

The Hong Kong Polytechnic University
Department of Electronic and Information Engineering

Application for One-Year Internship Scheme (OIS)

Notes to Students

1. Student should complete Part A and B below and submit this form together with the following documents to the Academic Advisor/Programme Leader **before** engaging in the OIS activity:
 - WIE Form A;
 - Letter of appointment and job specifications;
 - Zero-subject enrolment form (AS112) (Online application under AS webpage) or Taking less than 9 credits in a semester and opting to pay credit fee form (AS121).
2. The information provided in this form will only be used for processing the student's application for OIS and fulfilment of WIE requirement.

Part A: Personal Particulars (to be completed by Student)

Name of student : _____ Student no : _____

Programme: _____ Year of study : _____

Academic year for engaging in the industrial placement : _____ / _____

Contact no. : _____ (Home) _____ (Mobile)

Correspondence address in Hong Kong during the industrial placement year (for non-local student only):

Part B: Information concerning the OIS (to be completed by Student)

1. Mode to pursue the 1-year internship training:
 - Zero-subject enrolment (*pay a fee of 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 a semester*)
2. Documents enclosed with this application form:
 - WIE Form A (*with details of industrial placement to be undertaken*)
 - Letter of appointment and job specifications
 - Zero-subject enrolment form (AS112) (Online application under AS webpage)
 - Taking less than 9 credits in a semester and opting to pay credit fee form (AS121)

Part C: Decision of the Department (to be completed by the Academic Advisor/Programme Leader)

- Application for joining the One-Year Internship Scheme (OIS) is approved.
- Application for joining the One-Year Internship Scheme (OIS) is rejected*.

*Reasons for rejecting the student's application:

Signature: _____ Name: _____
(Academic Advisor/Programme Leader)

Date: _____