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Full-Time Degree Programmes Work-Integrated Education (WIE)

Objectives of WIE

- 📌 All degree students entering PolyU should take WIE, which meets the following objectives:
 - ❖ To re-affirm the University's positioning as a university offering academic programmes in a professional context
 - ❖ To strengthen the **competitive edge** of the University's professional-based programmes
 - ❖ To help enhancing the all-round development of students.

You are encouraged to complete WIE by summer before your final year

WIE Requirement

- ❖ Each BEng in EIE and BSc in IMT degree student must attain a minimum of **ONE WIE training credit** and each BSc in INS degree student must attain a minimum of **TWO WIE training credits** within the period of study.
- ❖ **1 training credit = 2 WEEKS full-time training, or equivalent**
- ❖ WIE activities should be **structured** and **measurable**.
 - ❖ "Structured" means the type of tasks undertaken by students should be **well defined beforehand**
 - ❖ "Measurable" means the degree of success that students complete the activity should be **assessed** by the Department.

Approved WIE Options

- ❖ Can be placements **arranged by PolyU/Dept**, or **found by students** themselves.
- ❖ Full-time placement in a suitable organisation under the **One-year Internship Scheme (OIS)**
- ❖ **Summer internship** (of typically 1-month duration) in a suitable organisation
- ❖ **Any** other placement **found by the Department** in any **suitable external** organisation for a specified period of time.
- ❖ Relevant placement as **student helpers** in **PolyU administrative departments** and the **Industrial Centre**.

Helper in **EIE** is **NOT** an option.

Approved WIE Options

- ❖ Assisting in PolyU or EIE activities that have an **external** collaboration or service component such as:
 - ❖ Innovation and Technology Fund projects
 - ❖ RAPRODs projects
 - ❖ High-level consultancy projects
 - ❖ Collaborative research projects that we undertake with **external organisations**
 - ❖ Jobs undertaken by the Industrial Centre as a service for an external organisation

Approved WIE Options

- ❖ Placement with IAESTE (International Association for the **Exchange of Students**) for Technical Experience Programme in which the student is attached to a **workplace abroad** during the training
- ❖ The student works on his/her **final-year degree project** which involves an **industrial partner** or **external client**.
- ❖ The student needs not be placed in the company, but makes frequent visits to ensure that the project will meet with the specifications required by the company/client.

Approved WIE Options

- ❖ Any jobs **found by the student him/herself** in an external organisation and **deemed to be suitable by the Department** in meeting the requirement of WIE
- ❖ Such jobs must be declared by the student **in advance** so that the Department can have an opportunity to assess their suitability
- ❖ **Related to the discipline of study.**

Jobs Found by Students

- 📌 WIE activities must **NOT** be solely laborious jobs; they should require **professional** knowledge or management skills for which the students are trained
- 📌 WIE activities should be **discipline related** somehow, if they do not fall into the items mentioned in the approved WIE options.
- 📌 If there is a doubt, the **HoD** will make the final decision.

Workflow for WIE

* Student's action

* Upon receipt of the placement offer, the student is required to fill in Section I of **“WIE Form A”**, and submit the form plus (a) job specification and (b) letter of appointment to their **EIE Academic Advisor in electronic format** for approval and design of learning outcomes.

Short-term WIE/
summer internship

OIS

The student needs to submit the **OIS Form AND “Zero-subject Enrolment Form” (AS112) OR “Taking Less than 9 credits in a Semester and Opting to Pay Credit Fee Form (AS121)”** to the Academic Advisor and Programme Leader for approval.

Academic Advisor completes Section I Part C of **“WIE Form A”** and passes the form to the Head of Department or his delegate for approval, if necessary. The documents should then be passed to the **EIE General Office**.

EIE General Office returns a copy of the completed **“WIE Form A”** to the student concerned for information and record.

Workflow for WIE

The Academic Advisor may visit/contact the student/employer during the training period so that the Academic Advisor and the student/employer will be able to discuss the student's performance together.



Workflow for WIE

* Student's
action

* Upon completion of the short-term WIE, OIS training or summer internship, the student is required to (i) fill in Part A of **“WIE Form B”** and submit it to the WIE Employer/Supervisor for completion of Part B of the form; (ii) prepare **a brief report** on the tasks done in the WIE placement which should be endorsed by the WIE Employer/Supervisor; (iii) submit the endorsed brief report and the **WIE Form A** to the Academic Advisor.



WIE Employer/Supervisor returns the completed “WIE Form B” to the Academic Advisor by email or by fax.



Academic Advisor gives assessment on the student’s achievement in the WIE activity, OIS training or summer internship and complete Section II of “WIE Form A”.



Academic Advisor returns the completed “WIE Form A” together with the documents to the EIE General Office for updating the student’s WIE record. The student will be informed of the WIE assessment result.

Workflow for WIE



IMPORTANT

Students who fail to get the Department's endorsement/approval BEFORE starting the placement will not have their proposed/completed placement recognized as a WIE activity/OIS training/EIE3 | 89 Summer Internship subsequently.

Notes about Minimum Wage

 The requirement for meeting minimum wage can be **waived for one job up to 59 days per year.**

❖ Any additional WIE credits can only be granted to other jobs in the same year when the minimum wage requirement is met.

❖ <http://www.labour.gov.hk/eng/news/pdf/>

Notes_for_Student_Employees_and_Employers.pdf

Notes to overseas students

 **Follow the stated conditions in the letter from the Immigration Department, the Government of HKSAR**

❖ On applying/renewing study visa in HK, an **NOL** will be issued to you via AS.

 **NO** working permit is needed to apply for joining **internship required by the programme**

❖ With a maximum period stated.

❖ Work experience typically in summer only

Reference Websites

❖ <http://www.eie.polyu.edu.hk/prog/training.html>

User name: **training**

Password: **training**

Proper attitude when you are undergoing
internship

Q & A