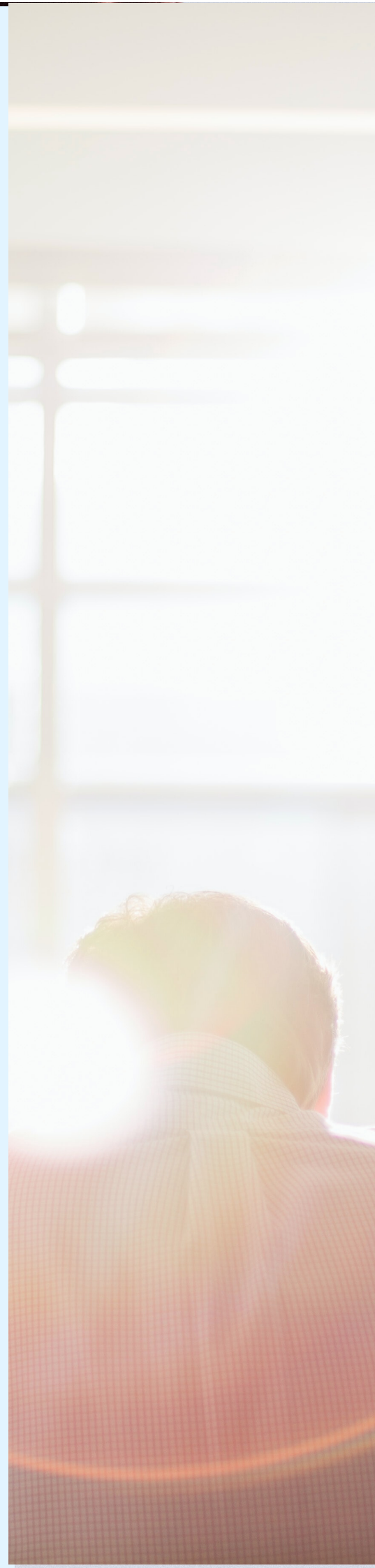


HONG KONG BAPTIST UNIVERSITY

# HANDBOOK FOR PRAO3106 STRATEGIC COMMUNICATION INTERNSHIP & PRACTICUM

DEPARTMENT OF  
COMMUNICATION STUDIES  
SCHOOL OF COMMUNICATION  
2024-2025



# **Handbook for PRAO3106 Strategic Communication Internship & Practicum**

## **Table of Contents**

<b>I. Introduction</b>	Page 1
<b>II. Internship</b>	
• Sources of Internships	Page 2
• Internship Application, Enrolment and Completion Procedures	Page 3
• Assessment Methods	Page 4
• Schedule	Page 5
• Guidelines for Internship Assignments	Page 6
<b>III. Practicum</b>	
• Introduction	Page 8
• Types of Tasks	Page 9
• Assessment Methods	Page 10
• Schedule	Page 11
• Guidelines for Practicum Assignments	Page 12
• Final Remarks	Page 13
<b>IV. Appendices</b>	Page 14-19

## I. Introduction

Internship and practicum are among the most valuable learning experiences that you can have while studying at HKBU. By working in or with an organization that relates to your career plans, you will gain professional experiences and status that are fundamental to your future career success. You will have the opportunity to apply what you have learnt in class, think critically to solve real organizational problems, make important networking contacts, and reflect on your overall working experience throughout the course. **Students are strongly encouraged to take internships over practicum throughout their Year 3 & 4 studies (including the winter & summer breaks).** Internships can be paid or unpaid and take place during each semester or over the summer. PRAO3106 Strategic Communication Internship & Practicum is a 1-credit course supervised by the Internship Directors in the Department of Communication Studies of the School of Communication, HKBU ("COMS").

The Internship Directors will consult with the student and on-site supervisor regarding objectives of the internship to provide signature approval. The Internship Directors will review the student's final assessment form, review the on-site supervisor's evaluation, provide guidance to the student, meet with the student regarding internship performance, complete the internship evaluation form, etc. The Internship Management Team consists of 3 Internship Co-directors:

- Dr. Henry Fung, Internship Director of COMS

Email: \_\_\_\_\_

- Ms. Barbara Fu, Internship Director of AB

Email: [barbarafu@hkbu.edu.hk](mailto:barbarafu@hkbu.edu.hk);

- 

Email:

Internship Coordinator:

- Ms. Mimi Yip

Email: [mimiyip@hkbu.edu.hk](mailto:mimiyip@hkbu.edu.hk); Contact: 3411 7832

This handbook for PRA internship and practicum is designed as a reference to let you know what you should do to complete the course requirement. It shows the tasks that you should fulfil, as determined by Department of Communication Studies. The content of this handbook is subject to change.

## II. Internship

### 1. Sources of Internships

- **Referrals by COMS Department**

COMS department will send out related information (including registration forms, registration procedure, and a list of company offers) through email/intranet/website to inform all eligible students throughout the academic year. You should contact the potential employers directly to apply for the internship and notify the respective Internship Director upon recruitment.

- **Internships Offered by HKBU Career Centre**

Application and internship details can be found on Career Centre's website at <https://sa.hkbu.edu.hk/career/internships>. You should follow the guidelines listed on the website and apply for the internship. Upon successful matching of the internship, please notify the respective Internship Director.

- **Your Personal Networks**

You can also pursue an internship on your own. You should aspire to intern at the highest possible level related to your professional goals. Ideally, you should find an organization in which you will be able to work with local or international communication professionals who demonstrate a proven professional track record. Jobs considered to be an internship by COMS include (but are not limited to):

- PR firms
- Advertising agencies
- Management consulting firms
- In-house marketing communication positions in medium-large companies
- Management trainee positions in medium-large companies
- Headhunting/recruitment agencies
- Human resources positions in medium-large companies
- Corporate communications
- Public sectors
- Non-profit organizations
- Media companies

An organization must have the ability to support, instruct, and mentor an intern. Therefore, we recommend seeking organizations or individuals providing internships that have been established for a **minimum of 3 years**. For start-up companies, please consult the Internship Director for approval.



**Notes to non-local students:**

Effective 19 May 2008, the Immigration Department implemented various new measures under the “Education Hub” policy. Non-local students are advised to read the following information carefully before applying for jobs in Hong Kong.

For part-time off-campus jobs

As stipulated in the “No Objection Letter”, a study-/curriculum-related internship may be arranged or endorsed by the school as long as you remain a student studying in our programme and your limitation for staying in Hong Kong remains unexpired. Such an internship can last for up to one year or one-third of the normal duration of the programme, whichever is shorter. The internship cannot take place before you are officially registered with the school and begin attending the programme’s scheduled classes in Hong Kong or after you have fulfilled all course/credit requirements for graduation (i.e., you have just finished your final year of study). **Students are NOT allowed to take up any employment**, whether paid or unpaid, or establish or join in any business **outside of campus during the normal period of study**, except the internship endorsed by the Department.

For off-campus summer jobs (June to August)

As stipulated in the “No Objection Letter”, there is no limit in relation to work hours or location regarding employment during summer months. “Summer months” means the period from 1 June to 31 August, both dates inclusive. You should contact the AR for granting you a work permit if you have already fulfilled the PRAD3106 course requirements.

**2. Internship Application, Enrolment and Completion Procedures**

To receive an academic credit for this course and to fulfil the graduation requirement, you should follow the below procedures to have your internship application approved. (Note: You may risk **deferring your graduation** if you could not complete the internship by the last teaching day of your Year 4 study (i.e. Early May).

- a. Explore on and off campus possibilities for any communication-related internship. Meanwhile, the Internship Directors and Coordinator will send you the job descriptions regularly throughout the semester\*.
- b. Apply for the internship according to the procedures stated in the job description.
- c. After securing the internship successfully, you should notify your respective Internship Director (e.g. you should contact Barbara if you are an AB student, contact Henry/Helen if you are a PR student) via email to seek his/her approval **BEFORE** your first day of work.

- d. Complete the **internship confirmation slip** to officially confirm your internship status within one week upon commencement of your internship. You should submit the form to Moodle on your own.
- e. Throughout the internship, you should keep your respective Internship Director informed about the progress, submit all the required paperwork, and commit to work not less than 156 hours in total (i.e. you will work 1-2 full day(s) a week for around 3 months in a regularly semester or you can work for 4-5 days a week for 1.5-2 months during the summer).
- f. Once the internship is completed, you should submit the **evaluation report** to the Internship Director and you will receive a confirmation from him/her signifying the completion of your course requirement.

### IMPORTANT NOTES:

\*You are NOT allowed to apply for two COMS-referred internships simultaneously. Give more chances to your classmates please!

\*Please submit the internship confirmation slip, final evaluation report and photos to Moodle. You will be granted an academic credit upon fulfillment of all the course requirements and approval from the Academic Registry. **No course registration is needed.** However, it is your responsibility to check with your Internship Director and/or Internship Coordinator (Mimi) to see if your course credit has been granted.

\*You should give a heads up to your work supervisor that the Internship Director will contact him/her during the internship period. He/she will be asked to evaluate your internship performance to determine if you can fulfill the course requirements. Please be advised that you will risk failing the course if your supervisor rate your performance consistently poor. Please contact your Internship Director if you experience any difficulties working at the company.

\*If you have completed the PRAO3106 course requirements, you are welcome to apply for other COMS-referred internship programs to gain more hands-on experiences. However, **placement priority goes to students who have yet found any internship.** Also, you should contact AR for signing the Minimum wage wavier form if the internship is unpaid.

### 3. Internship Assessment

Assessment of this course will be on a Satisfactory (S) or Fail (F) basis. Specifically, students will be evaluated and given a Satisfactory grade based on the substantial completion of the items listed below.

1. Participation	You will need to perform duties as assigned by your on-site supervisor(s). Also, you should regularly check and respond to emails from the Internship Directors or Coordinator and attend the career-related seminars organized by COMS
------------------	---

	Department. Your performance will be evaluated by both your supervisor(s) and Internship Director at the mid-term and end of your internship assignment.
2. Company Introductory Paper	You will need to write a 1-page introductory paper about the company background and your roles as an intern three weeks upon commencement of your work. For assessment details, please read the guideline on Page 6.
3. Internship Oral Progress Report	You need to verbally present a progress report to the Internship Director followed by a discussion for troubleshooting at the mid-term of your internship assignment. For assessment details, please read the guideline on Page 7.
4. Final Evaluation Report & Photos/Videos/Artworks	You will need to submit a 1-page reflective final report and some work photos to the Internship Director two weeks after the completion of your internship. For assessment details, please read the guideline on Page 8.

#### 4. Suggested Schedule

<b>(Appendix 1)</b> Internship Confirmation Slip	One week upon 1st day of work
Company Introductory Paper	Three weeks upon 1st day of work
Internship Oral Progress Report	Five/Six weeks upon 1st day of work
<b>(Appendix 2)</b> Reflective Final Report & Photos	Two weeks after the end day of work

\*Your Internship Director will figure out the actual submission date with you individually.

#### 5. Guidelines for Internship Assignments

##### A. Company introductory Paper Guideline

You should submit a company introductory paper to the Internship Director by the third Friday upon the start of your internship. This paper should be **one-page long**, single-spacing between lines, with a one-inch (2.54cm) margin on all sides, and with consistent font style, font size, and spacing. The paper may address the topics below:

- The mission and type of industry of the organization
- The key client/customer of the organization
- The key product/service/campaign of the organization
- The key individual(s) with whom you will be working with
- The expected job duties of your internship
- Key event dates, if any

#### Grading Criteria:

- Comprehensive background knowledge relating to the internship organization (i.e. Mission/Industry, Clients/ Customers, Products/ Services, etc);
- Clear understanding of your role/responsibilities, and that of others you will be working with;
- An understanding of what you will experience throughout the experience;
- Grammar, language, overall presentation
- Timely completion

### B. Oral Progress Report Guideline

At the *mid-term* of your internship (i.e. the sixth Friday), you need to take the initiative to write to your respective Internship Director and schedule a **meeting** with him/her. In the meeting, you should verbally report to the Internship Director the following items:

- A brief background information about your company
- What did you do and observe at the workplace?
- How's your relationship with your supervisor(s) and other colleagues?
- Any difficulties/challenges you've encountered?
- What will be your job duties in the coming weeks?
- Is there anything that you want the Internship Director to take notice of?

#### Grading Criteria:

- Work Plan & Progress
- Work Attitude
- Overall quality of the presentation

### C. Final Evaluation Report

Upon completion of your internship, you need to submit an evaluation report for reflecting your internship experience within two weeks. You should use the template provided by the Department (see Appendix 2).

You may also address the following topics in your evaluation report additionally:

- Specifics about jobs/tasks/projects accomplished, and how course-related knowledge has helped you throughout the internship
- Problems encountered with job assignments or work environment, and efforts towards resolution.
- Descriptions about what is most impressive about your internship to date.
- Expectations for your future career plan
- Improvements for our PRAD3106 course
- Event photos and/or samples of infographics, posters, press releases, animations, etc.

#### Grading Criteria:

- Evidence of thoughtful reflection, critical thinking, problem solving, etc;
- Demonstrated awareness of self in the work environment and the role of others;
- Grammar, language, overall presentation
- Timely completion

### III. Practicum

#### 1. Introduction

**You are strongly advised to take internship over practicum between Year 3 & 4 of your studies.** However, students who failed to secure an internship position by Year 4 of the Fall semester are eligible to do practicum in the Spring semester for fulfilling the graduation requirement (Note: You may risk **deferring your graduation** if you could not complete the internship or practicum by the *last teaching day of your Year 4 study*.

Specifically, you shall register the PRAD3106 Strategic Communication Internship & Practicum course during the course registration period and form your own groups with no more than five people. Each group shall work with a client for the practicum. The client can be a non-profit organization, an institution, or a commercial company. You shall liaise with your client concerning your task(s) to be completed for the practicum.

#### **IMPORTANT NOTES:**

\* If you are working with a commercial organization, it is **NOT** recommended to set up an on-campus booth due to the latest university regulation concerning venue booking.

\* If you are organising a booth at the university campus, there must **NOT** be any **MONEY** involved at the booth, not even donation.

\* It is **NOT** recommended to have **FOOD** involved at the booth (e.g. in a form of food tasting). Your client will have to purchase a third-party insurance for the event if food is involved.

\* **Before** you make any promise or proposal to your client, you must check with the general office of the Department of Communication Studies for the latest regulations concerning the setting up of a booth or holding an event on campus. Venues are managed by different offices, and thus bookings and regulations also differ depending on the event nature and content. Generally speaking, applications for venue booking shall be made *at least 2 weeks, but not more than 1.5 months*, in advance of the first day of use for amenities and facilities. The course instructors and the general office will facilitate the booking of a booth or a venue with the help of The Young Agency (TYA). However, it is **not** guaranteed that the booking will be made successfully without prior consultation.

\* In liaison with your client, you must explain clearly about your **budget** for the task involved. The client must agree on the budget plan and should be the bearer of the incurred costs. Reimbursement procedure and deadline should be made clear between student group and client.

Although it is up to the preference of the organisation, it is not recommended for each organisation to take more than two groups of students. In case there are two groups of students collaborating with the same client, each group of students must work on different tasks.

You shall communicate with your own client by yourselves throughout the semester. While you shall copy your emails and other documents to the practicum instructors, the instructors shall not intervene unless there are major mistakes or irresponsible behaviour.

During the semester, you shall hand in two written documents, namely a proposal for the practicum and a final report. You shall give two oral presentations, namely progress reporting and a final presentation.

## 2. Types of Tasks

You can choose from the types of tasks listed below to complete the practicum. In case the tasks that you would like to complete for your client do not fall into any of the categories below, you must first seek approval from the course instructors.

- a. Manage an event – depending on the scale of the event, you shall be part of the event management team of the client in holding an event, or you shall hold an

event for the client. You may need to create PR related materials, if needed for instance, press release and feature article.

- b. Execute a campaign – you shall provide ideas and carry out an online and/or offline campaign for the client.
- c. Enhance the client's digital practices – there are a number of options from which you can choose. For example, i) you may revamp one-third of the client's current website; ii) you may provide strategies and demonstrations of how to revamp the client's owned digital platforms, including Facebook, Instagram, and LinkedIn page; iii) you may also create a one-minute long video to be put on a client's owned digital platform. (For group who picks this topic, you need to complete at least 2 tasks from the abovementioned)
- d. Carry out marketing research – you shall develop and execute online and/or offline surveys for the client and complete an analysis.
- e. Deliver CSR strategies – you shall design and execute a CSR plan which benefits a needed group or some needed groups in the community

### 3. Assessment of the Practicum

1. Participation	30%	Each group will be assigned a specific client and required to fulfill the assigned/proposed duties by working as a team. Your group performance will be evaluated by both the course instructor(s) and your client at the mid-term and end of your practicum assignment.
2. Proposal	20%	Each group will need to submit a 5-page proposal to the course instructor(s) and client documenting the objectives of the project, proposed tasks, work schedule, and budget, etc.
3. Progress Presentation	20%	Each group will need to prepare a 15-min presentation to the course instructor(s) followed by a discussion of troubleshooting.
4. Final Report & Photos/Videos/Artworks	30%	Each group will need to submit a 10-pages long final report to the course instructor(s) summarizing the overall achievements and reflections of the practicum.

#### 4. Schedule of the Practicum

Week 1 – Briefing, have your groupings confirmed, and assign a client to each group if applicable.

Week 2-3 – You shall have your client confirmed and have a meeting with the client for practicum briefing and project proposal.

Week 4 – You shall submit a proposal for the practicum to the course instructors by week 4 for approval

Week 8 – You shall present your progress to the course instructors

Week 12 – You shall submit a final report with a half-page executive summary

**\*\*\* You are strictly obliged to follow the timeline above. A fail will be given when the group fails to submit the assignments on time.**

#### 5. Guidelines for Practicum Assignments

##### A. Organisation of the proposal (written document)

Each proposal should contain at least the following components:

1. A cover page including a title of the document, the name of the client, the name and student number of all group members, and date of submission
2. A content page with page number
3. An introduction of background of the client
4. A situation analysis
5. The objectives of the project and/or tasks in which you are involved
6. A detailed description of the task(s) you shall complete, including the duration of the project if applicable. Please show how your tasks are tied in with your situation analysis.
7. A clear work schedule for the tasks to be completed
8. A duty list / work distribution
9. Budget
10. Contact information of the client

The content of the document should at least five-page long, single-spacing between lines, with a one-inch (2.54cm) margin on all sides, and with consistent font style, font size, and spacing.



Please also make sure that your client understands the nature and length of the practicum. For example, that your group will end your collaboration with the client at the end of the semester. Please make very clear arrangements about how money is handled. Clear black and white documentation is required between you and your client on the approved amount of budget, the method and time limit of payment and/or reimbursement. Failure in provision of valid proof may risk bearing the cost at your own expense.

## **B. Organization of Progress Reporting (Oral Presentation)**

Each presentation should contain at least the following components:

1. A slide at the beginning including the name of the client, the name and student number of all group members, and date of presentation.
2. A brief introduction about the client and your task(s)
3. A detailed description of the tasks or steps you have already accomplished (e.g. storyboard, website layout, PR material drafts)
4. A description of the tasks or steps to be completed, including the content, a detailed timeline, and people in charge.
5. The materials that you intend to use or distribute to the public
6. Special remarks from you, if applicable

Each oral presentation should be **15 minutes** long, with another **5 minutes** for Q&A. **Before** the meeting, students shall send a soft-copy of the presentation and other documents if applicable to the course instructors.

## **C. Organization of the Final Report**

Each final report should contain at least the following components:

1. A cover page including a title of the document, the name of the client, the name and student number of all group members, and date of submission.
2. A content page with page number
3. A half-page executive summary
4. An overview of the client
5. A detailed description of the tasks accomplished, pictures with caption should be included if applicable
6. A duty list / work distribution, with clear indication of what each member did
7. Outcome of the project, photos and/or pictures with caption must be included
8. Evaluation of the outcome and suggestions for the client

9. Simple comments from the client
10. Reflections and takeaway on the whole practicum from each student in the group

The final report should a summary of your project outcomes and reflections. The typical length of a quality report is around 10 pages, single-spacing between lines, with a one-inch (2.54cm) margin on all sides, and with consistent font style, font size, and spacing.

A soft-copy of the final report shall submit to the Moodle **before the deadline**.

## 6. Final Remarks

You will have to re-submit your documents if they are not up to standard, such as when the content is too weak and loose, and/or language is poor. **If the documents are still not up to standard after re-submission, a fail will be given.**

In case there are students who do not contribute properly to the group's work, the group is responsible and should take initiative to inform the instructors about the situation (with supporting evidences). Students who do not contribute to the group shall risk failing not only the practicum but also deferring their graduation.

## Appendix 1

### PRAO3106 Strategic Communication Internship & Practicum INTERNSHIP CONFIRMATION SLIP

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

Study Year: \_\_\_\_\_ Concentration: \_\_\_\_\_

Internship Director In-charge: \_\_\_\_\_

#### Company Details

Name of Company: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Job Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Company Address: \_\_\_\_\_

#### Job Details

Type of Internship \_\_\_\_\_ Paid / Unpaid (Please select)

Position Offered: \_\_\_\_\_

Duties: \_\_\_\_\_

Salary/Allowance (if any): \_\_\_\_\_

Date of Report Duty: \_\_\_\_\_

Expected End Date: \_\_\_\_\_

Office Hour: \_\_\_\_\_

## Appendix 2

**Hong Kong Baptist University**  
**Communication Studies Department**  
✿ **PRAO3106 Strategic Communication Internship 2024 – 2025** ✿  
**Reflective Report**

Name : \_\_\_\_\_(English) \_\_\_\_\_ (Chinese)

Student No. : \_\_\_\_\_ Concentration: \_\_\_\_\_ Study Year: \_\_\_\_\_

Employment Company : \_\_\_\_\_

Department : \_\_\_\_\_

Name of Supervisor : \_\_\_\_\_ Title: \_\_\_\_\_

His/Her email address : \_\_\_\_\_

His/Her telephone no. : \_\_\_\_\_

Salary/Allowance: HK\$ \_\_\_\_\_ Start Date & End Date of Internship: \_\_\_\_\_

What were your job duties? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skills required? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Language required: Oral: English Cantonese Other \_\_\_\_\_

(please circle) Written: English Chinese Other \_\_\_\_\_

Please tick one answer to the following questions:

How would you assess your:	Very Good	Good	Average	Poor	Bad	No Comment
Working environment?						
Nature of duties?						
Relationship with colleagues?						
Relationship with supervisor?						
Workload?						

Have you been offered any further work by your internship employer? Yes / No

What is the most impressive achievement about your internship to date? How working as an Intern benefits your future career plan?

---

---

---

---

---

---

---

What were the problems encountered throughout the internship? How did you resolve the problems and what are the lessons learned?

---

---

---

---

---

---

---

Are there any other comments you wish to make about this internship and/or PRAD3106 course?

---

---

---

---

---

---

---

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

Date: \_\_\_\_\_

### 《最低工資條例》（第 608 章）「實習學員」身份確認書 Confirmation of “student intern” status under the Minimum Wage Ordinance (Cap. 608)

#### 須知事項 Note

- 1 「實習學員」身份確認書（下稱「確認書」）適用於屬《最低工資條例》（第608章）所指的實習學員。「實習學員」指下列類別的學生：
- (a) 在一段期間內，進行在與某教育機構正向該學生提供的任何經評審課程<sup>1</sup>有關連的情況下，由該機構安排或認可的工作；或
  - (b) 居於香港，並在一段期間內，進行在與某機構正向該學生提供的任何非本地教育課程<sup>2</sup>有關連的情況下，由該機構安排或認可的工作，
- 而該工作就頒授該課程所達致的學術資格而言，屬頒授要求中的必修或選修部分。

The Confirmation of “student intern” status (“Confirmation”) applies to a student intern as defined in the Minimum Wage Ordinance (Cap. 608). “Student intern” means:

- (a) a student undergoing a period of work arranged or endorsed by an education institution in connection with an accredited programme<sup>1</sup> being provided by the institution to the student; or
  - (b) a student resident in Hong Kong and undergoing a period of work arranged or endorsed by an institution in connection with a non-local education programme<sup>2</sup> being provided by the institution to the student, for which the work is a compulsory or elective component of the requirements for the award of the academic qualification to which the programme leads.
- 2 法定最低工資不適用於實習學員，僱主根據《僱傭條例》（第57章）須備存教育機構發出的文件或其副本，以顯示有關工作期是在與該教育機構正向該實習學員提供的課程（該課程屬《最低工資條例》第2條中「實習學員」的定義所涵蓋的類別）有關連的情況下，由該教育機構安排或認可。本確認書樣本供教育機構參考，以確認實習學員的身份及所安排或認可的工作的資料。

Statutory Minimum Wage does not apply to a student intern. Under the Employment Ordinance (Cap. 57), the employer shall keep a document (or copy of a document) issued by an education institution showing that the period of work is arranged or endorsed by the education institution in connection with a programme being provided by the education institution to the student intern that is of a kind covered by the definition of “student intern” in section 2 of the Minimum Wage Ordinance. This Specimen Confirmation is for education institutions’ reference in confirming the identity of the student intern and particulars of the work as arranged or endorsed.

- 3 香港特別行政區政府勞工處的執法人員會前往不同的工作地點視察，以確保僱主遵行由勞工處負責執行的法例。如有需要，僱用實習學員的僱主須根據《僱傭條例》的要求，出示僱員的資料及紀錄，包括確認書（如適用），以供查閱。若僱主提供給實習學員的工作涉嫌違反相關法例的要求，確認書所載的資料會被勞工處用作執法之用，勞工處亦可能將有關資料轉交其他政府部門及機關，作進一步調查。有關政府部門及機關或會就確認書內的實習學員資料，向相關教育機構查詢。

Public officers of the Labour Department (LD) of the Government of the Hong Kong Special Administrative Region conduct inspection visits to places of employment to ensure employers’ compliance with ordinances administered by the LD. Employers taking on student interns are required under the Employment Ordinance to provide employees’ information and records, including the Confirmation (if applicable), for inspection by public officers of the LD when necessary. Should there be any suspected contravention of any relevant ordinances in connection with the work provided by the employer to the student intern, the information provided in the Confirmation may be used by the LD for law enforcement purpose. The LD may also transfer the information to relevant government departments and authorities for further investigation. Government departments and authorities may contact the education institution concerned to enquire about the information on the student intern as provided in the Confirmation.

<sup>1</sup> 見確認書附註 1。 See footnote 1 in the Confirmation.

<sup>2</sup> 見確認書附註 2。 See footnote 2 in the Confirmation.

**《最低工資條例》（第 608 章）「實習學員」身份確認書**  
**Confirmation of “student intern” status under the Minimum Wage Ordinance (Cap. 608)**

茲確認本教育機構安排或認可以下學生於指定的一段期間內，在與本教育機構向該名學生提供《最低工資條例》所指的課程類別有關連的情況下，在 \_\_\_\_\_（僱用該名實習學員的機構或公司名稱）進行工作，而該工作就頒授該課程所達致的學術資格而言，屬頒授要求中的必修或選修部分。

This is to confirm that the specified period of work for the following student at \_\_\_\_\_ (name of organisation or company employing the student intern) is arranged or endorsed by this education institution in connection with a programme that is of a kind specified in the Minimum Wage Ordinance and being provided by this education institution to the student, for which the work is a compulsory or elective component of the requirements for the award of the academic qualification to which the programme leads.

實習學員的個人資料、正修讀的課程名稱和類別以及獲安排或認可的工作

Personal particulars of the student intern, the name and the kind of programme enrolled as well as the period of work being arranged or endorsed

姓名(正楷) Name (in block letters)	
香港身份證 / 護照* 號碼 HK Identity Card / Passport* No.	
正修讀的課程 Programme Enrolled	課程名稱: Name of the programme: 課程類別 Kind of the programme: (請選擇適當項目 Please select appropriate box) <input type="radio"/> (本地課程) 全日制經評審課程 <sup>1</sup> (local programme) a full-time accredited programme <sup>1</sup> <input type="radio"/> (非本地教育課程) 全日制學位或更高程度的教育課程 <sup>2</sup> (non-local education programme) a full-time programme of education at the level of degree or higher <sup>2</sup>
實習職位名稱 Internship Position	
進行工作的期間 Period of Work	

負責人姓名 Name of Responsible Officer: \_\_\_\_\_ 職位 Position: \_\_\_\_\_

簽署 Signature: \_\_\_\_\_ 代表 signed for and on behalf of

\_\_\_\_\_ 簽署

(教育機構名稱 name of education institution)

發出日期 Date of Issue: \_\_\_\_\_

教育機構印章  
Chop of Education Institution

如有任何查詢，請與以下人士聯絡 For enquiries, please contact the following person:

姓名 Name: \_\_\_\_\_ 職位 Position: \_\_\_\_\_

教育機構地址 Address of Education Institution: \_\_\_\_\_

聯絡電話 Telephone Number: \_\_\_\_\_ 傳真號碼 Fax Number: \_\_\_\_\_

電郵地址 Email Address: \_\_\_\_\_ 網址 Website: \_\_\_\_\_

\* 請刪去不適用者。 Please delete as appropriate.

<sup>1</sup> 根據《最低工資條例》，「經評審課程」指符合以下說明的**全日制**課程：

- (a) 由附表 1 指明的教育機構提供（名單見下頁）；
- (b) 屬《學術及職業資歷評審條例》（第 592 章）附表 3 第 1、2 或 3 條描述的類別的進修計劃；及
- (c) （如該全日制課程由根據《教育條例》（第 279 章）註冊或臨時註冊的學校提供）屬該條例所指的專上教育程度。

The Minimum Wage Ordinance provides that “accredited programme” means a **full-time** programme that:

- (a) is provided by an education institution specified in Schedule 1 (see the list on next page);
- (b) is a learning programme of a kind described in section 1, 2 or 3 of Schedule 3 to the Accreditation of Academic and Vocational Qualifications Ordinance (Cap. 592); and
- (c) if provided by a school registered or provisionally registered under the Education Ordinance (Cap. 279), is at the level of post secondary education (within the meaning of that Ordinance).

<sup>2</sup> 根據《最低工資條例》，「非本地教育課程」指達致頒授學位或更高程度的非本地學術資格的全日制教育課程。

The Minimum Wage Ordinance provides that “non-local education programme” means a **full-time** programme of education which leads to the award of a non-local academic qualification which is at the level of degree or higher.

注意：資料使用者須遵守《個人資料（私隱）條例》（第 486 章）有關保障個人資料原則的規定。

Note: Data users should comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) concerning data protection principles.

**《最低工資條例》附表 1 指明的教育機構**  
**Education institutions specified in Schedule 1 to the Minimum Wage Ordinance**

- 1 由《香港教育大學條例》（第 444 章）設立的香港教育大學  
The Education University of Hong Kong established by The Education University of Hong Kong Ordinance (Cap. 444)
- 2 由《香港大學條例》（第 1053 章）設立的香港大學  
University of Hong Kong established by the University of Hong Kong Ordinance (Cap. 1053)
- 3 由《香港理工大學條例》（第 1075 章）設立的香港理工大學  
The Hong Kong Polytechnic University established by The Hong Kong Polytechnic University Ordinance (Cap. 1075)
- 4 由《香港中文大學條例》（第 1109 章）設立的香港中文大學  
The Chinese University of Hong Kong established by The Chinese University of Hong Kong Ordinance (Cap. 1109)
- 5 由《香港浸會大學條例》（第 1126 章）設立的香港浸會大學  
Hong Kong Baptist University established by the Hong Kong Baptist University Ordinance (Cap. 1126)
- 6 由《香港城市大學條例》（第 1132 章）設立的香港城市大學  
City University of Hong Kong established by the City University of Hong Kong Ordinance (Cap. 1132)
- 7 由《香港演藝學院條例》（第 1135 章）設立的香港演藝學院  
The Hong Kong Academy for Performing Arts established by The Hong Kong Academy for Performing Arts Ordinance (Cap. 1135)
- 8 由《香港科技大學條例》（第 1141 章）設立的香港科技大學  
The Hong Kong University of Science and Technology established by The Hong Kong University of Science and Technology Ordinance (Cap. 1141)
- 9 由《香港都會大學條例》（第 1145 章）設立的香港都會大學  
Hong Kong Metropolitan University established by the Hong Kong Metropolitan University Ordinance (Cap. 1145)
- 10 由《嶺南大學條例》（第 1165 章）設立的嶺南大學  
Lingnan University established by the Lingnan University Ordinance (Cap. 1165)
- 11 根據《專上學院條例》（第 320 章）註冊的認可專上學院  
Approved post secondary colleges registered under the Post Secondary Colleges Ordinance (Cap. 320)
- 12 根據《職業訓練局條例》（第 1130 章）第 6(2)(h)條設立的機構  
Bodies established under section 6(2)(h) of the Vocational Training Council Ordinance (Cap. 1130)
- 13 根據《教育條例》（第 279 章）註冊或臨時註冊的學校  
Schools registered or provisionally registered under the Education Ordinance (Cap. 279)