
From: Notice, EIE [EIE]
Sent: Thursday, 12 April 2018 4:17 PM
To: EIE, MAIL [EIE]
Cc:
Subject: Updated Workflow for Operation and Supervision of Work-Integrated Education (WIE), One-year Internship Scheme (OIS) and "EIE3189 Summer Internship"
Attachments: workflow.pdf

[This message is sent on behalf of Dr Frank Leung, WIE Co-ordinator](#)

To: All EIE Undergraduate Degree Students
From: Dr Frank H.F. Leung, WIE Coordinator, EIE
c.c. Interim Head, EIE
Associate Head, EIE
Dr K.T. Lo, Co-ordinator of Work-Integrated Education, EIE
Training Tutors concerned, EIE
AO/EOs, EIE
Date: 12 April 2018

Dear Students

As you should be aware, all students on UGC-funded 4-year curriculum undergraduate degree programmes and 2-year full-time articulation degree programmes are required to complete a mandatory Work-integrated Education (WIE) component in order to be eligible for graduation. To fulfil the WIE requirement, students of the BEng in EIE (42470) and BSc in IMT (42477) programmes have to complete at least two weeks of full-time job training, while students of the BSc in INS (42480) programme have to complete at least four weeks of full-time job training.

This email serves to recap and highlight some minor changes to the workflow for operation and supervision of Work-Integrated Education (WIE) of the EIE Department **which will take immediate effect. You should read the following notes carefully.** Unless otherwise indicated, these notes apply to short-term WIE, One-year Internship Scheme (OIS) or "EIE3189 Summer Internship" (applicable to 42480 students only).

A. BEFORE Commencement of Short-term WIE, OIS and EIE3189

1. All students are required to duly complete Section I of the "**Work-Integrated Education (WIE) Activity to be Undertaken by Student – Application for Recognition of Placement and Assessment by Academic Advisor**" (**WIE Form A**) and submit the completed form to their EIE Academic Advisor **BEFORE starting the WIE.**
2. The duly completed Section I of "WIE Form A" should be submitted together with
 - (a) job specification; and
 - (b) letter of appointmentto their EIE Academic Advisor **in electronic format (in pdf format).**

3. For students who intend to join the One-year Internship Scheme (OIS), they should also complete and submit the following forms together with “WIE Form A” **before commencing OIS training**:
 - (a) Application for One-year Internship Scheme (OIS) Form (download form); and
 - (b) Zero-subject Enrolment Form (AS112) (online submission via eStudent) OR Taking Less than 9 credits in a Semester and Opting to Pay Credit Fee Form (AS121)
4. **Students who fail to comply with points (1), (2) and (3) above will not have their proposed/completed placement recognized as a WIE activity/OIS training/EIE3189 Summer Internship.**
5. The “WIE Form A” will be returned to students after Academic Advisor/ Head of Department or Delegate has recommended the proposed placement to be/not to be recognized as a WIE activity. Students should keep the returned form properly, and submit it together with other documents listed below for Academic Advisor’s completion after you finish the WIE.

B. During the Internship Training

1. The Academic Advisor may visit/contact you/the employer during your internship training period so that he/she will be able to discuss with you/your employer about your training performance together. This will give a better feedback on your performance before the training is completed and ensure the quality of the training.

C. AFTER Completion of Short-term WIE, OIS and EIE3189

1. Students should submit the following items **in electronic format (in pdf format)** to their Academic Advisor:
 - (a) Completed “**Assessment Form for Work-Integrated Education (WIE) Placement by WIE Employer/Supervisor**” (**WIE Form B**) of their respective programme;
 - (b) “**WIE Form A**” which has Academic Advisor’s endorsement and/or Head of Department’s or Delegate’s support;
 - (c) **A one-page report** on the tasks done in the WIE placement. The report should be signed by the WIE Employer/Supervisor before submission to their Academic Advisor.
2. Academic Advisor will then evaluate students’ WIE achievement based on WIE Form B and the one-page report. After assessment, the Academic Advisor will complete Section II of “WIE Form A” and return all the forms as well as other documents to the EIE General Office for processing.

A chart summarizing the major workflow for operation and supervision of WIE can be found in the attachment.

All the WIE and OIS forms as well as the training opportunities can be downloaded and viewed here: <http://www.eie.polyu.edu.hk/prog/training.html>

You may contact me or Ms Sandy Tong of the EIE General Office (ensandy@polyu.edu.hk) if you have any questions on the above.

Regards
Dr Frank H.F. Leung
Co-ordinator
Work-Integrated Education

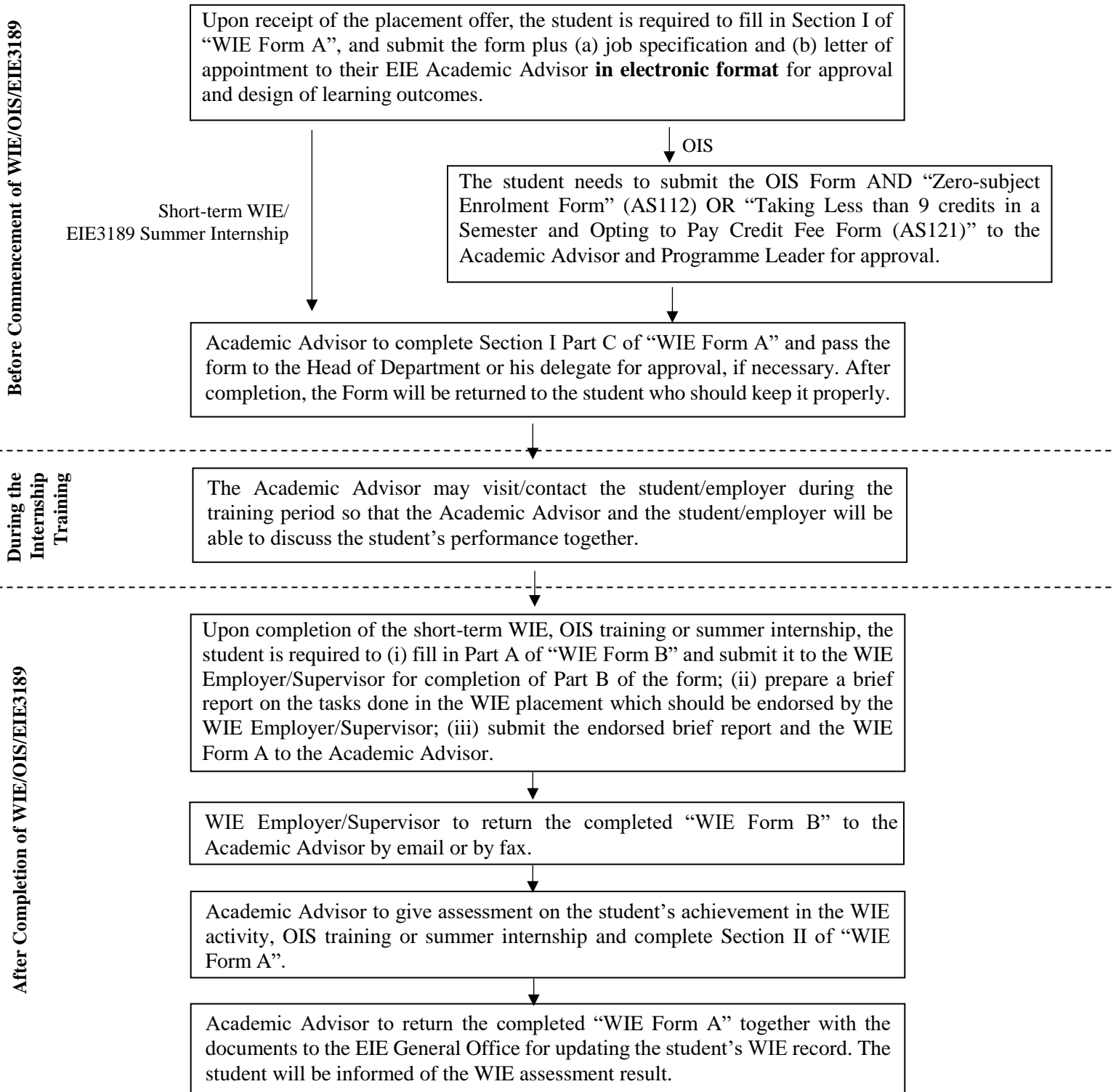
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**Workflow for Operation and Supervision of Work-Integrated Education (WIE),
One-year Internship Scheme (OIS) and “EIE3189 Summer Internship”**



WIE related forms:

Form A: Work-Integrated Education (WIE) Activity to be Undertaken by Student – Application for Recognition of Placement and Assessment by Academic Advisor

Form B: Assessment Form for Work-Integrated Education (WIE) Placement by WIE Employer/Supervisor

Remark: Ms Sandy Tong is the EIE General Office staff providing administrative support to the WIE related activities.