

# The Hong Kong Polytechnic University

## Offshore WIE Sponsorship (OWS) / Hardship Allowance (HA) 2024/25

### Student Charter

This Charter aims to define the obligations of students who have applied for the **Offshore WIE Sponsorship (OWS)** and/or **Hardship Allowance (HA)** for their non-local WIE activities in 2024/25.

Global Engagement Office (GEO) as one of the coordinators of Work Integrated Education (WIE) programmes, provides financial assistance upon your successful application for OWS and/or HA for your fulfilment of WIE requirements through non-local WIE internships. GEO pledges to process your OWS/HA application in accordance with PolyU's policies and handle your personal data in accordance with [PolyU's Privacy Policy Statement](#).

### Your Obligations

#### Before your internship

You shall acknowledge and/or accept that:

- you have read the [OWS Guidelines](#) and accept all the terms and conditions therein;
- travel insurance coverage is a compulsory requirement for all student participants in non-local WIE programmes, and PolyU provides travel insurance for all students undertaking non-local WIE internships (refer to OWS Guidelines);
- unless prior approval is obtained from GEO / academic departments, any programme fees paid to external organisations for the arrangement of non-local internships and/or as the costs of transportation and accommodation are NOT covered by OWS;
- the sponsorship is calculated and released in Hong Kong dollars using conversion rate specified by the quotation of GEO in the specific foreign currency;
- you may not receive the maximum amount of OWS/HA entitled as listed in the OWS Guidelines in case of availability of funding, and the final approved amount will be advised to you ONLY after your fulfilment of all the requirements in this Charter;
- for non-local students who opt for undertaking a self-sourced internship, the sponsorship for passage covering ONLY one round trip between students' home city and the internship city will be provided;
- you shall use the most appropriate method(s) of transportation to travel to and from the internship city in the interest of efficiency and economy;
- you shall respond promptly to any communications from PolyU regarding your application for OWS and/or HA, as required;
- you shall attend the pre-WIE training workshop(s) and OWS briefing session(s) organised by the Global Engagement Office respectively;
- keep GEO informed of any changes of your personal information or changes in your internship arrangements and WIE situation; and
- any breaching of the regulations stipulated in this Charter may lead to the failure of your internship as well as a record of your misbehaviour in your personal file, and GEO reserves the right not to grant you OWS and/or HA.

#### During your internship

You shall:

- attend work, training, or other activities arranged by the placement company/organisation punctually and follow its instructions as long as the said activities are legal, safe, reasonable, and within your abilities;
- strive to complete the entire internship;
- not misconduct yourself or act in a way that may cause loss, cost, liability, damage, or embarrassment to the placement company/organisation and PolyU; and
- comply with the laws of the internship country/region as well as rules and regulations, internal guidelines, and requirements of the placement company/organisation.

## After your internship

You shall:

- submit the following documents and official receipts to GEO via POSS within 2 weeks after completion of the WIE internship:
  - Declaration by Employer with company chop and employer's signature;
  - Student Feedback on Learning Experience in WIE (Online form);
  - Boarding passes/tickets and all official receipts of the expenses on passage and accommodation; and
  - Programme Fee Receipts from external organisation (e.g. HKUYA);
- meet all the submission deadlines as specified, and provide full and accurate information on the application form, declaration forms, and all other required documents;
- immediately repay to PolyU any variance when being notified in cases where the released amount of Advanced OWS has exceeded the final approved OWS amount; and
- immediately repay to PolyU any OWS and/or HA already released to you when being notified in cases where the internship has been terminated or you fail to secure WIE approval from your academic department.

This Charter governs all students who have applied for OWS and/or HA 2024/25.

**Make sure you have read carefully the details in this Charter prior to signing it as an indication of your acceptance.** This signed Charter is an essential part of your OWS/HA application.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Faculty/School/Department: \_\_\_\_\_

*(Select as appropriate)*

### Part 1

- I am a local student and understand that OWS for passage will ONLY cover one round trip between Hong Kong and the internship city for my non-local WIE internship.
- I am a non-local student and understand that OWS for passage will ONLY cover one round trip between my home city ( \_\_\_\_\_ ) and the placement city if I will undertake a self-sourced internship.
- I am a non-local student and will undertake a non-local WIE internship arranged by my academic department / GEO.

### Part 2

- I will be at the age of 18 or above when undertaking the non-local WIE internship.
- I will still be **under** the age of 18 when undertaking the non-local WIE internship. I shall ask my parent/guardian to sign the letter of consent.

I have read this Charter and accept all the terms and their implications without reservation. I also understand that GEO will make the final decision on the calculation, approval, and administration of OWS and HA based on the availability of funding.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Updated in October 2024