

# Work-Integrated Education Handbook

Careers and Placement Section

Student Affairs Office

The Hong Kong Polytechnic University

*This Handbook can be downloaded at <https://www.polyu.edu.hk/sao>.*

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## **Preface**

The Hong Kong Polytechnic University (PolyU) is the first tertiary institution in Hong Kong to incorporate a mandatory Work-Integrated Education (WIE) component into the undergraduate curriculum. Launched in 2005, this pioneering initiative aims to facilitate students' holistic development and enhance their professional competence so that they could excel in the ever-changing and increasingly competitive business environment.

WIE at PolyU is designed to provide students with a work-based learning experience through internships in real-life work environments relevant to their chosen professions. WIE is mandatory; all students enrolled in UGC-funded full-time Bachelor's degree programmes must complete the component satisfactorily in order to be eligible for graduation.

Since WIE's introduction in 2005, a considerable number of companies and organisations in Hong Kong, the Mainland and foreign countries have partnered with PolyU to provide our students with WIE opportunities, which have brought benefits and value to the work organisations as well. As the initiative develops, more units and departments within the University have become more involved in its design and implementation, covering areas including publicity, employer relations, job sourcing, recruitment, job matching, training, assessment, and evaluation.

This Handbook aims to explain the rationale and objectives of WIE, providing staff and students concerned with clear guidelines on the implementation of the initiative. It also outlines the roles and responsibilities of Academic Departments, the Academic Registry (AR), the Careers and Placement Section (CPS) of the Student Affairs Office (SAO), Global Engagement Office (GEO), students, as well as partner organisations.

## 1. Work-Integrated Education at PolyU

### 1.1 Background

PolyU is the first tertiary institution in Hong Kong to incorporate a mandatory Work-Integrated Education (WIE) component into its academic curriculum. This pioneering initiative was introduced in 2005 as part of the University's strategy to nurture well-rounded students with professional competence. It aims to provide students with valuable *work-based learning experiences in organisational contexts* relevant to their future professions, helping them develop essential skills for their careers. To ensure that all undergraduate students benefit from this learning opportunity, WIE has been established as a mandatory graduation requirement since the 2005/06 Academic Year.

To meet the WIE requirement for graduation, students must acquire their *work-based learning experience* through engaging in tasks and tackling problems in a real workplace. This necessitates that WIE strategies involve students participating in activities at genuine companies or organisations.

### 1.2 WIE as a mandatory component in academic programmes

Effective from the 2005/06 Academic Year, the mandatory WIE requirement for graduation applies to all PolyU students enrolled in UGC-funded full-time undergraduate degree programmes.

For stand-alone Double Degree programmes, the arrangements for individual students to fulfill their specific WIE requirements are to be agreed upon by the two host Academic Departments, and the Departments concerned will communicate these arrangements to the students involved.

The mandatory WIE requirement is also applicable to UGC-funded full-time articulation degree programmes and the senior year intakes of UGC-funded full-time Bachelor's degree programmes. This requirement can be waived if students can demonstrate that they already have the relevant work experience.

The types of credit requirements and the number of credits of WIE vary among programmes. Different undergraduate degree programmes offer different formats of WIE, including training credits, academic credits, clinical or field credits and non-credit bearing options. The specifics depend on the nature and extent of the activities and the decision of the Academic Department.

Each Broad Discipline will specify its own WIE requirements, and students are advised to consult their WIE coordinator in their Academic Department or Faculty/School (hereafter referred to as Department) for the details.

### 1.3 Intended learning outcomes of WIE

WIE activities should be designed in alignment with PolyU's strategic goal of providing value-added education that fosters the development of well-rounded students with professional competence. In principle, the objectives of WIE activities should enable students to:

- apply knowledge and skills learnt in the classroom to real work situations;
- gain a better understanding of the workplace philosophies;
- appreciate the role of languages in professional workplaces;
- enhance their generic skills and nurture their personal development; and
- identify their career interests and prepare for future employment.

In order to guide students through their work-based learning and assess their learning outcomes, Departments should design WIE activities with reference to the following:

- establish intended learning outcomes for work-based learning;
- design work experience aimed at the attainment of the intended learning outcomes, instead of leaving learning to occur incidentally; and
- implement appropriate support mechanisms to ensure effective learning.

#### 1.4 Value to employers

Students can also add considerable value to the work organisations through WIE. The benefits of WIE to employers include:

- access to talented students and graduates from PolyU;
- long-term partnerships between industry and university for mutual benefit;
- fulfilment of social responsibility;
- generation of fresh ideas for the organisation; and
- resources for undertaking value-added business projects.

#### 1.5 Structure of WIE

WIE should be a cooperative venture between the Department and the work organisation. To facilitate internship arrangements and accommodate the unique needs of relevant industries/businesses, some flexibility is allowed. With the Department's approval, WIE may take the following forms, provided that the requirements of the academic programme concerned are met:

- summer placements (typically two months) in Year 1, 2 or 3 at suitable organisations;
- specified-duration placements at suitable organisations;

- non-local or local internships arranged/offered by various parties;
- clinical placements at hospitals/clinics or PolyU's health clinics;
- placements under a collection of community service programmes with acceptable aggregate duration;
- placements sourced by students themselves from external organisations;
- relevant placements as student assistants at administrative units or PolyU's Industrial Centre;
- placements within the IAESTE (International Association for the Exchange of Students for Technical Experience) programme, involving work abroad, coordinated by GEO; and
- final-year degree projects involving industrial partners or external clients (the student does not need to be physically placed at the company but should make regular visits to ensure that the project align with the specifications and requirements set by the company).

Except for academic programmes that include clinical or industrial placements during the final-year summer semester as a continuation of the previous placements, WIE should not be scheduled during this period. Arranging placements within students' course of study allows them to consolidate classroom knowledge and helps prevent delays in graduation.

## **2. WIE implementation and involved parties**

Six parties are involved in the planning and/or implementation of WIE: Departments, CPS, GEO, AR, students, and participating organisations. While each party has distinct roles and responsibilities, there are some areas where the duties of Departments, CPS, and GEO overlap.

The roles and responsibilities of the different parties are outlined below in the following areas:

1. communication with students;
2. publicity of WIE to potential employers;
3. WIE arrangements, endorsement and support;
4. WIE-related training;
5. internship support

6. student assessment of WIE performance and learning outcomes;
7. approval for WIE fulfilment; and
8. updates of students' records of WIE fulfilment for graduation and provision of WIE transcripts.

For more information about the implementation of WIE, please visit this webpage:  
<https://www.polyu.edu.hk/sao/careers-and-placement-section/work-integrated-education/>.

## 2.1 Communication with students

Departments are the first point of contact for students to learn about WIE within the curriculum. Each Department should maintain a webpage which informs students of the University's WIE policy, the requirements (including those unique to their own programmes), and the assessment criteria. Departmental WIE Coordinators should ensure that students are aware of the WIE requirements as early as possible to facilitate their planning and preparation.

Students should take the initiative to understand the WIE requirements of their respective programmes, and proactively source suitable WIE opportunities through their Departments, CPS (for opportunities in Hong Kong), GEO (for opportunities outside Hong Kong), or by themselves. They should also understand that while the University will assist in seeking WIE opportunities, they have to be employable as well as employment-worthy.

Students can access the websites of CPS, GEO, and/or their Departments for more information about WIE at an implementation level, including WIE opportunities available, training, procedures, and documents required for WIE fulfilment.

In addition, Departments, CPS, and GEO may notify students of new information and events as necessary through posters, direct emails, social media, and other channels.



## 2.2 Publicity of WIE to potential employers

WIE must be discipline-specific, and the publicity of WIE to potential employers is conducted by CPS, GEO, and related Departments. CPS and GEO will assist in soliciting discipline-specific local and non-local WIE opportunities, respectively. Departments can further identify employers relevant to their disciplines and include them in their departmental promotional initiatives.

## 2.3 WIE arrangements, endorsement and support

### 2.3.1 WIE arrangements and endorsement

Departments, CPS, and GEO may reach out to the organisations they have contacted for additional details regarding the offers. They may also liaise with these organisations to suggest modifications to the design of the internships in order to meet the WIE requirements.

For WIE programmes or placements scheduled for the summer, job matching typically occurs between February and April, followed by nominations to employers, if applicable, and confirmation of acceptance from both employers and students before May.

Students are encouraged to consider WIE internships outside of Hong Kong to develop a global perspective. Those who undertake non-remunerated non-local placements may apply for financial support through the Offshore WIE Sponsorship (OWS) administered by GEO (see Section 4).

All placements intended for WIE fulfilment must be endorsed before the placements start by the respective Departments. As such, placements found by students themselves must be declared well in advance of accepting a placement offer for their Departments to assess their suitability for fulfilling the WIE requirements. Students are advised to complete the appropriate endorsement form provided by their Departments, while bearing in mind that Departments' endorsement of a WIE placement does not necessarily lead to their approval for WIE fulfilment (see Paragraph 2.5 and Section 3).

For placements arranged by Departments, CPS, or GEO, the arrangers should also screen employers to determine their suitability for offering WIE to students, which requires Department's endorsement/ approval. The selection criteria include:

- placement arrangement;
- relevance of the placement to the student's major studies, with a focus on learning outcomes;
- assignment of a workplace supervisor to provide support and guidance to the intern; and
- assessment of the intern's performance and evaluation of the WIE arrangements.

In most cases, Departments will require the following from students prior to granting WIE endorsement:

- details about the placement organisation, including company background and nature of business;
- a job description outlining the role and responsibilities of the placement;
- the duration of the placement; and
- contact information of a mentor or supervisor.

### 2.3.2 WIE support

Departments will provide supervision and support as appropriate to students during the internship period to ensure the successful completion of their internships and achievement of the intended learning outcomes.

For non-local internships in Mainland China, either GEO or the Departments, depending on who is arranging the placement, may conduct visits to employers and communicate with the work supervisors to offer support to students and facilitate any necessary mediation. For non-local internships in overseas countries, the arranger will work closely with the employers to ensure the

quality of the internships and communicate with the work supervisors to offer appropriate support to students.

## 2.4 WIE-related training

### 2.4.1 Pre-WIE training

While Departments are responsible for technical training related to their specific professions (e.g., training for clinical placements), GEO will organise a pre-WIE training session for all students prior to their internships. This session aims to help students get prepared for job application, bridge the gap between study and work, and develop an appropriate work attitude and good work behaviours.

### 2.4.2 Departure briefing

GEO will organise a departure briefing for students who have opted for non-local placements arranged by GEO. This briefing will include team-building exercises to help students travelling to the same destination/region to connect and form support groups. It will also provide students with useful information to assist them in settling into their placement city, including reminders of the departure dates and times, a checklist for the first day of duty, and tips on transportation, accommodation, and weather.

## 2.5 Internship Support

If needed, Departments, CPS, or GEO may also visit participating organisations before, during, and after the WIE to ensure that the working environment is safe and the organisations are committed to supporting the WIE programme. Improvements to WIE programme will be made based on the feedback received from the students.

## 2.6 Assessment of student performance and learning outcomes

In general, students' WIE performance is assessed through the submission of three key documents to the Department at the end of their placement:

- Reflective WIE Learning Journal – submitted by students (see Appendix I for a sample);
- Employer Feedback Form – submitted by workplace supervisors via students (see Appendix II for a sample); and
- Attendance Timesheet – submitted by students with workplace supervisors’ counter-signature (see Appendix III for a sample).

CPS provides basic samples of assessment tools for reference. Departments may use these templates or devise their own assessment methods, such as additional report forms. They should explain the assessment process to students before their placements begin. Departments, CPS, or GEO should also brief students and workplace supervisors, as appropriate, on the availability and use of the report forms, as well as the submission timelines, both before and after the internships.

Students should complete a self-evaluation form after completion of their placements and submit them to CPS and/or GEO for record, if applicable. (see Appendix IV for a sample).

## 2.7 Approval for WIE fulfilment

Upon assessing students’ performance and learning outcomes, Departments may grant their approval for students’ placements for WIE fulfilment.

(More details on assessment components and Departments’ approval for WIE fulfilment can be found in Section 3.)

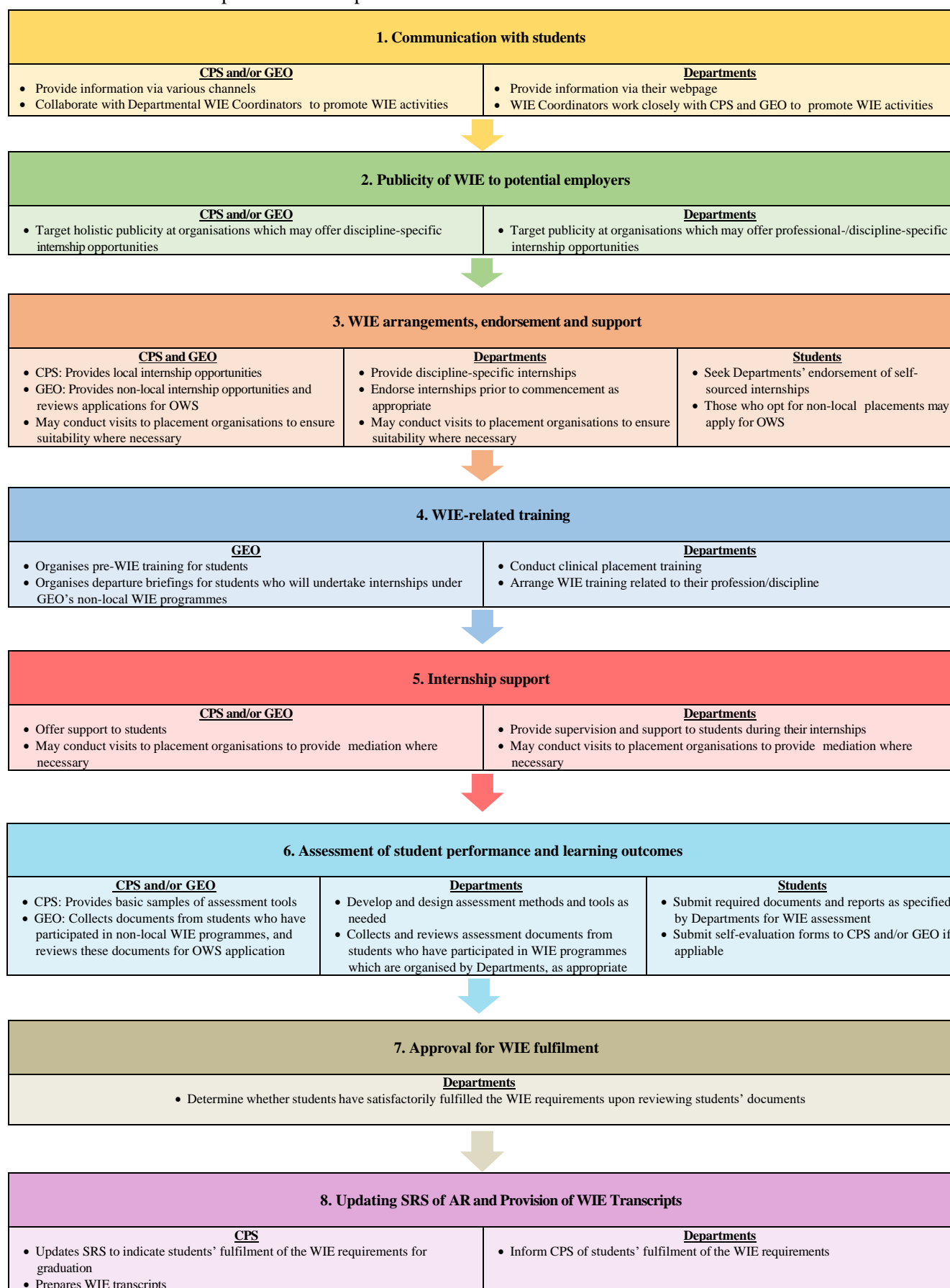
## 2.8 Updating students’ records of WIE fulfilment for graduation and provision of WIE transcripts

Upon receiving students’ assessment results from Departments, CPS will update the Student Record System (SRS) of AR accordingly to reflect students’ fulfilment of the mandatory WIE requirements for graduation.

Students who have satisfactorily fulfilled the mandatory WIE requirement will receive a WIE

Transcript (WIET) upon graduation. CPS will provide the WIET for each eligible student accordingly.

## 2.9 Flow chart of WIE operation and implementation



### **3. Internship assessment and approval for WIE fulfilment**

#### 3.1 Collaborative model of assessment

The assessment of students' internship performance follows a collaborative model, that is, students' performance is assessed through evidence collected from multiple sources, including academic staff (e.g. Academic Programme Leaders and Departmental WIE coordinators) and workplace supervisors.

The learning outcomes of an internship should align with the broad intended WIE learning outcomes, and should be defined as observable and assessable performance. Students' internship performance should also include attitudinal domains such as work attitudes, ethics, and a sense of responsibility. Departments should ensure that the intended learning outcomes and the assessment criteria are clearly articulated and communicated to students.

#### 3.2 Assessment components and grading

##### 3.2.1 Assessment components

In general, Departments should collect the following documents from students for assessment:

1. Reflective WIE Learning Journal – submitted by students (see Appendix I for a sample);
2. Employer Feedback Form – submitted by workplace supervisors via students (see Appendix II for a sample); and
3. Attendance Timesheet – submitted by students with workplace supervisors' counter signature (see Appendix III for a sample).

## 1. Reflective WIE Learning Journal

Maintaining a journal during internship is an effective way for students to document their professional growth and development. The journal should include records of projects worked on, experiences gained, and the value added to employers when the internship is completed. This reflection allows students to process their thoughts, articulate new skills and abilities acquired, making it useful for updating their CVs, completing performance reviews, or preparing for interviews.

The academic staff concerned should therefore brief students on how to effectively utilise the journal to document their learning experience for both assessment purposes and future reference.

A set of guidelines on writing the learning journal can be obtained from:

[https://www2.polyu.edu.hk/ges99/File\\_Index/files/LJ\\_guideline.pdf](https://www2.polyu.edu.hk/ges99/File_Index/files/LJ_guideline.pdf)

## 2. Employer Feedback Form

The Employer Feedback Form enables the workplace supervisor to evaluate the performance of the intern. It provides quantitative measurements on various areas with metrics regarding the quality of the intern's work.

## 3. Attendance Timesheet

The Attendance Timesheet records an intern's work and leave days throughout the WIE period. The workplace supervisor must endorse the completion of the timesheet with his/her signature as well as the company chop.



### 3.2.2 Grading

Upon the collection of all the assessment documents from students, the Department will assess the portfolio of evidence and moderate the workplace supervisors' feedback on a pass/fail basis.

### 3.3 Approval for WIE fulfilment

The final decision regarding approval for students' WIE fulfilment, which is necessary for graduation eligibility, rests with the Departments.

Students should note that endorsement given prior to the commencement of the WIE does not automatically guarantee approval. As stated above, students must provide evidence of their satisfactory completion of the WIE and may be required to undertake Departments' further assessments if necessary.

## 4. Financial support for non-local WIE

### 4.1 Types of Offshore WIE Sponsorships and incentives

To encourage students to undertake meaningful non-local placements<sup>1</sup>, the following Offshore WIE Sponsorships (OWS) and incentives are offered:

- **Basic Sponsorship:** Eligible students may receive support to cover part of the costs incurred, based on the principle of shared responsibilities;
- **Different levels of sponsorship** may be granted depending on the WIE destination and duration;  
**WIE Learning Incentive:** This may be awarded to students who demonstrate positive learning outcomes through clear articulation of their learning gains and achievement of WIE requirements as specified by their Department; and
- **Hardship Allowance:** Available to students with proven financial difficulties, supporting expenses incurred during non-local placements, with departmental endorsement.

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<sup>1</sup> Effective from 28 August 2024, the coordination of non-local WIE programmes of SAO has been transferred to the GEO.

## 4.2 Eligibility for OWS

The conditions for eligibility for OWS are as follows:

- applications must be submitted by students through the Department;
- only full-time non-foundation/non-final-year students (except for final-year students who will complete their WIE before 15 May of the academic year) enrolled on UGC-funded undergraduate degree programmes can apply for OWS;
- students can only submit one OWS application per academic year;
- students who secure their own non-local placements must obtain prior departmental endorsement of the placement before applying for OWS;
- the non-local WIE must be completed before students' graduation, satisfying all or part of the WIE requirements;
- priority will be given to students who have not received any sponsorship or subsidy for previous non-local placements and who need WIE fulfilment for graduation in the upcoming academic year;
- the pre-WIE training organised by GEO may be required as part of the WIE requirements;
- applicants must be aged 18 or above by the date of departure; and
- OWS is not applicable to non-local students whose placements take place in their home cities.

### 4.3 Application procedures and deadlines

OWS, WIE Learning Incentive, and Hardship Allowance have different eligibility conditions, application procedures, and application deadlines. Students should review the following OWS Guidelines before submitting their applications:

<https://www.polyu.edu.hk/sao/internal/careers-and-placement-section/sponsorships-for-offshore-placements/>

For non-local placements taking place outside the summer period (i.e. before May or after August), OWS applications must reach GEO before the commencement of the placements. Approval for OWS for such placements is subject to budget availability.

Conditional approval will be granted to students whose applications for OWS and/or Hardship Allowance have been successful. Students will have their expenses reimbursed as approved, upon Departments' confirmation of the fulfilment of their WIE requirements.

Considering that students may need to pre-pay some expenses incurred during a non-local placement (e.g. passage/accommodation charges), GEO may release an Advance OWS (a portion of the Basic Sponsorship) to successful applicants who have submitted a complete set of required documents (see "Checklist of Documents and Receipts" in the OWS Guidelines). Students requesting Advance OWS must submit their application by the deadline specified in the guidelines above.

Students who receive Advance OWS but whose WIE performance is considered unsatisfactory by their Departments after the WIE must return the full amount received from GEO.

## **5. Policies and guidelines related to WIE activities**

### 5.1 Statutory Minimum Wage and exceptions

The Statutory Minimum Wage rate enforced in Hong Kong does not apply to the following student employees:

- student interns with no employment relationship with the host organisation or company; and
- work experience students during a period of exempt student employment.

The following table lists the exemption criteria (retrieved from

[https://www.labour.gov.hk/eng/public/pdf/smw/SMW\\_Reference\\_Guidelines\\_2019\\_eng.pdf](https://www.labour.gov.hk/eng/public/pdf/smw/SMW_Reference_Guidelines_2019_eng.pdf))

	<b>Student Intern</b>	<b>Work Experience Student</b>
<b>Kinds of programme enrolled</b>	<ul style="list-style-type: none"> <li>• student employees enrolled in full-time accredited programmes provided by local education institutions specified in Schedule 1 to the Minimum Wage Ordinance, or</li> <li>• student employees who are residents of Hong Kong and enrolled in full-time education programmes for non-local academic qualifications at degree or higher level</li> </ul>	
<b>Nature of internship</b>	<ul style="list-style-type: none"> <li>• arranged or endorsed by the education institutions providing the programmes; and</li> <li>• form a compulsory or elective component of the programmes</li> </ul>	<ul style="list-style-type: none"> <li>• not necessarily be arranged or endorsed by the education institutions providing the programmes; and</li> <li>• may not be curriculum-related</li> </ul>
<b>Age</b>	<ul style="list-style-type: none"> <li>• no restriction</li> </ul>	<ul style="list-style-type: none"> <li>• must be under the age of 26 years at the beginning of employment</li> </ul>
<b>Duration of internship</b>	<ul style="list-style-type: none"> <li>• no restriction</li> </ul>	<ul style="list-style-type: none"> <li>• the student employee and his/her employer may agree to treat a continuous period of up to 59 days as exempt student employment; and</li> <li>• at most one period of exempt student employment may commence in the same calendar year (regardless of whether the employment is with the same employer or not), and the student employee has to make a statutory declaration verifying this fact and provide the declaration (or copy) to the employer</li> </ul>

## 5.2 Insurance coverage

### 5.2.1 Insurance coverage for PolyU activities

The Hong Kong Polytechnic University (PolyU) acquires an annual Group Personal Accident (GPA) Insurance Policy. The policy covers PolyU-registered students against accidental death, permanent total disability, and accidental medical expenses arising from local and non-local activities organised by the University or its student organisations.

### 5.2.2 Top-up Group Personal Accident Insurance (GPA) for WIE activities

To provide additional protection for students engaging in WIE, a “Top-up GPA Insurance Policy for WIE” has been arranged to cover all participating students for bodily injury caused by accidents during the insurance period and in connection with all local and non-local internships organised, arranged, endorsed, recognised, or approved by PolyU.

### 5.2.3 Travel insurance for students taking up non-local WIE placements

All students travelling abroad for non-local placements are covered by the University’s Group Travel Insurance and the Top-up Group Personal Accident Insurance for WIE activities. The maximum duration of a trip is 366 days for student internship programmes.

For further details, please refer to [the webpage of Policies and Guidelines](#).

## 5.3 Potential risks and risk control measures

Appendix V lists the kind of potential risks that students may be exposed to when engaging in WIE activities. Parties concerned should review the list to understand possible risks and the control measures that can be implemented should any risks arise.

## 5.4 Health and safety guidelines

### 5.4.1 Travel health advice

If the WIE destination is in a developing country, it is advisable that travel health advice is sought from medical practitioners *at least six weeks* before departure. This allows enough time to address health-related issues, including disease outbreak alerts at the destination, protection against insects/animals and other disease vectors, safety measures in different environmental settings, and recommendations on vaccinations. Students must ensure that they have obtained all required vaccinations before departure.

If needed, a travel health talk or additional travel health advice can be arranged through the University Health Service (UHS), the Travel Health Centres of the HKSAR government's Department of Health, or other health service organisations. GEO will assist in obtaining travel health advice from UHS for students participating in non-local WIE activities upon request.

- *Advice from PolyU UHS*

Doctors at PolyU clinics can provide travel health advice and risk assessments, including reviews of endemic infectious diseases at the destination, outbound travel alerts, and safety issues. They can also recommend vaccinations and prophylactic medications as appropriate. Traveller's medicine kits and first-aid kits are also available.

More useful information can be found at:

UHS website: <http://www.polyu.edu.hk/~uhs/>

UHS General Office Enquiries: (852) 2766 5433 (during office hours)

- *Advice from Travel Health Centres of the HKSAR government's Department of Health*

The two Travel Health Centres operated by the HKSAR government's Department of Health offer a wide range of services such as risk assessments, health education, vaccinations, and medications to help travellers to stay healthy while travelling abroad. Please note that there are charges for consultation services, vaccinations, and items dispensed.

To make an appointment for consultation:

Travel Health Centre (Kowloon): 2150 7235 (during office hours)

Travel Health Centre (Hong Kong): 2961 8840 (during office hours)

The list of charges can be viewed at:

[http://www.travelhealth.gov.hk/english/about\\_us/about\\_chargelist.html](http://www.travelhealth.gov.hk/english/about_us/about_chargelist.html)

## 5.5 Emergency assistance

For non-local WIE programmes, it is important for the Programme Leaders and students to collect adequate information about emergency assistance and carefully check what emergency services are available before embarking on trips for non-local internships. This preparation will facilitate quick decision-making regarding where to seek the most appropriate assistance in case of an emergency.



### 5.5.1 Worldwide emergencies assistance services

Students who are about to undertake a non-local internship should install the **International SOS Assistance app** (scan the QR code below to download) before departure. The International SOS (ISOS) and its service administration were transferred from SAO to the Global Engagement Office (GEO) with effect from September 2023.

ISOS is a leading medical and travel security assistance company providing services including but not limited to pre-trip advice, 24/7 global assistance, and emergency support for authorised outbound activities.

Service Provider: International SOS (“Intl.SOS”)

Website: [www.internationalsos.com](http://www.internationalsos.com)

Membership No./Login Password – 07AYCA550139

24-Hour Assistance Centre No. in Hong Kong: +852 2528 9900

Smartphone App – app.internationalsos.com

Email: [hongkong@internationalsos.com](mailto:hongkong@internationalsos.com)



### 5.5.2 Emergencies outside Hong Kong

#### *PolyU GPA and Top-up GPA*

As mentioned in Section 5.2, PolyU has procured a Group Personal Accident (GPA) insurance plan and a top-up GPA insurance plan to cover accidental medical expenses, injuries, and deaths for all students participating in WIE activities.

More details of the coverage can be found at:

<https://www.polyu.edu.hk/sao/internal/careers-and-placement-section/policies-and-guidelines/>

*HKSAR government*

Hong Kong residents who experience accidents or are arrested or detained for involvement in criminal cases outside of Hong Kong may request assistance from Hong Kong Residents Unit of the Immigration Department.

More details about the assistance that can be provided can be found at:

<http://www.gov.hk/en/residents/immigration/outsidehk/>

*Chinese embassy or consular mission*

Consular protection and services are important safety measures for Hong Kong residents *outside* the Chinese territory. Apart from the protection of national interests and legitimate rights of Chinese citizens and legal persons, consular protection also includes assistance such as information on international travel safety, assisting in hiring lawyers and translators, visiting detainees, and assisting in evacuations from dangerous situations.

More details about the assistance can be found at:

<http://www.gov.hk/en/residents/immigration/outsidehk/assisttravel.htm>

A list of Chinese embassies, consulates, missions and representative offices is available at:

<https://www.fmprc.gov.cn/>

## 5.6 Accident/Incident reporting and investigation

All accidents and incidents occur during placement must be reported and investigated for the following purposes:

- To identify the root causes of the accidents/incidents so that proper corrective actions can be undertaken to prevent future recurrences;
- To meet local legal requirements, e.g. Employees' Compensation Ordinance, Cap. 282.; or
- To meet the requirements of insurers.

In case of an accident/incident, the Accident/Incident Report Form should be completed and submitted to the Health and Safety Office (HSO) through the Head of Department (HoD) within 72 hours of a non-fatal accident or incident. Fatal cases should be reported within 24 hours. The form should be signed by HoD or his/her delegate, such as the Departmental Health and Safety Officer (DHSO). If the accident/incident occurs outside Hong Kong, the WIE Programme Leader or the affected student should report it to HSO for follow-up action. For emergency support to authorised outbound activities, the ISOS administrated by GEO may be used as appropriate (See 5.5.1).

- Website of HSO: <http://www.polyu.edu.hk/hso/>
- Enquiries: (852) 3400 8396 (during office hours)

## **6. Contact Information**

Effective from 28 August 2024, the coordination of non-local WIE programmes of SAO has been transferred to the GEO.

### **Global Engagement Office (GEO)**

For non-local WIE programmes coordinated by GEO and Offshore WIE Sponsorships (OWS), staff and students can contact GEO for enquiries.

Website: <https://www.polyu.edu.hk/geo/>

Email: [wie.nonlocal@polyu.edu.hk](mailto:wie.nonlocal@polyu.edu.hk)

### **Careers and Placement Section (CPS) of the Student Affairs Office (SAO)**

For local internship opportunities provided by CPS and general enquiries, staff and students can contact CPS.

Website: <https://www.polyu.edu.hk/sao/cps>

Email: [career.cps@polyu.edu.hk](mailto:career.cps@polyu.edu.hk)

## **Appendix I – Learning Journal Writing Guidelines (Sample)**

Writing a journal during your internship can be an extremely useful way to keep a record of your professional growth and development. It will be useful for updating your CV, completing performance reviews and interviewing for future positions. It is easy to forget exactly what projects you worked on and what experiences you had after the internship is over. This journal will allow you to process your thoughts and articulate your new skills and abilities.

### **Format Guidelines**

Your learning journal should include two sections:

I. Introduction

II. Documentation of Learning

Part A. Reflective Integrative Journal

Part B. Supplementary Documentation

*Please refer to the followings for content details of each section of your learning journal*

### **I. Introduction**

A short essay (not less than **500** words) which includes your WIE goals, a summary of background of your internship company (e.g. vision, mission, core business, specific feature of its product/service, customers and competitors) and your duties and responsibilities at that company.

### **II. Documentation of Learning – Part A. Reflective Integrative Journal**

You are required to choose at least **THREE** themes from the list below, and you should write **at least 80 words on each theme** to elaborate your experience and reflect on your WIE experience.

- **Personal Growth**
- **Accomplishment**
- **Impact on Future**
- **Career/Academic Planning**
- **Work Culture**
- **Culture Difference**
- **People You Admire**
- **Value to Employers**

Guided questions are given under each theme to help you get some insight into how to develop your journal content and make it rich. You need to ANSWER at least ONE question in each chosen theme.

### **I. Personal Growth**

Guided Questions

1. *What impact did this experience have on my personal growth?*
2. *What did I discover about myself? (Strengths, Weaknesses, Dislikes)*
3. *How was I able to apply my current skills?*

### **II. Accomplishment**

Guided Questions

1. *What was my greatest accomplishment?*
2. *What projects have I completed that I am most proud of? How did I handle challenges on the job?*
3. *What setbacks have I experienced? What did I learn from those setbacks?*

### **III. Impact on Future Career/Academic Planning**

Guided Questions

1. *What influence will that experience have on my future academic and career choice?*
2. *How has my academic background proved helpful to my work as an intern? How will my internship experience modify my learning process in future courses?*
3. *Would I want to do this internship again? Why or why not?*

#### **IV. Work Culture**

##### Guided Questions

- 1. What are the formal and informal power and social structures at the company/organisation? What kinds of behaviours are rewarded and criticised? What do I like most/least about this culture?*
- 2. What are the unwritten code of dress and conduct? What do I like most/least about this culture?*
- 3. What did I learn about the good practice in human communications and relationships in workplace that will serve me in future?*

#### **V. Culture Difference**

##### Guided Questions

- 1. What were the difficulties encountered in the placement city? Was there any culture or customs in daily lives that I feel hard to adapt to? (Please cite some examples.)*
- 2. Anything else I found interesting and unforgettable during internship?*
- 3. How did I identify myself as a Hong Kong people in a foreign living environment? Am I proud to be the “ambassador” to promote Hong Kong?*

#### **VI. People You Admire**

##### Guided Questions

- 1. What did I learn from people I admire at the organisation?*
- 2. Were there people whose work ethics I would imitate?*

#### **VII. Value to Employers**

##### Guided Questions

- 1. What projects have I been assigned during the internship?*
- 2. To what extent did it help the employer?*
- 3. Did I make suggestions for improving the results or process of that particular project?*

## **II. Documentation of Learning – Part B. Supplementary Documentation**

You are required to enclose at least **four to six photos for EACH chosen theme** (with you being captured in at least 10 of them). Include a caption for each photo. You are required to submit the original photos (each of them should be AT LEAST 2MB in file size and saved in CD/DVD) which you have enclosed in your learning journal.

### ***Supplementary Guidelines for Photo Submission***

- • All photos should be presentable and feature highlights of your internship.
- • You should take at least two photos in front of the company logo.
- • You should take at least two photos in your working environment.
- • You should take at least two photos with your colleagues.
- • You should take photos of your outing.
- • You should take photos of placement city landmarks.
- • You should maintain decent postures in all photos.

### *Points to note for taking photographs:*

1. *The quality of the photo: each photo should be AT LEAST 2mb in size, preferred taken by digital camera.*
2. *For the confidentiality of taking photos in the workplace: Since there may be some confidential documents/products/office setting that the company would not want to expose to public, please inform your supervisor and ask for permission before you take photos in the workplace. Please also inform them that the photos you took will be used in PolyU publications/websites/social media for promotional purposes.*



## Appendix II – Employer Feedback Form (Sample)

### Employer Feedback Form 僱主回饋表

(Students to complete sections I, II, III, part A of section IV (highlighted in yellow) before handing form to supervisor.  
Please use softcopy to complete before printing for signature.)

(實習生請以電腦輸入第一、二、三及四甲(黃色)部份之資料，列印此檔並交予實習機構之主管填寫及簽署。)

I. STUDENT PERSONAL INFORMATION (To be completed by student)				
第一部份：實習生個人資料 (此部份由學生填寫)				
Department/School (學系):	Programme (修讀課程):	Stream (學科):	Year (年級):	
Name (姓名):		Student ID (學生編號):		
No. of Courses Studied during WIE (實習期間修讀科目總數):				
II. THE INTERNSHIP (To be completed by student)				
第二部份：實習工作 (此部份由學生填寫)				
Internship sector/industry (行業/界別) (e.g. shipping)		Nature of business (業務性質) (e.g. insurance)		
Name of employer (機構名稱)				
Work Address (工作地址):				
Position (職位) (e.g. senior claims clerk)				
Job function (工作性質) (e.g. administration)				
Hours Agreed (同意之實習時數):	Hours Worked (實際完成之實習時數):	Hours/week (每週實習時數):		
Start Date (開始實習日期):	End Date (結束實習日期):	Nature (工作性質):	FT / PT / Ad-hoc* (全職/兼職/短期作)	
Salary (薪酬)	If Yes, Amount (如有,金額為):	HK\$	Other stipend and benefits (津貼及福利)	
III. THE SUPERVISOR 第三部份：主管				
Supervisor evaluating student (主管姓名):		Position (職位):		
Department (部門名稱):				
Telephone (聯繫電話):		Email (電郵):		

**IV. STUDENT APPRAISAL (Part A: To be completed by student / Part B: To be completed by Supervisor)**

第四部分：評核實習生(甲部由學生填寫/乙部由實習機構填寫)

(To be completed near/at the end of the student internship.) (請於實習完畢後填寫。)

A. Student Self-Appraisal (甲部) 實習生自行評分						Assessment Criteria (評分準則)	B. Supervisor Appraisal (乙部) 主管評分					
5 = Excellent (優); 4 = Good (良); 3 = Average (中); 2 = Fair (可); 1 = Poor (劣); N/A = Not applicable (不適用)												
N/A	1	2	3	4	5		N/A	1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is always punctual 經常守時	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Maintains excellent attendance 維持良好的出席率	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Has Positive work attitude 有正面的工作態度	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is a team player 有團隊合作精神	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Problem Solving Skill 解決問題的技巧	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Has effective interpersonal skills 有良好的人際關係技巧	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Shows a sense of responsibility 有責任感	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Demonstrates knowledge & skills 能展示出應有的知識及技巧	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Works ethically 行為符合道德標準	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Effective written communication 有效的書面溝通能力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Demonstrates high quality of work ( good organizational skills) 高質素的工作 (組織力和條理性)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Shows good initiative 對工作主動	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Can follow instructions 能跟隨指令	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Can prioritize work tasks 能將工作區分優先次序	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Is creative in problem solving 能運用創意去解決困難	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Demonstrates sufficient IT knowledge/skills 展示出足夠的資訊技術知識及技巧	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Interested in cultural difference 對新文化感到興趣	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Adaptive to local culture 能夠適應當地的文化	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Language Skills (Chinese), if applicable 語言能力 (漢語), 如適用	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Language Skills (English, if applicable) 語言能力 (英語), 如適用	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OVERALL 總分</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>V. ENDORSEMENT OF WORK HOURS</b> 第五部份：確認實習時數		
Do you agree with the total number of hours worked by the student stated in section II? 您是否同意此表格第二部分顯示的實際工作時數？		<b>Yes/No *</b> 是 / 否
If no, kindly specific the hours you will endorse: 如不同意，請注明閣下認可之實習時數：	_____	Reasons, if any: 如有任何原因，請列明：
	_____	_____
*Please delete as appropriate (請刪去不適用者)	_____	_____

<b>VI. Supervisor Feedback (To be completed by the Supervisor)</b> 第六部份：單位主管回饋 (此部由實習單位填寫)			
Q1. Comments for the students 對實習生的評語			
Q2. How many PolyU student interns did you supervise over the past 6 months? 在過去六個月，您曾指導多少名就讀香港理工大學的實習生？			
Q3. What is your general impression about the usefulness of our Work Integrated Education (WIE) to your organization? 您認為本校的「校企協作教育」對貴機構有沒有意義？			
Not useful at all (沒有作用) <input type="checkbox"/>	Somewhat Useful (作 用輕微) <input type="checkbox"/>	Moderately Useful (作 用一般) <input type="checkbox"/>	Very Useful (十分有用) <input type="checkbox"/>
Kindly explain your rating. (Please enter in point form) 您的評分準則 (請以列點形式作答)			
Q4. What do you think are the major strengths and weaknesses of the PolyU students attached to your organization? (Please enter in point form) 您認為你所聘用的實習生的長處及不足之處？(請以列點形式作答)			
Strengths (長處)  •		Weaknesses (短處)  •	
Q5. How can our PolyU students contribute more effectively to your organization and/or your industry? (Please enter in point form) 您認為我們的實習學生能如何有效地提高對貴機構的貢獻？(請以列點形式作答)			
Q6. How should PolyU improve this WIE program? (Please enter in point form) 您認為我們應如何優化「校企協作教育計劃」？(請以列點形式作答)			

<p>Q7. Based on this WIE experience, would you consider employing our students after their graduation given the opportunity?          根據是次「校企協作教育計劃」之經驗，你會否考慮於實習生畢業後聘用他／他們為全職雇員？</p> <p>If your response to this question is NO, please explain. (Please enter in point form)          如否，請列出原因。</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<p>Q8. Can we list your organization as a partner in our Work-Integrated Education program in brochures and website?          貴機構是否同意本學院將其機構名稱刊登於有關「校企協作教育計劃」單張或網頁內？</p>	

<p><b>VII. SUPERVISOR SIGNATURE</b>  <b>第七部份：主管簽署</b></p>	
<p>Signature of Supervisor (with company chop):          主管簽署（請加上公司蓋章）：</p>	
<p>Date:          日期：</p>	
<p>Please hand it (in an sealed envelope) to the student concerned before he/she completes his/her WIE training, or sending to responsible unit.          請於實習完畢前交回至實習生，或郵寄到請將填妥之表格放入<b>密封信封</b>郵寄到有關部門。</p>	

<p><b><u>Personal Information Collection Statement (PICS)</u></b>  <b><u>個人資料收集聲明</u></b></p>	
<p>The Hong Kong Polytechnic University pledges to comply with the requirements of the Personal Data (Privacy) Ordinance. Please read this Privacy Policy Statement (“PPS”) to understand our policy and practices on the collection, use, transfer, storage and processing of your personal data. In case of any inconsistency between the English and Chinese versions, the English version shall prevail. If you have any enquiries, please send an email to <a href="mailto:dpo.email@polyu.edu.hk">dpo.email@polyu.edu.hk</a>.</p> <p><a href="https://www.polyu.edu.hk/en/privacy-policy-statement/">https://www.polyu.edu.hk/en/privacy-policy-statement/</a></p> <p>香港理工大學承諾遵守《個人資料(私隱)條例》的規定。請細心閱讀以下網站之私隱政策聲明(「聲明」)以了解我們在收集、使用、轉移及處理你個人資料時所遵守的政策和守則。中英文版本如有任何歧義，概以英文版本為準。如有任何疑問，請發送電子郵件至 <a href="mailto:dpo.email@polyu.edu.hk">dpo.email@polyu.edu.hk</a>。</p> <p><a href="https://www.polyu.edu.hk/tc/privacy-policy-statement/">https://www.polyu.edu.hk/tc/privacy-policy-statement/</a></p>	

**Thank you for helping our students to learn at a whole new level!**  
**衷心感謝您的協助，令學生的學習能力更進一步！**

**Appendix III – Attendance Timesheet (Sample)**

**The Hong Kong Polytechnic University  
Careers and Placement Section of Student Affairs Office  
Attendance Timesheet**

Student ID: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Faculty / Dept: \_\_\_\_\_

Placement City: \_\_\_\_\_  
 Placement Organisation: \_\_\_\_\_

*You are required to fill in the time sheet and obtain the signature from supervisor each week*

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total Hours	Signature from Supervisor
Week 1									
Week 2									
Week 3									
Week 4									
Week 5									
Week 6									
Week 7									
Week 8									
<b>Total no. of work hours</b>									

*Please fill in the no. of working hours in the box. If you take leave on the day, please state the reason(s) for your leave, e.g. sick leave, casual leave, company leave, public holiday...etc.*

**Appendix IV – Student Feedback on WIE Learning Experience (Sample)**

**Student Feedback on WIE Learning Experience**

**Instruction**

Please answer all questions below about your recent internship. Your honest feedback will help us improve our support for students’ WIE learning experience, and will not affect your assessment grade. (\*This question is mandatory)

- \*Student ID:
- \*Student Name:
- \*Internship Location:
- \*Internship Arranged by:

**Section I - The arrangements for this WIE**

\*Please indicate whether you have experienced the following for this particular placement:

	<b>Yes</b>	<b>No</b>
I was given detailed written materials on WIE, including its requirements and purposes.		
I attended at least one brief informational session about WIE conducted by my Department/CPS, SAO/GEO.		
I attended at least one pre-WIE training workshop organised by my Department/CPS, SAO/GEO.		
I had an appointed WIE Supervisor/Mentor from the workplace who gave guidance to me.		
I had someone at the workplace from whom I could seek advice/help.		
I had an academic supervisor/advisor from PolyU who visited me at the workplace at least once.		
I had an academic supervisor/advisor from PolyU with whom I could discuss my WIE experience, and/or from whom I could seek advice/help.		

**Section II - Your Learning Gains from this**

\*Please indicate how much you agree or disagree with the following statements about your learning gains from your internship on a scale of 1 (Strongly Disagree) to 10 (Strongly Agree) WIE Experience

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
I showed more initiative at work.										
I developed a stronger sense of responsibility at work.										

I was willing to do my best at work.										
My ability to collaborate and work with others was enhanced.										
My communication skill at work was enhanced.										
My problem-solving skill at work was enhanced.										
My ability to make sound and logical judgements at work was enhanced.										
I became more systematic and organised at work.										
My knowledge and skills acquired at PolyU was further advanced.										
My ability to apply theories and concepts acquired at PolyU to the real world was enhanced.										
I developed a clearer understanding of the workplace environment.										
I saw more possible job opportunities that required my knowledge and skills acquired at PolyU.										

\*

	1	2	3	4	5	6	7	8	9	10
I am satisfied with my overall learning gains from this WIE experience.										

**Section III - Your Learning Opportunities and Experiences**

\*Please indicate how much you agree or disagree with the following statements about your learning opportunities and experiences during your internship on a scale of 1 (Strongly Disagree) to 10 (Strongly Agree)

	1	2	3	4	5	6	7	8	9	10
Before the internship began, I had been clear about what I personally wanted to learn from this WIE experience.										
I felt interested and challenged.										
I received frequent feedback on my performance.										
The feedback I received helped me improve and develop my workplace competence.										
I was stimulated to think about what I had learned at PolyU.										
I was required to work with others.										
I was given opportunities to interact with different people.										
I tried to maximise my learning gains.										
I tried to learn by observing and listening to others.										
I tried to link my WIE experience with what I had learned at PolyU.										

## Section IV - Open-Ended Questions

\*What is the most important thing that you gained/learned from this internship?

---

\*Regarding this particular internship experience, what do you feel are your greatest strengths? What are some weaknesses that you would like to improve?

---

\*Please suggest how the organisation of this internship could improve to help students learn more.

---

### Personal Information Collection Statement

You may refer to <https://www.polyu.edu.hk/en/privacy-policy-statement/> for the Personal Information Collection Statement of The Hong Kong Polytechnic University (“PolyU”). Should you have any inquiries, please send email to the responsible unit.

\*

I declare that the information given by me is complete and true to the best of my knowledge.

\*

I have read and agree to the Personal Information Collection Statement.



## Appendix V- Risk Management for WIE activities

### Health-related risks

Potential risk	Recommended strategy/action
Hidden or insufficient information about students' physical and mental health conditions	All students must complete and submit the Health Declaration Form. The completed forms must be gone through and evaluated if there are any health-related reasons or problems that preclude or restrict students' participation in the WIE activities.
Personal, food and environmental hygiene	<p>The programme in-charge studies and evaluates the environmental hygiene of the service destination(s) in advance.</p> <p>Students should be aware of their personal hygiene. The programme in-charge should advise on the proper use of personal protective equipment including but not limited to surgical masks, surgical gloves, hand sanitisers, and disinfectant wet towels if students are required to serve the sick.</p> <p>Students should be aware of food and water hygiene, especially when abroad. Students should have food cooked thoroughly. Avoid any raw eggs or meat.</p> <p>A health talk conducted by a professional medical staff from the UHS can be arranged to give more information about infection control measures.</p>
Injury or sudden illness	<p>A medical kit with basic medications for minor health problems, and first-aid materials (e.g. disinfectant, wound dressing material) should be prepared for all WIE activities. A first-aid kit can be purchased from the UHS.</p> <p>It is advised to identify staff and students with valid and recognised first-aid certificates issued by the HKSAR Government so that they can assist with basic and necessary first-aid procedures during an emergency situation.</p>
Suspicion of infectious disease DURING and AFTER service provision	<p>If any student is suspected or confirmed to be suffering from a statutorily notifiable infectious disease* such as COVID-19, SARS, Avian Flu (H5N1), Tuberculosis, or Novel Influenza A, the subject/project leader is required to notify the hosting department and HSO immediately and follow the handling guidelines.</p> <p>* Please refer to <a href="https://cdis.chp.gov.hk/CDIS_CENO_ONLINE/disease.html">https://cdis.chp.gov.hk/CDIS_CENO_ONLINE/disease.html</a> for the list of statutory notifiable diseases.</p>
Direct contacts with insects, reptiles and other animals	Direct contacts with insects, reptiles or animals should be avoided. For example, due to the outbreak of Avian Influenza H5N1/H7N9/H9N2 in Asian countries, contacts with birds, poultry (alive or dead) or their droppings and eggs should be avoided.

## Accident-related risks

Potential risk	Recommended strategy/action
Inadequate guidance or supervision during service delivery	It is highly recommended that all WIE activities are supervised by mentors from the reporting department/company/organisation.
Road/car accident	<p>Safe means of transportation should be arranged for students when the service location is remote or abroad. Otherwise, students should be advised to take public transportation such as buses, subways or taxis.</p> <p>Traffic rules/laws differ significantly in different cities and countries; road conditions vary dramatically and can be particularly dangerous in developing countries. Students should be forbidden to travel alone, to drive or to ride motor bikes when abroad.</p>
Fire accident	Means of escape must be available and kept free of obstructions. Students should acquaint themselves with the escape routes and the locations of fire extinguishers and fire blankets in the service areas.

## Risks related to illegal act

Potential risk	Recommended strategy/action
Committing an offence or a crime	<p>A briefing should be arranged for all students before service delivery on:</p> <ul style="list-style-type: none"> <li>• circumstances where a person may be accused of committing an offence or a crime;</li> <li>• clear guidelines on how to avoid committing an offence or a crime in the service setting; and</li> <li>• the legal and disciplinary consequences of illegal acts or misbehaviours.</li> </ul> <p>*For offshore WIE activities, students may need to be aware of the rules and regulations outside Hong Kong or in other countries.</p> <p>Students should not be allowed to leave the team without prior approval during the service period.</p> <p>Appropriate actions should be taken if a student has committed an offence or illegal act, e.g. inform the agency concerned, report to the Student Disciplinary Committee of the University, inform the student's parents, or even call the police if necessary.</p>

<p>Being accused of sexual harassment or assault</p>	<p>Sexual advances, requests for sexual favours, and other verbal, non-verbal, or physical conduct of a sexual nature constitute sexual harassment if they are unwelcome.</p> <p>Sexual harassment is a criminal offence. Violators will be subject to disciplinary action by the University, as well as punishment prescribed by the laws of Hong Kong.</p> <p>The subject/project leaders should provide examples/cases for students to understand what may constitute sexual harassment before service delivery. It is possible that a student can be the harasser or harassed.</p> <p>Students should be forbidden to:</p> <ul style="list-style-type: none"> <li>• have any intimate physical contact with the service users; or</li> <li>• engage in sexual activities or sexual contacts with the service users.</li> </ul> <p>In handling matters related to sexual harassment, staff members are advised to follow the University’s policies on Sexual Harassment. Staff members or students can also seek advice from the University’s Advisors/Conciliators for resolving allegations concerning sexual harassment and violation of the Code of Ethics:</p> <ul style="list-style-type: none"> <li>• <a href="#">Procedures for the Informal Resolution of Allegations Concerning Sexual Harassment and Violation of the Code of Ethics</a></li> <li>• The approved list of Advisors/Conciliators can be found in PolyU’s Policy on Sexual Harassment: <a href="https://www2.polyu.edu.hk/ethics/Polyu/sexhars/">https://www2.polyu.edu.hk/ethics/Polyu/sexhars/</a></li> </ul> <p>For more details, please visit the website of Equal Opportunities Commission: <a href="https://www.eoc.org.hk/en/about-the-eoc/eoc-policies/sexual-harassment-between-external-parties-and-eoc-staff">https://www.eoc.org.hk/en/about-the-eoc/eoc-policies/sexual-harassment-between-external-parties-and-eoc-staff</a></p>
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Risks related to ethics

<b>Potential risk</b>	<b>Recommended strategy/action</b>
<p>Insulting the service users, using harmful language or showing discriminative attitudes</p>	<p>The importance of ethics and the possible consequences of any unethical acts or misbehaviours should be emphasised to students. A pre-service briefing should be provided for all students to explain the Code of Conduct and provide clear guidelines on the following topics:</p> <ul style="list-style-type: none"> <li>• Positive attitudes on WIE</li> <li>• Showing respect to service users</li> <li>• Dos and don’ts during the internship</li> <li>• Learning culture and taboos if the service users are from different cultural backgrounds or ethnic minorities</li> </ul>

## Risks related to civil instability and terrorism

Potential risk	Recommended strategy/action
Outbreak of strike, riot, civil/political gathering or commotion in the destination	<p>Before departure, the programme in-charge should check if the internship destinations are affected by any unrest and to what extent. If necessary, suspension of the service project should be considered.</p> <p>If there are regional riots in the destination, the programme in-charge should instruct students to avoid going to the affected areas.</p> <p>The programme in-charge should instruct students to avoid discussing with local people the political situation, religious or other sensitive topics which may provoke sentiments.</p>
Civil/political unrest involved exchanges of gunfire and the use of various explosive devices near the service location(s)	Suspension of the service project is strongly advised.
Terrorism/Hijacking	<p>Call the local police and Chinese embassy in the location for assistance whenever possible.</p> <p>The subject/project leaders should assess the situation carefully before making any decisions because this may affect the whole team's safety.</p> <p>* A list of Chinese Embassies can be found at:  <a href="https://www.fmprc.gov.cn/">https://www.fmprc.gov.cn/</a></p>

## Risks related to bad weather and natural disasters

Bad weather and natural disasters happen every year around the world. They are causing different extents of damage and some may even lead to the loss of thousands of lives. Most of these situations cannot be foreseen, so it is important to deliver preventive measures and clear guidelines to students before the WIE.

Potential risk	Recommended strategy/action
Natural disasters (such as volcanic eruption, flood, tsunami, landslide, hurricane, tornado or wildfire)	<p><b>At the WIE proposal stage</b>, if the natural disaster has happened within a year/is happening/has frequently happened in recent years in the planned WIE destination(s), the subject/project proposer should conduct a risk assessment carefully. Alternative service destination(s) should be identified.</p>

	<p><b>During the internship period</b>, the subject/project leaders must suspend all WIE activities, and bring the team to a safe place or call for assistance immediately.</p> <p>The subject/project leaders should ensure the team in the service location can communicate with the relevant parties (such as the collaborating agencies, the University, local police, etc.) or call for emergency assistance. If the service is to be conducted in rural/remote areas where communication networks are unstable or impossible, a copy of the team’s accurate service location and detailed schedule should be left to the relevant parties in advance.</p>
<p>Typhoon signal no. 8 or above, or black rainstorm warning (Local WIE)</p>	<p>For WIE activities conducted on campus, the University’s arrangements should be followed.</p> <p>If WIE activities are to be conducted outside PolyU campus and typhoon signal no. 8 or above is hoisted, or a black rainstorm warning is issued two hours before the service time, all activities should be suspended immediately.</p> <p>The service can be resumed two hours after the lowering of typhoon signal no. 8, or the cancellation of black rainstorm warning, if weather conditions permit. The resumption announcement should be made to all students properly in due course.</p>

#### Risks related to offshore WIE activities

For WIE taking place outside Hong Kong, PolyU staff and students may be exposed to relatively higher risks. Therefore, the WIE programme leaders are advised strongly to conduct pre-service site visits, collaborate with reliable local partners in the service destination(s), and get advice from the relevant parties, as appropriate.

<b>Potential risk</b>	<b>Recommended strategy/action</b>
<p>Outbound Travel Alert (OTA):</p>	<p>Students’ safety should always be the top priority. It is recommended to have an alternative service location identified as a backup.</p> <p>Keep track of the OTA announcement, especially one month before the WIE trip.</p> <p><i>*For the most up-to-date list of countries with OTA in force, please check:</i>  <a href="http://www.sb.gov.hk/eng/ota/">http://www.sb.gov.hk/eng/ota/</a></p> <p>Registration of OTA</p> <p>Students can receive updates on Outbound Travel Alert (OTA) and related public information via “My Messages” of MyGovHK and, depending on the situation, SMS to the registered Hong Kong or overseas mobile phone if the registered destination is covered by the OTA System of the HKSAR government. The OTA and related public information will also be sent to the registered email address.  <a href="http://www.gov.hk/en/residents/immigration/outsidehk/roti.htm">http://www.gov.hk/en/residents/immigration/outsidehk/roti.htm</a></p>

<p>For overseas projects, when the Black OTA is in force</p>	<p>Adjusting to an alternative internship location, or suspension of WIE project should be considered.</p>
<p>For overseas projects, when the Red or Amber OTA is in force</p>	<p>Possible consequences and responsibilities should be conveyed clearly to all students. Keep track of the OTA announcements and news released by the airline/travel agent and the insurance company and keep close contact with the overseas partners for advice.</p>
<p>For Mainland WIE</p>	<p>Travel alert can be obtained from the Ministry of Culture and Tourism of the PRC of China: <a href="https://www.mct.gov.cn/">https://www.mct.gov.cn/</a></p> <p>If travel alert has been announced for the internship location or regions near the internship location, apart from collaborating agencies in the Mainland, the WIE programme leader should seek advice from Global Engagement Office (GEO) for appropriate action. Respective actions similar to those for overseas projects should be taken according to the level of travel alert.</p>
<p>Loss of travel identity document</p>	<p>Before departure, students are advised to make two photocopies of their travel identity document's identification page: one copy should be given to their family member at home, while the other should be kept by themselves in a safe place <b>separately</b> from their travel identity document when traveling. In case of loss, this can help shorten the process of re-issuance.</p> <p>Report to the local police immediately and request documentary proof of the report. Students outside Hong Kong can seek help from the HKSAR Immigration Department's 24- hour hotline (852) 1868.</p> <p>*For Mainland WIE activities, assistance can be obtained from the HKSAR government's Immigration Department, the Office of the Government of HKSAR in Beijing, or the Economic and Trade Offices of the government of HKSAR in Shanghai, Wuhan, Guangdong and Chengdu. Details can be found at: <a href="http://www.immd.gov.hk/pdforms/id938e.pdf">http://www.immd.gov.hk/pdforms/id938e.pdf</a></p> <p>*For overseas WIE activities, students who are Chinese nationals may also contact the Chinese Embassy/Chinese Consulate-General in the country. Information on Chinese diplomatic or consular missions to international organisations and representative offices can be obtained from the HKSAR government's Immigration Department at (852) 2824 6111 or on its website: <a href="https://www.fmprc.gov.cn/">https://www.fmprc.gov.cn/</a></p>
<p>Going to a place at high altitudes</p>	<p>The low oxygen levels at high altitudes (~8,000 feet above sea level) can cause problems for some people. The symptoms of altitude illness including headache, feeling tired, lack of appetite, nausea, and vomiting.</p>

	<p>Mild cases can be treated according to symptoms and should be gone within a few days after getting used to high altitude. In the worst situation, a person whose symptoms are getting worse while resting at the same altitude must descend quickly or risk serious illness or death.</p> <p>Medicines are available to prevent altitude illness or shorten its duration; therefore, medical advice must be sought before the trip. Moreover, the team should avoid ascending quickly. Staff or students with chronic diseases should get medical advice about whether it is safe to travel to a high altitude before participating.</p>
<p>Other common risks such as:</p> <ul style="list-style-type: none"> <li>• Separated teams in different service sites</li> <li>• Length of the trip is more than two weeks</li> <li>• Harsh physical environment</li> <li>• Home-stay in rural area for more than a week</li> <li>• Going to a place with poor sanitation</li> </ul>	<p>Collaborate with international NGOs or large-scale local agencies and/or those with good reputations.</p> <p>Collect adequate information about medical facilities, embassy and emergency contacts at the internship place(s), especially for rural area with no modern infrastructure nearby.</p> <p>Provide training/experiential activity prior to service delivery so as to prepare students for living in a challenging environment.</p> <p>A safety assessment should be carried out by the staff members of the University or by the local collaborating partners, visiting all the host families and informing the local authorities.</p> <p>The group is required to seek travel health advice from a doctor, and students are required to take appropriate vaccinations.</p>