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

Student Short-Term Placement

The Hong Kong Science & Technology Parks Corporation (HKSTP) will collaborate with universities in Hong Kong and arrange students to work for HKSTP tenants for a short period of time, especially during summer. Students' salary/allowance can be reimbursed under the Technical Assistance Programme (TAP).

Universities welcome Student Short Term Placement, especially during summer time, but they do not exclude more causal involvement during term time. It provides a valuable work opportunity for students who can gain practical working experience in projects/ developments of HKSTP tenants.

In order to advise students of the project in the summer of the same year, interested tenants need to supply the potential openings/ projects to universities for consideration before the end of March or as per the invitation of HKSTP. The recruitment process would still go on whenever students are available.

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. Reimbursement can be made upon the completion of the short-term placement or quarterly for 1-year internship.
2) The Fund supports the recruitment of full-time students. For recruitment of final-year students, the fund covers salary incurred till the end of student's card validity.
3) **Documents needed for reimbursement:**
   (i) This completed "Application / Reimbursement Form"
   (ii) Copy of employment agreement/ contract document
   (iii) Copy of full-time student card or other official document showing the validity period of studentship
   (iv) Original copy of the salary 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.
☐ Please process the **funding reimbursement** from my company entitlement.

University: ☐ CityU ☐ CUHK ☐ HKU ☐ HKUST ☐ PolyU ☐ IVE ☐ Others: _____(Optional)
Discipline: ☐ Electronics Engineering ☐ IT & Telecom ☐ Science ☐ Business ☐ Design ☐ Others:_____
Name & Description of the Placement Project: _____

_____

Period of Employment: From (MM/YY) _____ To (MM/YY) _____
Frequency of Work: _____ day/ hour per week
Expected Number of Student(s):_____Salary/ Allowance per Student per Month: _____
Job Responsibility: _____
Requirement: _____

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: _____