Hong Kong 香港科技園
Science & Technology Parks - ***Technical Assistance Programme for HKSTP Tenants***

University Final-Year Student Projects

HKSTP tenants are invited to name projects to be carried out by final-year students of universities in Hong Kong. The chosen final-year projects will be under joint-supervision of both the teaching staff and the participating tenants.

Participating tenants can claim from the Technical Assistance Progamme (TAP) Fund for the expenses incurred in paying students, if any, related to the projects. The ownership of Intellectual property rights arising from the projects will be usually discussed between participating company, student and university.

Invitation of University Final-Year Student Projects will be announced by HKSTP, please take note and supply a list of possible projects as according to schedule. For instance, engineering / computer engineering project applications are usually submitted before end of February while design project applications are usually submitted before end of May.

HKSTP will inform tenants whether their topics are selected.

If the topic is accepted by the university, HKSTP will introduce the teaching staff in charge of the final-year project to the corresponding tenant for detailed co-ordination.

Interested tenants should fill in the Application Form below and return it to Industry & University Collaboration, HKSTP for processing.

Notes:

1) HKSTP will sponsor a maximum of 75% of the cost up to the limit of the balance of TAP fund available in tenant's account.
2) **Documents needed for reimbursement:**
   (i) This completed "Application / Reimbursement Form"
   (ii) Copy of project description document
   (iii) Copy of full-time university student card or other official document showing the validity period of studentship
   (iv) Original copy of the payment receipt acknowledged with the signatory of the student trainee
   OR Copy of bank statement showing the salary transactions made to the student trainee supported by copy of the cheque with payee name and amount.

Application / Reimbursement Form

To: **Industry & University Collaboration**, BDTS, HKSTP Date: _____
Office: Unit 307, IC Development Centre, HK Science Park
Attn: Officer – TAP (Enquiry: 2629 6697 / tap@hkstp.org)

Company: _____ Contact Person: _____

Tel:_____Email:_____ Title:_____

☐ Please find the following information and arrange **referrals of candidates** with universities.

☐ We are prepared to pay HK$_____ (optional) to fund the project.

☐ We'd consider recruiting the project student(s) for part-time/ full time work during / after the project.

☐ Please process the **funding reimbursement** from my company entitlement.

Name & Description of the Project: _____

_____

Deliverables of the Project: _____

_____

Note: Please append information if space is not enough.

Upon submission of this form, I declare that the service mentioned above has not received and will not apply for any other funding provided by the government or government appointed agent. I understand that HKSTP reserves the right to cancel my company's entitlement to the HKSTP's funding scheme and my company maybe liable to prosecution should my company fail to comply with this rule.

Signature of the Authorized Executive (With Company Chop): _____

Print Name: _____ Title: _____