

# Full-Time Degree Programme One-year Internship Scheme (OIS)

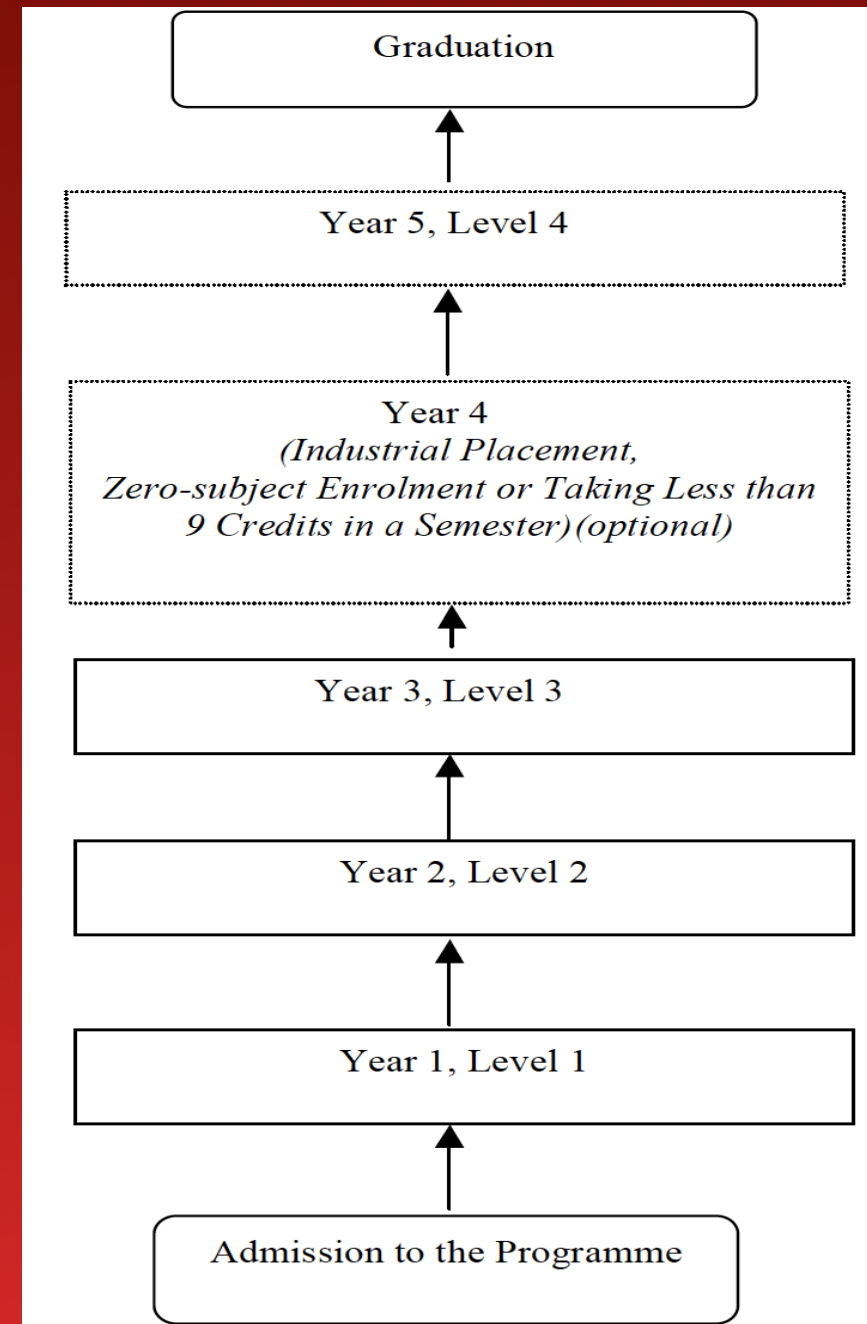
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# Introduction

- To cultivate practical applications and design development for you
  - Provide opportunities to gain **working experience** and a broad view of the industry
  - Apart from technical content, expose yourself to the **organisational** and **management** structures of the company, and to the supporting services such as sales and marketing, human resources and relationship, and management information systems.
- To facilitate the transition from university student to professional

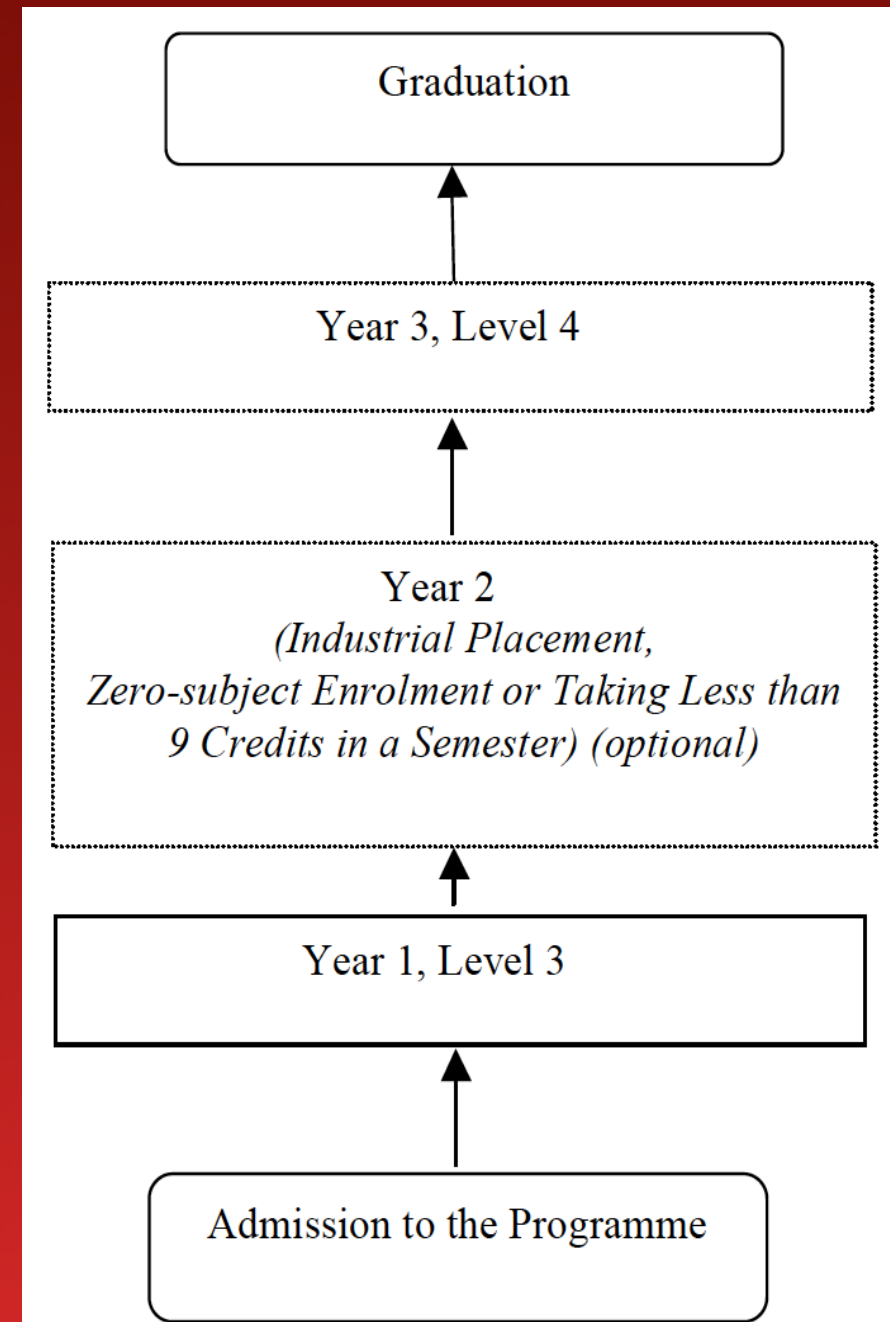
# One-year Internship Scheme (OIS)

- BEng in EIE (42470)
- BSc in IMT (42477)



# One-year Internship Scheme (OIS)

- BEng in EIE (42470-SY)
- BSc in IMT (42477-SY)
- BSc in INS (42480)



# One-year Internship Scheme (OIS)

- Students can choose one of these modes to pursue the 1-year internship training
  - Zero-subject enrolment
    - HK\$2,105 per semester for retention of study place
  - Taking less than 9 credits in a semester
    - Pay the tuition fee according to the number of credits taken in that semester (1,4xx/credit)
- Counted towards the **maximum period of registration**

# Application for training positions

- Once the Dept receives training positions from Industry (Typically starting from Jan.):
  - Emails inviting your application
    - Application Letter
    - Résumé
  - Dept liaising the first Interview
  - 2nd interview arranged by company if needed
  - Signing contract
    - **Informing the Dept BEFORE signing any contract.**

# Operation with QA

- Normal period of training
  - 12 months for UGC-funded programme
- Training scheme is prepared by the Dept in conjunction with the companies concerned
  - HKIE
- Senior technical staff member of the company acts as Industrial Supervisor (Immediate supervisor)
- Academic Advisor serves as your Training Tutor.
  - Pay visits to students at their workplaces
  - Discuss with the Industrial Supervisors any suggestions or actions necessary as the students' training progresses
  - Provide useful, effective and important avenue for fine-tuning towards maintaining a quality training schemes.

# Administration of the Training

- Forms
  - Form AS112 (ZSE) or Form AS121 (LNC)
- Matching Students to Industry
- Supervision and Continuous Assessment
  - Training Tutor liaises with Industrial Supervisor to oversee the progress
- Report
  - A reflective writing on the training received, the objectives achieved, the experience gained, and a self-evaluation on his/her own performance.
  - It must be **endorsed** by the student's Employer/Industrial Supervisor before its submission
- Assessment
  - The Training Tutor provides a final assessment of the student, based on the report, the Industrial Supervisor's assessment, and other evidences.



# Some points to note

- Proper attitude when you are undergoing internship
- <http://www.eie.polyu.edu.hk/eProgrammes/training.html>
- Some companies in 17/18 (19 students)
  - On Semiconductor
  - HSBC
  - ASM Technology HK Ltd
  - Octopus Cards Ltd.
  - OGCIO
  - RF Tech Ltd.
  - ...

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Q & A