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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.
Each full-time degree student must attain a minimum of **ONE** WIE training credit 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.

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

- Can be placements *arranged by PolyU/Dept*, or *found by students* themselves.
- Full-time placement in a suitable organisation as part of a programme, which includes our Industry-Based Training (*IBT*) and Co-operative Education Scheme (*CES*)
- Summer placement (of typically 2-month duration) in a suitable organisation participating in the Preferred Graduate Development Programme (*PGDP*)
- *Any other placement found by the Department* in any suitable external organisation for a specified period of time.
Approved WIE Options

- Any collection of community service learning programmes of an acceptable aggregate duration
- 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 and the Dean** 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.
Upon confirmation of offer, the student should fill in Part A & B of “WIE Form A” and submit the form to the Academic Advisor for recommendation/approval.

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

General Office returns a copy of the completed “WIE Form A” to the student concerned for information.
Upon completion of the WIE activity, the student should fill in Part A of both “WIE Form B” and “WIE Form C” and submit them to the WIE Employer/Supervisor and the Academic Advisor respectively for completion of Part B of the forms.

The student should also prepare a report, endorsed by the WIE Employer/Supervisor, and send it to the Academic Advisor for assessment.

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

Academic Advisor assesses the student’s achievement in the WIE activity and complete Part B of “WIE Form C”.

Academic Advisor should inform the student concerned of the assessment result and return the completed “WIE Form C” together with the documents to the General Office for record.

* Academic Advisor should endorse the form for “Tertiary Student Finance Scheme (TSFS) – Graduation-tied placement income (GTPI)” (WIE Form_TSFS) and advise the student concerned to submit it to SAO, if appropriate.

General Office updates the record.
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.

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/eProgrammes/training.html

User name: training
Password: training

Proper attitude when you are undergoing internship

Q & A