

The Hong Kong Polytechnic University
Department of Electronic and Information Engineering

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

Notes to Students:

Application for Recognition of Placement as WIE

1. All students are required to duly complete Section I of this “WIE Form A” and submit the completed form to their EIE Academic Advisor **BEFORE** starting the WIE.
2. Students are required to submit the duly completed Section I of “WIE Form A” together with (a) job specification and (b) letter of appointment to their EIE Academic Advisor **in electronic format**.
3. **Students who fail to comply with points (1) and (2) above will not have their proposed/completed placement recognized as a WIE activity.**
4. This Form will be returned to students after Academic Advisor has recommended the proposed placement to be/not to be recognized as a WIE activity, and/or the Head of Department or Delegate has supported/not supported (applicable to placement found by the student) 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 they finish the WIE.

Assessment of WIE

5. After completion of the WIE placement, students should submit the following items **in electronic format** to their Academic Advisor:
 - (a) Completed “WIE Form B: Assessment Form for Work-Integrated Education (WIE) Placement by WIE Employer/Supervisor” 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.
6. 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 this form and return all the forms as well as other documents to the General Office for processing.
7. The information provided in this form will only be used for processing the student’s fulfilment of WIE requirement.

SECTION I: BEFORE COMMENCEMENT OF WIE

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

Name of student : _____ Student no : _____
 Programme : _____ Academic year : 20 _____ / _____
 Year of study: _____ Contact no. : _____(Home) _____(Mobile)
 I am a _____ student. This is the _____ time I take part in WIE.

Part B: Details of Placement to be Undertaken (to be completed by Student)

1. Please indicate below the category of the WIE placement you are going to undertake.
 - WIE placement arranged by the Department (*please go to question 2*)
 - WIE placement arranged by the University/CAPS (*please go to question 2*)
 - WIE placement found by myself (*please go to questions 3 and 4*)

2. Please indicate below the type of the WIE placement you are going to undertake from the following placements arranged by the University/Department (*only applicable to WIE placement arranged by the University/Department*):

Type of the WIE placement

- Internship in a company/organization outside PolyU
 On-campus work at PolyU
 Final-year project sponsored by an organization/ Industrial final-year project
 Others (please specify): _____

3. Any relation (e.g. family, friend, etc.) with the employer?

- No.
 Yes. The employer is _____

4. Channel through which you find the job (only applicable to WIE placement found by the student):

5. Please provide below details of the WIE placement you are going to undertake.

a. Name of company: _____

b. Section/Department to join: _____

c. Company Address:

Unit/Room & Block No.: _____

Building Name & Street Name: _____

District/Province/City: _____

Region/Country: _____

d. Training location (Hong Kong/Mainland*/Overseas*): _____

(* I apply for Offshore WIE Sponsorship (OWS) offered by CAPS Office.)

e. Business nature of the company:

For Others, please specify: _____

f. Job nature/ Field of training:

For Others, please specify: _____

g. Post title: _____

h. Period of employment (dd-mmm-yy): _____ to _____

i. Monthly salary (including other benefits): _____

j.

No.	Name of Immediate Supervisor	Title of Immediate Supervisor	Supervisor's contact phone number	Supervisor's email
1.	Mr Mrs Miss Ms			
2.	Mr Mrs Miss Ms			

(Please state the information of other Immediate Supervisors using an additional sheet if you have more than two Immediate Supervisors for the WIE placement.)

Name and Title of the Head of relevant Section/Department: _____

k. Provision of relevant documents about the WIE placement (please tick if you have an enclosure):

- Letter of appointment
- Job specifications
- Others (Please specify: _____)

Part C: Recognition of the Placement as a WIE Activity (to be completed by Academic Advisor)

1. With reference to the University's policy on WIE, I recommend that the proposed placement be

- recognized as a WIE activity.
- NOT recognized as a WIE activity because of the following reasons:

Signature: _____ Academic Advisor: _____

Date: _____

Part D: Approval by Department (to be completed by the Head of Department or Delegate)

(This part is only applicable to WIE placement found by the student.)

1. Recommendation from the Academic Advisor on the recognition of the placement found by the student as a WIE activity is SUPPORTED/ NOT SUPPORTED.

Reasons for not supporting the Academic Advisor's recommendation:

Signature: _____ Name: _____
(Head of Department or Delegate)

Date: _____

SECTION II: AFTER COMPLETION OF WIE

Part A: Assessment of Student’s WIE Achievements (to be completed by Academic Advisor)

In assessing the students’ WIE achievements, Academic Advisor should consider the assessment result from the student’s WIE Employer/Supervisor (based on WIE Form B “Assessment Form for Work-Integrated Education (WIE) Placement by WIE Employer/Supervisor”) as well as the one-page report on the tasks done by the student in the WIE placement.

1. Checklist for Academic Advisor before submission to the General Office
(Students should not be considered as having fulfilled the WIE requirement unless the below two documents are submitted.)

- Student’s brief report with signature of the WIE Employer/Supervisor
- Completed WIE Form B

2. Fulfillment of WIE requirement

Considering the student’s achievements in the WIE placement and the WIE Employer/Supervisor’s evaluation, I recommend that:

- the student has fulfilled the WIE requirement and should be given a PASS grade in the WIE component.
- the student has not fulfilled the WIE requirement and should be given a FAIL grade in the WIE component.

3. Recommendation on the number of WIE credits earned by the student

Based on the student’s achievements and the actual duration worked, I confirm that the student should be awarded _____ credit(s) in this WIE placement (Remark: one WIE credit to be awarded for a completion of every 2-week full-time WIE training).

Signature: _____

Name of Academic Advisor: _____

Date: _____