



The Student Centre Summer Internship Subsidy 2024/2025

To encourage students' participation in summer internships, the College offers a Summer Internship Subsidy (SIS) to students undertaking an unpaid internship who meet the requirements set out below, relieving the financial burden they may be facing and as an appreciation of their effort and hard work.

A maximum of **HK\$3,000** will be granted to successful applicants. Interns who meet the following requirements are eligible to apply for the SIS.

Requirements

1. Interns should be **full-time** students enrolled in bachelor degree/associate degree/higher diploma programmes.
2. Interns should have completed an internship under "Summer Internship Programme 2025 (C1710)"*.
3. The internship should last for at least **a month**.
4. Interns should NOT have received any salary/allowance/financial support in any form from the employer/hiring company.
5. Interns should have proven satisfactory work performance in the internship (achieved at least **a score of 3** for "Overall Grading" in *Appendix III*)

** Interns withdrawn in the middle of internship and fail to complete are not eligible to apply for the SIS. Interns who participate in an internship that is not on the list of the Summer Internship Programme 2025 should seek endorsement of internship from their respective Associate Dean or Programme Leader to apply for the SIS (please refer to section C in *Appendix I*).*

Application Method

Applicants should complete and submit the following in person to the Student Centre (TW121, UOW College Hong Kong, Tai Wai) **no later than 19 September 2025 (Friday)**:

1. Application form (*Appendix I*);
2. Self-evaluation and employer evaluation (*Appendix II, Appendix III*);
3. Bank account information form and a copy of your bank statement / card / first page of passbook (*Appendix IV*).

Late and/or incomplete applications will **NOT** be entertained.

Remarks

The Student Centre reserves the right to amend the terms and conditions of the Programme without prior notice. In case of dispute, the decision of the Student Centre shall be final.



**The Student Centre
Application for Summer Internship Subsidy**

Please complete all fields below. Incomplete applications will NOT be entertained.

A. Personal Particulars

Name of Applicant: _____ (Eng) _____ (Chi)
Student ID: _____ Year of Study : _____
Programme Name: _____
UOWCHK Email Address: _____ @uowmail.edu.au
Contact Number (Mobile): _____

B. Internship Details

Name of Company: _____
Position: _____
Unit/Department: _____
Name of Supervisor: _____
Title of Supervisor: _____
Period of Internship :
(DD/MM/YY) From _____ To _____
Source of Internship*: ☐ Under The Student Centre
Job Adv. Code : _____ (e.g. #04)
☐ Recommended by Associate Dean/Programme Leader
(please complete section C)

* Check the appropriate box



C. Endorsement of External Internship

(to be completed by Associate Dean/Programme Leader)

Applicants participated in the Summer Internship Programme DO NOT have to complete this part (Part C).

Students participating in internships that are not part of the Summer Internship Programme 2025 should seek assistance from their respective Associate Dean or Programme Leader in completing the following table for endorsement of internship.

Name of Associate Dean/ Programme Leader:			
Faculty:			
<input type="checkbox"/> I certify that the applicant has my endorsement for the internship described in section B.			
Signature:		Date:	

D. Applicant Declaration

- ☐ I, _____ (name of applicant, in BLOCKED Letter), declare that the information given by me in this application form (in part A and B) is correct, complete and true to the best of my knowledge and belief.
- ☐ I have NOT received any salary, allowance or financial assistance in any form from the hiring company or employer of my internship.
- ☐ I authorize the College to handle and use my personal data given in this application form and understand that the information collected will be used for recruitment purpose.

(All boxes in the above should be checked in order to be eligible to apply for SIS.)

Signature of Applicant: _____

Name of Applicant: _____ Date: _____

For Office Use	
Reviewed by:	(Signature) _____ (Name), (Post) Date: _____
Application result:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Waiting List
Approved by:	(Signature) _____ (Name), Director of Student Services Date: _____



Appendix II

Student Self-evaluation Form (to be completed by the student applicant)

Please evaluate your professional development during the internship by using the 5-point scale:
1-Strongly disagree, **2**-Disagree, **3**-Neutral, **4**-Agree, **5**- Strongly agree, **NA**-Not applicable

Please circle the appropriate score						
A: Overall Performance						
1. I am satisfied with my overall performance.	1	2	3	4	5	NA
B: Language Proficiency						
1. My written English is improved.	1	2	3	4	5	NA
2. My oral English is improved.	1	2	3	4	5	NA
3. My written Chinese is improved.	1	2	3	4	5	NA
4. My Putonghua is improved.	1	2	3	4	5	NA
C: Numerical Competency, IT Literacy & Research Skills						
1. My data analysis/research skills are improved.	1	2	3	4	5	NA
2. My knowledgeable in computer software is enhanced.	1	2	3	4	5	NA
D: Analytical and Problem-Solving Abilities						
1. I am able to better utilize analytical skills to interpret information and evaluate different situations encountered.	1	2	3	4	5	NA
2. I can make better judgement to solve problems or enhance my output delivered.	1	2	3	4	5	NA
E: Work Attitude						
1. I have strengthened my sense of conscientiousness, responsibility and commitment.	1	2	3	4	5	NA
2. I have developed professional work attitude.	1	2	3	4	5	NA
3. I have demonstrated punctuality at work e.g. arriving at office and attending meetings on-time.	1	2	3	4	5	NA
4. I have demonstrated better initiative at work and drive for new challenges.	1	2	3	4	5	NA
5. I am more motivated to learn and eager to improve my performance.	1	2	3	4	5	NA
6. I become more self-disciplined.	1	2	3	4	5	NA
7. I have better understanding about the code of ethics of the profession and am able to deliver my work with high integrity	1	2	3	4	5	NA
8. I become alert of the quality of my output.	1	2	3	4	5	NA



Please circle the appropriate score

9. I have better understanding about the organisation structure and work procedures of the host company/institution.	1	2	3	4	5	NA
10. I have better understanding about my role as an employee in the host company/institution.	1	2	3	4	5	NA

F: Inter-personal Skills & Communication Ability

1. I have improved my inter-personal and communication skills.	1	2	3	4	5	NA
2. I have developed good team spirit, and my teamwork ability has been improved.	1	2	3	4	5	NA
3. I have demonstrated improvement in my negotiation skills.	1	2	3	4	5	NA
4. I am more willing to accept criticism and more able to provide feedback in a constructive and considerate manner.	1	2	3	4	5	NA

G: Personal Effectiveness in Completing Tasks

1. I am more efficient in time and task management.	1	2	3	4	5	NA
2. I become more receptive and adaptable to new ideas and environment.	1	2	3	4	5	NA
3. I am able to cope with pressure and stress better.	1	2	3	4	5	NA
4. I am more capable to prioritise and reach logical decisions.	1	2	3	4	5	NA
5. I become more capable of seeking new ways of approaching work and introducing changes.	1	2	3	4	5	NA
6. I am more capable of working independently.	1	2	3	4	5	NA

H: Management Skills

1. I have better organisational and planning skills.	1	2	3	4	5	NA
2. I become more entrepreneurially and commercially orientated.	1	2	3	4	5	NA

I: Technical Skills Required for the Job

1. I possess more technical knowledge to carry out my job duties and handle technical demands.	1	2	3	4	5	NA
2. I am capable of conforming to agreed work standards and procedures.	1	2	3	4	5	NA

J: Give a brief description of your job nature and responsibilities and other comments/ suggestions:

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Appendix III

Employer Evaluation Form on Intern's Performance (to be completed by the **Supervisor**)

Student Intern's Name: _____ (in BLOCK LETTERS)

Company Name:			
Supervisor's Name:			
Title:			
Email:		Tel. No.:	
Period of Internship (DD/MM/YY):	From	To	
Has your company provided any salary/allowance/financial support to our interns? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Intern Performance Assessment

Please indicate your evaluation of the student in the following attributes of competencies by using the 5-point scale: **1**-Poor, **2**-Fair, **3**-Satisfactory, **4**-Good, **5**-Excellent, **NA**-Not applicable

<i>Please circle the appropriate score</i>						
A: Language Proficiency						
1. Written English	1	2	3	4	5	NA
2. Oral English	1	2	3	4	5	NA
3. Written Chinese	1	2	3	4	5	NA
4. Oral Putonghua	1	2	3	4	5	NA
B: Numerical Competency, IT Literacy & Skills						
1. Use of data in analysis/research skills	1	2	3	4	5	NA
2. Use of computer software	1	2	3	4	5	NA
C: Analytical and Problem-Solving Abilities						
1. Common sense	1	2	3	4	5	NA
2. Foresight	1	2	3	4	5	NA
3. Analytical mind	1	2	3	4	5	NA
4. Problem solving ability	1	2	3	4	5	NA
D: Work Attitude						
1. Sense of conscientiousness, responsibility and commitment	1	2	3	4	5	NA



<i>Please circle the appropriate score</i>						
2. Initiative to work and drive for new challenges	1	2	3	4	5	NA
3. Self-motivated to learn and eager to improve performance	1	2	3	4	5	NA
4. Self-discipline and reflexivity	1	2	3	4	5	NA
5. Integrity/business ethics	1	2	3	4	5	NA
6. Pleasant and cheerful	1	2	3	4	5	NA
E: Inter-personal Skills & Communication Ability						
1. Inter-personal relationship	1	2	3	4	5	NA
2. Team Spirit	1	2	3	4	5	NA
3. Negotiation and communication skills	1	2	3	4	5	NA
4. Ability to accept criticism and provide feedback in a constructive and considerate manner	1	2	3	4	5	NA
F: Personal Effectiveness in Completing Tasks						
1. Efficiency in time and workload management	1	2	3	4	5	NA
2. Receptivity and adaptability to new ideas and environment	1	2	3	4	5	NA
3. Ability to cope under pressure and stress	1	2	3	4	5	NA
4. Ability to prioritize and reach logical decisions	1	2	3	4	5	NA
G: Management Skills						
1. Organizational and planning skills	1	2	3	4	5	NA
2. Entrepreneurial and commercial orientation	1	2	3	4	5	NA
H: Technical Skills Required for the Job						
1. Ability to apply technical knowledge and handle technical demand	1	2	3	4	5	NA
2. Ability to work according to agreed standards and procedures	1	2	3	4	5	NA
I: Overall Performance	1	2	3	4	5	

J. Any other suggestions/comments? (optional)

Signature of Supervisor

Date



Appendix IV

Bank Account Information Form

Name of Applicant: _____ Student ID: _____
(in BLOCK LETTERS)

To facilitate the disbursement of the Summer Internship Subsidy in the amount of **HK\$3,000**, please provide the details of the bank account to which you would like the payment to be credited.

Bank Account Name: _____
(In BLOCK LETTERS, e.g. CHAN TAI MAN, as shown on your bank statement/ card/ passbook)

Bank Account Number: _____
(As shown on your bank statement / card / passbook)

Name of Bank & Branch: _____

Please note the following:

1. Please complete and return this form to the Student Centre (TW121, UOW College Hong Kong, Tai Wai) in person together with **a copy of your bank statement / card / first page of passbook** showing **BOTH** your name and bank account number.
2. Payment to a third-party account is NOT allowed.
3. The personal data collected in this form will be used solely for the processing of subsidy disbursement.
4. As a data subject, you have the right to request access to and correction of personal data supplied in this form.
5. Any request for access to and correction of personal data supplied in this form should be directed to the Finance Team of UOWCHK.
6. Any subsequent updates of the bank account details will supersede the above information, and the updated information will be used for payment processing.

I hereby agree with the above and that UOW College Hong Kong is granted the authority to make payment to me to the above bank account.

Signature of Applicant

Date