

PolyU SPEED Summer Placement Scholarship Programme 2019 Application Form

Please read the “Notes to Applicants” before completing this form.

1. Full Name (according to HKID card/passport) e.g. Chan Tai Man:

2. English nickname (if any) e.g. Peter:

3. Student No.:

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4. Please indicate the company/companies that you would like to apply for PolyU SPEED Summer Placement Scholarship Programme 2019:

(i) _____

(ii) _____

(iii) _____

(iv) _____

(v) _____

5. Are you awarded any internship programme opportunities between May 2019 and August 2019?

* Yes / No (*Delete if not applicable)

If the above answer is “YES”, please state the details of the internship below.

Name of the scholarship/internship: _____

Period of the internship: _____

6. Please state your available period to work between May 2019 and August 2019:

7. Please use about 300 words in English to describe what you expect to learn and achieve through this Summer Placement Scholarship Programme.

Notes to Applicants

- i. Successful applicants will obtain a placement opportunity at an organisation tentatively between May 2019 and August 2019 with a certain amount of scholarship. The detailed arrangement will be announced in due course. The package of the scholarship programme (e.g. placement duration, scholarship amount and location of placement etc.) may vary for different placement opportunities.
- ii. To better prepare students for the upcoming internship, students with offer are required to attend **TWO Pre-WIE Workshops**. Further details of the workshop will be communicated to you through email at a later stage

1. Workplace Practical E-mail Writing Skills:			
Date	Time	Venue	Hours
18 & 19 June, 2019 (Tue & Wed)	6:30-9:30pm	WK-S901	3 Hours
2. Workplace Practical Skills:			
Date	Time	Venue	Hours
24 June, 2019 (Mon)	6:30-9:30pm	WK-S901	6 Hours

- iii. Payment of the scholarship will normally be made to awardees in two tranches – the first tranche will normally be made approximately within the first month of the commencement of the placement programme and the second tranche will normally be made after successful completion of the programme. Due to the internal processing time, the payments may occasionally take longer time to process.
- iv. Successful applicants must achieve satisfactory attendance during the work-related learning period as assigned.
- a) *If a student's placement attendance is 80% or above, the scholarship received will be proportional to the attendance*
- b) *If a student's placement attendance is under 80%, the scholarship would NOT be awarded to the student. The student will need to return the received scholarship back to the School in FULL amount including both first and second tranche*
- c) *Any absence at work without acceptable reason and/or disobedience in complying the company's policies may result in confiscation of the whole scholarship, subject to decision by the School. The student may have to return the received scholarship to the School.*
- v. **Eligibility:** Full-time Year 1 Students of PolyU SPEED Awards Programmes
- vi. **Application Procedures:**
- Complete this **Application Form** together with your **curriculum vitae** (in **MS Word Format**, typed in font size 12, with no more than 2 pages) and send to talent@speed-polyu.edu.hk.
- vii. **Selection Criteria and Process:**
- Students' all-round achievement will be considered in addition to academic results. Shortlisted candidates may be invited to attend an interview and will be notified by email. Shortlisted candidates are expected to reply in email to confirm their attendance for any interviews within the set deadline. Awarded students will also be notified by email individually and are expected to reply in email to confirm the Summer Placement Scholarship offer. Please check email regularly for any updates to avoid missing any deadlines.
- viii. If students would like to treat WIE Scholarship Programme as WIE recognition, please submit the WIE Proposal Form to WIE Advisor for approval before commencement of the placement. The approval of WIE hours will be subject to the decision of WIE Advisor. For details, please refer to the WIE Handbook.
- ix. **Declaration:**
- I, _____ (name of applicant), declare that:
- this application has my consent and the information given by me is complete and true to the best of my knowledge
 - I understand any misrepresentation will lead to nullification of my application
 - I have read and understand the terms in the above "Notes to Applicants"
 - I understand the personal data provided in this Application Form and any supplementary information as required will be disclosed to relevant parties for handling this application

- I do not have any disciplinary record(s) with PolyU SPEED at the time of the application
- I understand that if I am awarded the scholarship, I will need to follow the instructions and regulations set by the organisation in which I was assigned. If I am unable to complete the whole summer placement programme, I will have to refund the received scholarship to the School.

Name (according to HKID card/passport): _____

Date: _____

Signature of Student: _____