Full-Time Degree Programme
Placement Training

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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 organizational 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
- Grade + WIE credits.
Industry-Based Training (Sandwich mode)

Industry-Based training, starting from June 1 to September 1
IMPORTANT NOTE

- Starting from 2014/15, UGC stops its funding to the Sandwich Mode
  - PolyU would STRONGLY discourage students of UGC-funded programmes from joining the Sandwich Mode, including 42070/42470, 42077/42477.
- 42079/42479 students are NOT affected as your programme is self-financed.
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.

*Sandwich option is irrevocable*
Operation

- Normal period of training
  - 12 months for UGC-funded programme
  - 8 months for 42079/42479
- Training programmes are prepared by the companies concerned
  - HKIE
- Senior technical staff member of the company is required to act as Industrial Supervisor
  - Immediate supervisor
- Academic Advisor serves as your Training Tutor.
Maintaining a Quality Training

- **Learning outcomes achieved - Assessment Form**
- **Feedbacks** to and from the Training Tutor and Industrial Supervisor
  - Training Tutor will visit you at least once
- **Information exchange** between trainees and WIE co-ordinator
- **Advice received** from Departmental Advisors on the standard and effective operation of the placement training.
Administration of the Training

- Supervision
- Site visit(s) by Training Tutor
- Report (**Reflective writing**)
  - Endorsement from your Industrial Supervisor and Training Tutor
- Grading
  - Reference to the grade from Industrial Supervisor and to your report
  - A grade in IBT/CES is stated in the transcript

**Proper attitude when you are undergoing internship**

http://www.eie.polyu.edu.hk/eProgrammes/training.html
Some companies in 14/15

- MTR Corporation Ltd.
- HSBC
- CLP Power Hong Kong Ltd.
- Solomon Systech Ltd.
- OGCIO
- HKSTP
- ...

Q & A