To: All Placement Training Students 2014/15  
From: Dr Frank H.F. Leung, WIE Coordinator, EIE  
Date: 2 September 2014  
c.c. Head, EIE  
Associate Heads, EIE  
Dr Martin Chow, Co-ordinator of Work-Integrated Education, EIE  
Training Tutors concerned, EIE  
AO/EOs, EIE

**Placement Training Programme**

All students currently undergoing Industry-Based Training (IBT), please note the following:

1. **University/Departmental Requirements**

   A final report at the end of your training is required. The final report should be inspected and **duly signed by your Industrial Supervisor** and given to your Training Tutor within a fortnight after your training period. The final report forms a basis for the evaluation of your training performance.

   The final report is expected to contain a reflective writing for your appreciation of the training/work experience gained. It is therefore not intended for cataloguing jobs completed. In particular, you are NOT supposed to put any restricted information of the company into the report.

   PolyU takes a strong view regarding the English standard of our undergraduates. The Department also takes a serious view of the final report, which is a part of the training.

2. **Submitting WIE Form A**

   Please provide the following information on the attached WIE Form A:

   i) Your name.

   ii) The company and department to which you are attached, and the nature of the work in which you are involved.

   iii) The name(s) of your immediate supervisor(s) and the Head(s) of relevant Department(s), and their official titles in the company. (We shall make personal contact with them based on this information.)

   iv) The salary or monthly allowance which you currently receive. (State clearly other benefits you are entitled to, for example, housing, lunch and transportation allowance, bonus and medical benefit, etc.)

   The completed form together with a copy of employment contract should be sent to Ms Sandy Tong of the General Office as early as possible and **not later than 19 September 2014** if you have not yet done so.

   A separate assessment form will be sent to your immediate supervisor in July or August. You are not required to provide WIE Form B to your supervisor. If you have your supervisor changed, please inform the Department for updating the record.

3. **Training Tutors**
Your Training Tutor will visit you at regular intervals. He/She will have intimate knowledge of your work and close contact with your Industrial Supervisor or your immediate supervisor in the company. Your Training Tutor is in the best position to help you solve any problems, provide you with advice, and is therefore your first and closest contact person with the Department. A list of the Training Tutors and their e-mail addresses is attached for your information (Appendix I). Students receiving training overseas should contact their respective Training Tutors by e-mail or fax, at least once a month.

4. Company Requirements

Where companies have entered into VTC/HKIE/IET registration or recognition, additional logbooks and reports required by the company also become University Requirements and are expected to be strictly observed. This is because such registration also forms part of your employment conditions, which have to be complied with.

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