



FAQs on Student Internship Programme ***(For Employers)***

Q1. What makes participating in the Students Internship Programme different from just giving a job offer?

The main objective of Students Internship Programme is to provide students with authentic working experience before their graduation and entering the employment market. It enables students to sharpen the soft skills which cannot be taught in lectures and to understand what are expected in terms of professional behaviour and attitude in the business world.

Employers are encouraged to assign supervisor(s)/mentor(s) to the student interns to:

- (i) ensure the safety of students at the workplace during the internship;
- (ii) give guidance to students to ensure their performance is evaluable against a set of clear objectives/criteria;
- (iii) provide on-going feedback to interns' progress; and
- (iv) complete and return to us an evaluation form at the end of the internship.

On the other hand, Student Affairs Office will work with you to set out the training goals/plans to enhance the performance and maximize the learning outcome of the student interns.

Q2. What should we as the employer pay attention when assigning duties?

The nature of work ought to be relevant to the students' academic pursuit, while the workplace and job duties should meet the requirements of health and occupational safety regulations. Our students appreciate work experience in any industries and are willing to embrace challenges with a positive attitude.

Q3. Is there a specific timeline for recruiting interns from HSUHK?

The Student Internship Programme is designed to meet the business needs of different industries. Our Careers Officer will discuss with you and work out a tailored recruitment plan according to your company's needs. The below work flow is for your kind reference.

Work Flow	Internship Period
Interested employers to identify duties for interns - Careers Officers to discuss on job posting and recruitment timeline	Semester period: September – December, January - April <i>(part-time basis or students can opt to defer their study for taking a full-time internship during semester)</i>
Recruitment - Interested students to submit applications - Screen by employers and/or Careers Officers - Employers to make offers and successful students to sign relevant document	
Internship Period	Summer Break: June – August <i>(students are available to work full-time)</i>
End of Internship - Employers to complete Internship Evaluation Form	



Q4. Should we pay for the work of student interns?

The provision of stipends and/or benefits is at the discretion of employers. We encourage employers to provide students with training allowance. This would help provide financial support and encouragement to the interns. If an employer-employee relationship is established, the internship organization is encouraged to sign an employment contract with the student intern.

Q5. Does the Statutory Minimum Wage apply in HSUHK's Internship Programme?

The Minimum Wage Ordinance was enacted on 1 May 2011, with exceptions in the Ordinance for students serving as "Student Interns" or taking the job as a "Work Experience Students".

For more information, please refer to <http://www.labour.gov.hk/eng/news/mwo.htm>.

Q6. Does the Mandatory Provident Fund (MPF) applied in this Scheme?

As far as there is an employment relationship between the student and the offering organisation for a continuous period of not less than 60 calendar days, the internship organisation is obliged to enroll the student interns into an MPF scheme within the first 60 calendar days of his/her employment.

For more details, please refer to <http://www.mpfa.org.hk/eng/main/index.jsp>

Q7. Should we consider providing insurance for the student interns?

The University has in place a Group Personal Accident Insurance Policy covering students participating in University-endorsed student activities, including internship taking place within or outside Hong Kong. Still, the internship organisation is recommended to provide insurance to interns as appropriate, including travel insurance for the students who are assigned to work overseas or in the mainland China as well as other additional insurance cover where deemed necessary.

Q8. Why should we partner with HSUHK?

HSUHK is committed to nurturing business talents and seeks to foster all-round development of student's potential. We value much on creativity, integrity, resilience and humility. Our students are highly appreciated as creative, capable, conscientious and caring.

The Student Internship Programme has received positive feedback from many of our partnering corporations over the years. The Student Affairs Office will work with you side by side to provide you support in getting suitable candidates.

We look forward to further collaboration with you!

Enquiry

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