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

Work-Study Programme

The Work-Study Programme is introduced in the belief that combining course work and industrial training will narrow the gap between academic education and practical working experience. HKSTP tenants can participate in the Programme by providing a structured training program to computing, science and engineering (or others) students who have completed their second year of study. The students will work as full-time trainees for 12 months (subjects to real situation) in the company and acquire industrial skills and be well exposed to practical working environment. Participating tenants should provide proper supervision to trainees with the provision of monthly salaries.

List of training positions offered by tenants will be invited for submission by the universities directly or via HKSTP. Please take notice of the related announcements. Interested students will make applications to the Programme Coordinator of concerned university while interviews and selection of students are upon the decision of companies.

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 university 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 university 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.

Name & Description of the Project: _____

_____

University: ☐ CityU ☐ CUHK ☐ HKU ☐ HKUST ☐ PolyU ☐ Others: _____(Optional)

Student: ☐ Electronics Engineering ☐ IT & Telecom ☐ Science ☐ Business ☐ Others: _____

Requirement: _____

No. of Student(s) Required: _____ Salary per Student per Month:_____

Period of Placement: (From month)_____ (To month)_____

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: _____