each WIE application)

Steps	Forms Involved	Time Frame	Submission Method
<b>I. Prior Application</b>			
<b>If you want to <u>apply OWS</u>, please <b>request WIE staff</b> for the OWS application together with your WIE application.</b>			
<b>Submit Job Details for Approval</b>	<b>WIE F6</b> + <b>Local-student:</b> WIE/F3* (must be signed with <b>company chop</b> ) or copy of appointment letter  <b>Non-local student#:</b> WIE/F4* (must be signed with <b>company chop</b> ) or copy of appointment letter + copy of No Objection Letter (NOL) + <b>Signed undertaking (this checklist)</b>	At least <b>2</b> weeks before the commencement of internship	WIE F6, F3/F4 / Copy of appointment letter, NOL, signed undertaking by email to <a href="mailto:afwie@polyu.edu.hk">afwie@polyu.edu.hk</a> or by hand to AF WIE Office (M731).
<b>Assessment of WIE Job</b>	The School will undergo a process of assessment for around 2 week time		
<b>Notification of Assessment Result</b>	The School will notify the student via email if the WIE job is approved		Auto email for accepting offer will be sent to students
<b>Job Approval &amp; Offer Accept</b>	Student is required to acknowledge to the School receipt of job approval		<a href="http://www.fb.polyu.edu.hk/wieonline">http://www.fb.polyu.edu.hk/wieonline</a> My Account → Experiential Learning → Edit → First question Accept Offer?*: Yes / No
<b>II. Before Internship</b>			
<b>Before starting internship</b>	Read and complete "Online Disclaimer" on FB WIE Online System	1 week before the commencement of internship	<a href="http://www.fb.polyu.edu.hk/wieonline">http://www.fb.polyu.edu.hk/wieonline</a> My Account → Experiential Learning → Disclaimer
<b>III. Upon Internship Completion</b>			
<b>At the end of internship</b>	Complete Online Self-evaluation on FB WIE online System  Hand in WIE/F15 – Employer Evaluation to the supervisor (must be signed with <b>company chop</b> )	Within 1 week after the end of internship	<a href="http://www.fb.polyu.edu.hk/wieonline">http://www.fb.polyu.edu.hk/wieonline</a> My Account → Experiential Learning → Self-evaluation

<b>After completing internship</b>	Submit the completed WIE/F15 (in sealed envelope)		WIE-F15 can be submitted via: (1) by hand by student <b>OR</b> (2) by email to <a href="mailto:afwie@polyu.edu.hk">afwie@polyu.edu.hk</a> by employer using official email OR mail by employer to M731, 7/F, Li Ka Shing Building, The Hong Kong Polytechnic University, Hung Hom.
<b>Remarks</b>	<ul style="list-style-type: none"> <li>• If you have finished WIE placement(s) and wish to have the <b>WIE hours claims</b> updated in a particular semester, you are required to submit <u>ALL the WIE Forms</u> and complete the <u>online self-evaluation by last teaching week of that semester, i.e.:</u> <ul style="list-style-type: none"> <li>➢ Week 13 of Semester 1 &amp; 2</li> <li>➢ Week 7 of Semester 3 (Summer Semester)</li> </ul> </li> <li>&gt; If you fail to do so, your WIE claims will be processed in <b>next semester</b> (can delay your graduation if that is your last semester)</li> </ul>		
<b>Checking Granted WIE Hours</b> ( <a href="http://www.fb.polyu.edu.hk/wieonline">http://www.fb.polyu.edu.hk/wieonline</a> )			
Submitted ALL the WIE Forms and completed the online self-evaluation → Allow 2-3 weeks for Approval and Record Updating → Login your WIE account → My Account → Personal → WIE HOURS SUMMARY (on the right column).			
<b>Checking WIE Fulfillment (in e-student)</b>			
WIE hours claimed successfully in a particular semester and completed at least 300 WIE hours (100-hour from students admit in 2017 onwards) → <b>Pass Grade</b> of FB3001(WIE) (FB3002 for students admit in 2017 onwards) will be updated to fulfilled in e-student together with the release of <b>Semester Exam Result</b> .			

# It will be illegal for non-local student to take up any internships/jobs in Hong Kong without a valid No Objection Letter.

## Undertaking

I \_\_\_\_\_ (SID: \_\_\_\_\_) (Major: BAC/BAF/BFS/SYA/SYB/SYF) have read the above compliance checklist and understood that: (Please tick the follow gs :)

Penalty in the manner of including but not limited to warning letter(s) and/or deduction of WIE hours might be imposed by the Faculty of Business in respect of any of your mis-behaviour in relation to the internship without reasonable excuse, including the following:

- Unable to attend interviews as scheduled without notifying the internship offering organization and AF (if the internships is nominated by AF) not later than five working days before the interview and obtaining approval from both the organization and AF for doing so.
- Absence from work without applying for leave according to the procedures of the internship offering organization and approval has been obtained for such leave application.
- For internships nominated by AF, resignation before completion of the original contractual period, without notifying AF and obtaining approval from AF before submitting the resignation to the internship offering organization.
- Unsatisfactory WIE performance, including (i) the overall rating by employer is at 2 (Fair) or below as shown on the Employer Feedback Form, (ii) complaints is received from the offering organization, or (iii) any other circumstances deemed relevant by AF.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_