

Guidelines on Internship for BSc Students (4-year curriculum)



**FACULTY OF SCIENCE
THE UNIVERSITY OF HONG KONG**

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1. Background

Capstone experience is an integral part of the major/programme which focuses on integration and application of knowledge and skills gained in the early years of study.

Internship is considered as a form of capstone experience recognized to fulfill the capstone requirements for the following majors/programme offered in the Faculty of Science:

BSc (Actuarial Science)

BSc

- Major in Astronomy
- Major in Biochemistry
- Major in Biological Sciences
- Major in Chemistry
- Major in Chemistry (Intensive)
- Major in Decision Analytics
- Major in Environmental Science
- Major in Food & Nutritional Science
- Major in Mathematics
- Major in Mathematics/Physics
- Major in Molecular Biology & Biotechnology
- Major in Physics
- Major in Risk Management
- Major in Statistics

2. Learning Objectives of Internship

Through the internship, students are expected:

- to gain working experience in a real-world workplace environment;
- to have diverse learning experience;
- to integrate theory and practice, and to understand limitations of their current knowledge;
- to work in a team and to collaborate with people with diverse background;
- to broaden their social and cultural experience, and to develop their social and cultural values; and
- to prepare for their life-long career.

3. General Arrangements

(Actuarial Science students please refer to the “Guidelines on Internship and Course STAT4767 for Actuarial Science Students (4-year curriculum)” which is specific to the situation of actuarial science internship.)

A. Internship Courses

Students who wish to engage in internship must enroll in an internship course in order to have their work recognized to fulfill the capstone requirements of some of these majors/programme in the BSc 4-year curriculum. The following internship courses are currently offered in the BSc of 4-year curriculum with course description shown in Appendix A:

Major/Programme	Internship Course
Biochemistry	BIOC4966 Biochemistry internship
Biological Sciences	BIOL4964 Biological sciences internship
Chemistry Chemistry (Intensive)	CHEM4966 Chemistry internship
Geology (Intensive)	EASC4966 Earth sciences internship <i>(See Remark 1)</i>
Ecology & Biodiversity	BIOL4861 Ecology & biodiversity internship <i>(See Remark 2)</i>
Environmental Science	ENVS4966 Environmental science internship
Food & Nutritional Science	BIOL4962 Food & nutritional science internship
Mathematics	MATH4966 Mathematics internship
Mathematics/Physics	MATH4966 Mathematics internship PHYS4966 Physics internship
Molecular Biology & Biotechnology	BIOL4963 Molecular biology & biotechnology internship
Astronomy Physics	PHYS4966 Physics internship
Decision Analytics Risk Management Statistics	STAT4766 Statistics internship
Actuarial Science	STAT4767 Actuarial science internship

Remarks:

1. EASC4966 is not considered as a capstone course for Geology (Intensive) major.
2. BIOL4861 is not considered as a capstone course for Ecology & Biodiversity major.

B. Types of Internships

i. Internal (within the University)

The student works on a project or various tasks as instructed by a staff member from the Faculty/School/Department and is supervised by this staff member (the Teacher Supervisor).

ii. External (outside the university)

The student works in an external agency related to the major of study and is supervised by both staff members of that agency (the External Supervisor) and the Faculty/School/Department of the student (the Internal Supervisor).

C. Number of Credits

6 credits, graded on 'Pass with Distinction, Pass, Fail basis' (for all departmental internship courses). The courses would not be counted in the calculation of the CGPA.

D. Nature of Work

For the discipline specific internship courses, as all internships are enrolled under an internship course of a specific major discipline, the work carried out by the student in the internship must be **relevant to the major**. Internship Course Coordinators and Internal Supervisors have the responsibility to ensure that the work carried out will meet the learning objectives of the internship course.

E. Duration and Time of Internship

The number of hours as specified in the course descriptions of discipline specific internship courses is **at least 160 hours (lunch hour excluded) in at least 20 working days**. (Appendix A). A working day is defined as a day that the student is working, regardless of the hours of work. It includes office hours, related work preparation, field trip or other forms approved by the supervisor(s). It can be allocated in term-time, semester break or summer vacation, and the mode of internship can be full-time or part-time, according to the requirement and the nature of work as specified by the external agency or the Faculty/School/Department. If students would like to take full-time internship during term time (semester 1 or 2), they should apply for leave of absence, and the enrollment of the course will be shown in the next semester following the leave period.

F. Requirement and Assessment

- i. Students may have to attend a briefing session(s) about the job details and work ethics arranged by the Faculty/School/Department or the external agency before the internship.
- ii. Students should submit an application form of internship course (Appendix B) to the Course Coordinator of the internship course **BEFORE** the commencement of internship for approval following the schedule set by the School/Department.

- iii. A 15-minute oral presentation about the job nature, knowledge and skills related to the major discipline, self-reflection and other contents (if appropriate) should be conducted, followed by a written report of not less than 1,000 words submitted to the Faculty/School/Department after the internship has been completed.
- iv. In both internal and external internship, the immediate supervisor should complete an evaluation form for assessing the student's performance.

G. Eligibility of Students

As the internship course is a level 4 course, and is considered as a form of capstone experience to fulfill the capstone requirements (except BIOL4861 and EASC4966), students should have **passed at least 4 advanced courses (24 credits with codes starting with 3 or above) in their Science major curriculum before the commencement of the internship.** The **earliest** that students are allowed to take the internship course is their **Year 3 study** (internship in the summer of Year 2 study is not eligible for internship course enrollment). Normally applicants will be selected by the Faculty/School/Department or the external agency based on their academic performance, extra-curricular activities record and interview performance. Only successful candidates can be engaged in the internship.

H. Sources of Internship Positions from External Agency

i. From the Faculty/School/Department

The Faculty/School/Department may have already established the connection with some external agencies. Students should check the announcement from the Faculty/School/Department and observe the procedure and deadline of application.

ii. Direct approach by the student

Students may contact external agencies on their own and provide details for the approval of internship Course Coordinator before they start the internship. Prior approval by the internship Course Coordinator **MUST** be obtained before commencement of the internship, and **no post-application is allowed.**

Tips for students

1. *As the places offered by the School/Department are limited and competitive, students are strongly recommended to actively approach potential agencies for internship opportunities. Both internship opportunities within the School/Department and external are encouraged.*
2. *The schedule for summer internship is tight. Students should make preparation for application and interview from March.*

I. Expectation on Student in Practice

Students should follow the regulations of the internship agency and instructions from the supervisors. If any irregularity exists, student should immediately report to the External Supervisor and/or Course Coordinator/ Internal Supervisor.

J. Role & Responsibility of Supervisor

i. Teacher Supervisor of internal internship and External Supervisor of external internship

The supervisors are expected to

- supervise, and offer timely opinion and comment for students.
- complete an evaluation form (Appendix C) about the student at the end of the internship.
- give overall feedback, based on the evaluation form, to individual student after the internship so that the student may identify his/her strengths and weaknesses as an employee in the real world and seek further improvement.

ii. Internal Supervisor of external internship

If time and situations permit, the supervisor is expected to

- visit the student or interview him/her by phone to have an understanding of his/her performance and working environment with the permission from the external agency;
- give overall feedback, based on the evaluation form, to individual student after the internship so that the student may identify his/her strengths and weaknesses as an employee in the real world and seek further improvement.

K. Enrollment

As aforementioned, internship is considered as a form of capstone experience recognized to fulfill the capstone requirements for some majors or the programme offered in the Faculty of Science. Students who wish to engage in internship must formally enroll in an internship course in order to have their work recognized to fulfill the capstone requirements (except BIOL4861 and EASC4966). Due to the nature of the course, the Faculty will not open the internship course for students to enroll during the online course selection period. **Students who wish to enroll in the internship course should submit the application form of internship course to the Course Coordinator of the internship course for approval BEFORE the commencement of the internship AND no later than the deadline set for each semester.** Respective School/Department will then provide the enrollment information to the Faculty. Under normal circumstances, dropping of the internship course after submitting the application is not allowed.

L. Timeline of Internship

The following is a suggested schedule of events for internship for summer, first and second semester.

i. Internship in the summer semester:

Time	Event
February/March	Announcement of internship positions starts
March/April	Application of internship <ul style="list-style-type: none">- Student may be required to submit CV and cover letter to the relevant unit
	Interview (optional) <ul style="list-style-type: none">- It is conducted either by the Faculty/School/Department or the external agency
April/May	Announcement of list of successful applicants
	A briefing session for preparation of internship
	Submit the application form of internship course to the Course Coordinator for approval BEFORE the commencement of the internship and no later than mid-July
June to July	Internship starts
	Submit the above form again if there is any update about the real situation <u>within the first two weeks</u> of internship
Late July	School/Department to submit enrolment information to the Faculty
August to September	The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)
	The Course Coordinator collects the questionnaire from the external agency
	An oral presentation and submission of a written report
Late September	School/Department to submit students' grade to the Faculty

ii. Internship in the first semester:

Time	Event
June/July	Announcement of internship positions starts
August	Application of internship - Student may be required to submit CV and cover letter to the relevant unit
	Interview (optional) - It is conducted either by the Faculty/School/Department or the external agency
September	Announcement of list of successful applicants
	A briefing session for preparation of internship
	Submit the application form of internship course to the Course Coordinator for approval BEFORE the commencement of the internship and no later than mid-November
September to December	Internship starts
	Submit the above form again if there is any update about the real situation <u>within the first two weeks</u> of internship
Late November	School/Department to submit enrolment information to the Faculty
December to January	The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)
	The Course Coordinator collects the questionnaire from the external agency
	An oral presentation and submission of a written report
Early January	School/Department to submit students' grade to the Faculty

iii. Internship in the second semester:

Time	Event
October/November	Announcement of internship positions starts
December	Application of internship - Student may be required to submit CV and cover letter to the relevant unit
	Interview (optional) - It is conducted either by the Faculty/School/Department or the external agency
January	Announcement of list of successful applicants
	A briefing session for preparation of internship
	Submit the application form of internship course to the Course Coordinator for approval BEFORE the commencement of the internship and no later than mid-April
January to April	Internship starts
	Submit the above form again if there is any update about the real situation <u>within the first two weeks</u> of internship
Late April	School/Department to submit enrolment information to the Faculty
May to June	The Teacher Supervisor and External Supervisor complete the Evaluation Form (optional for Internal Supervisor of external internship)
	The Course Coordinator collects the questionnaire from the external agency
	An oral presentation and submission of a written report
Early June	School/Department to submit students' grade to the Faculty

4. Special Issues

A. Salary

Salary given to students for their internship work may encourage students to take the internship more seriously. However, it is not compulsory. Course Coordinator should reach an agreement with the students and/or the external agency before the internship.

Specified student interns and work experience students who are exempted from the statutory minimum wage ordinance are required to complete form for confirmation of “student intern” or “work experience student” status under the Minimum Wage Ordinance for the employers. For details, please refer to the Labour Department website (https://www.labour.gov.hk/eng/public/content2_smw.htm).

B. Insurance

All full-time undergraduate students of the University are already covered by the University’s insurance scheme during the internship period.

C. Leave Application

i. Before internship

If the internship takes place as a full-time position during the first or second semester, students have to apply to **the Faculty** for leave of absence with the submission of a letter with the copy of contract in advance.

ii. During internship

If students have to take leave during the internship, they should follow the procedures as specified by the agency or supervisor.

Appendices

Appendix A Course Description of Internship Course

Appendix B Application Form of Internship Course

Appendix C Evaluation on Intern Students

Appendix D Examples of Internship Offered by Schools/Departments in Previous Years

Appendix E List of Internship Course Coordinators of 4-year Curriculum (2018-19)

Appendix F General Notes of Submission Deadlines of Application of Internship Course and Listing of Course Enrollment for Different Periods and Modes of Internship (2018-19)

Course Description of Internship Course

BIOC4966 Biochemistry internship	BIOL4861 Ecology & biodiversity internship
BIOL4962 Food & nutritional science internship	BIOL4963 Molecular biology & biotechnology internship
BIOL4964 Biological sciences internship	CHEM4966 Chemistry internship
EASC4966 Earth sciences internship	ENVS4966 Environmental science internship
MATH4966 Mathematics internship	PHYS4966 Physics internship
STAT4766 Statistics internship	

Aim/Contents

This course aims to offer students the opportunities to gain work experience in the industry related to their major of study. The workplace learning experience would be of great benefits to the students to apply their knowledge gained in the study to the real work environments. Students have to take on at least 160 hours of internship work either within the University or outside the University arranged by the Faculty/School/Department.

- (1) Within the university: The student will be supervised by a staff member (Supervisor), working on a project or various tasks as instructed by the Supervisor.
- (2) Outside the university: The student will work in an external agency related to the major of study. The student will be supervised under a staff member of the external agency (the External Supervisor) and a staff member of the Department/School of the student (the Internal Supervisor). The work to be performed by the student will normally be instructed by the External Supervisor, with prior agreement of the Internal Supervisor.

Teaching

No formal teaching, but it is expected that students are to work at least 160 hours (lunch hour excluded) in at least 20 working days.

Upon completion of the internship, each student is required to submit a written report and to give a presentation on their internship experience. Supervisors are required to assess the students based on their performance during the internship period (in the case of internships outside the university, the Internal Supervisor will assess the student based on the feedback by the External Supervisor). Satisfactory completion of this course can be counted towards the Capstone requirement. Details of internship will be recorded on the student's transcript. This course will be assessed on 'Pass with Distinction, Pass, Fail basis'.

**** Enrolment of this course is not conducted via the online course selection system and should be made through the relevant School/Department Office after approval has been obtained from the Course Coordinator.***

For the course description of STAT4767 Actuarial science internship, please refer to the 'Guidelines on Internship and Course STAT4767 for Actuarial Science Students (4-year curriculum)'.



THE UNIVERSITY OF HONG KONG
(NAME OF DEPARTMENT/SCHOOL)

Evaluation on Intern Students

Dear Employer/Supervisor,

Please complete an assessment for each of the internship student and return it by mail to (Name of Department/School), The University of Hong Kong, Hong Kong or by fax at (fax no.). Thank you.

(Name of Department/School)

Name of Company/Organization: _____

Name of Student: _____

Internship Period: _____ (Total no. of working hours: _____)

Employer's/Supervisor's Assessment

1. Please describe briefly the nature of the work undertaken by the student during the internship:

2. Please assess the performance of the intern student by checking the most appropriate box for each item listed.

Knowledge of discipline	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Work effectiveness	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Attitude	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reliability	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Motivation	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Team worker	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Willingness to learn	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

3. Please circle the grade you would give the student for his/her overall performance during the internship.

A+ A A- B+ B B- C+ C C- D+ D F

4. Suggestions for the student:

Name of Assessor: _____ Signature: _____

Position in Company/Organization: _____

Contact Number: _____ Email: _____

Date: _____

Examples of Internship Offered by Schools/Departments in Previous Years

School/Department	Company Name	Duration
Biomedical Sciences	School of Biomedical Sciences, HKU	14 weeks
Biological Sciences	Population Council, New York	10 weeks
	School of Biological Sciences, HKU	4 weeks
Chemistry	ALS Technichem (HK) Pty Limited	11 weeks
	Biotechnology Research Institute, Chinese Academy of Agricultural Sciences	6 weeks
	Hong Kong Productivity Council	10 weeks
	SGS Hong Kong Limited	6-14 weeks
Earth Sciences	EGS (Asia) Limited	6-7 weeks
	Gammon Construction Limited	9 weeks
	Halcrow China Limited	8 weeks
	Jacobs China Limited	8 weeks
	Maunsell Geotechnical Services Limited	8 weeks
	OZ Minerals Limited (Former: Oxiana China Limited)	4 weeks
	Scott Wilson Group plc	7-9 weeks
	Xinjiang Gold Mountain Mining Company Limited	9-10 weeks
Mathematics	Mathematics Department, The University of Hong Kong	4-9 weeks
	Maunsell Consultants Asia Limited	8-9 weeks
Physics	Ho Koon Nature Education cum Astronomical Centre	8 weeks
	Hong Kong Science Museum	8 weeks
	Hong Kong Space Museum	8 weeks
Statistics & Actuarial Science	Bank of Communications (Shanghai Branch)	6-8 weeks
	Bloomberg L P	10 weeks
	Census & Statistics Department, HKSARG	9 weeks
	Hang Seng Bank Limited	8 weeks
	Hospital Authority	8 weeks
	Samsung Electronics Hong Kong Company Limited	8 weeks
	The Bank of East Asia, Limited	13-14 weeks
	Willis Re Hong Kong Limited	12 weeks

List of Internship Course Coordinators of 4-year Curriculum (2018-19)

Course	Major	Course Coordinator	Departmental Office, Telephone & Email Address
BIOC4966 Biochemistry internship	▸ Biochemistry	Prof Jiandong HUANG	Office: Rm L3-72, Laboratory Block, Faculty of Medicine Bldg, 21 Sassoon Road Tel: 3917 6810 Email: jdhuang@hku.hk
BIOL4861 Ecology & biodiversity internship	▸ Ecology & Biodiversity	Dr Thiyagarajan VENGATESEN	Office: Rm 2S03, Kadoorie Biological Sciences Bldg Tel: 2299 0601 Email: rajan@hku.hk
BIOL4962 Food & nutritional science internship	▸ Food & Nutritional Science	Dr Jetty C Y LEE	Office: Rm 6S09, Kadoorie Biological Sciences Bldg Tel: 2299 0318 Email: jettylee@hku.hk
BIOL4963 Molecular biology & biotechnology internship	▸ Molecular Biology & Biotechnology	Dr Wing Kin YIP	Office: Rm 7S09, Kadoorie Biological Sciences Bldg Tel: 2299 0328 Email: wkyip@hku.hk
BIOL4964 Biological sciences internship	▸ Biological Sciences	Dr Stefano CANNICCI	Office: Rm 2S04, Kadoorie Biological Sciences Bldg Tel: 2299 0673 Email: cannicci@hku.hk
CHEM4966 Chemistry internship	▸ Chemistry ▸ Chemistry (Intensive)	Dr Ho Yu AU-YEUNG	Office: Rm 503, Chong Yuet Ming Chemistry Bldg Tel: 2219 4697 Email: hoyuay@hku.hk
EASC4966 Earth sciences internship	▸ Geology (Intensive)	Dr Michael PITTMAN	Office: Rm 304, Hui Oi Chow Science Bldg Tel: 3917 7840 Email: mpittman@hku.hk
ENVS4966 Environmental science internship	▸ Environmental Science	Dr Caroline E DINGLE	Office: Rm 6S13, Kadoorie Biological Sciences Bldg Tel: 2299 0674 Email: cdingle@hku.hk
MATH4966 Mathematics internship	▸ Mathematics ▸ Mathematics/Physics	Dr Tak Kwong WONG	Office: Rm 317, Run Run Shaw Bldg Tel: 2857 8579 Email: takkwong@maths.hku.hk
PHYS4966 Physics internship	▸ Astronomy ▸ Mathematics/Physics ▸ Physics	Dr Jason C S PUN	Office: Rm 104D, Chong Yuet Ming Physics Bldg Tel: 2859 1962 Email: jcspun@hku.hk
STAT4766 Statistics internship	▸ Decision Analytics ▸ Risk Management ▸ Statistics	Dr Chi Wai KWAN	Office: Rm 236, Run Run Shaw Bldg Tel: 3917 8317 Email: cwkwon@hku.hk
STAT4767 Actuarial science internship	▸ Actuarial Science	Dr Andres Gustavo BENCHIMOL	Office: Rm 303, Run Run Shaw Bldg Tel: 3917 2466 Email: ug_enquiry@saas.hku.hk

Updated: February 8, 2019

General Notes of Submission Deadlines of Application of Internship Course and Listing of Course Enrollment for Different Periods and Modes of Internship (2018-19)

The following note summarizes the submission deadlines of application for internship course and listing of course enrollment for different periods and modes of internship:

Internship period in 2018-19	Mode of internship	Deadline for student's submission of application to School/Department	Leave of absence has to be applied for	Actual enrollment will be shown in
1 st semester	Part-time	Before the start date of the internship AND no later than November 15, 2018	Not applicable	1 st semester
	Full-time		1 st semester	2 nd semester
2 nd semester	Part-time	Before the start date of the internship AND no later than April 15, 2019	Not applicable	2 nd semester
	Full-time		2 nd semester	Summer semester
Summer semester	Part-time or full-time	Before the start date of the internship AND no later than July 15, 2019	Not applicable	Summer semester
1 st semester and 2 nd semester	Part-time	Before the start date of the internship AND no later than November 15, 2018	Not applicable	2 nd semester
	Full-time		1 st and 2 nd semester	1 st semester of the next academic year
2 nd semester and summer semester	Part-time	Before the start date of the internship AND no later than April 15, 2019	Not applicable	Summer semester
	Full-time		2 nd semester	Summer semester
Summer semester and 1 st semester of 2019-20	Part-time	Before the start date of the internship AND no later than July 15, 2019	Not applicable	1 st semester
	Full-time		1 st semester	2 nd semester

6. Frequently Asked Questions

1. Are there any pre-requisites for an internship course and when can I take the internship course?
You should have passed at least 4 advanced courses (24 credits with codes starting with 3 or above) in your Science major curriculum **before** the commencement of the internship.
The earliest that a student is allowed to take this capstone course is their Year 3 study. You can take the course in the 1st, 2nd or summer semester.
2. How can I find out the internship opportunities?
Students should be aware of the announcement from the Faculty/Schools/Departments and observe the procedure and deadline of application.
3. Can I find the internship by myself for the internship course?
Yes, students may contact external agencies and provide details for the approval of internship Course Coordinator before they start the internship. However, prior approval by the internship Course Coordinator must be obtained before the commencement of the internship.
4. Can I ask my School/Department to recognize my summer job experience as internship if later on I found that the job duties are very relevant to my major study?
No, post-application is NOT allowed for the internship course. Please also refer to Q3.
5. How long would be the internship period?
Students have to work at least 160 hours (lunch hour excluded) in at least 20 working days.
6. How can I pass the internship course?
Assessment will include 3 elements: your report, presentation and evaluation from your workplace supervisor. Please refer to Part 3(F) of the Guidelines.
7. Will I get paid for my internship?
You may or may not get paid for your internship and if you get paid, the amount will vary between companies.
8. Is there any insurance coverage for my internship?
All full-time undergraduate students of the University are covered by the University's insurance scheme during the internship period. Some companies would arrange the signing of employment contract for internship so that students can also be covered by their employees' compensation insurances.
9. What should I notice if I want to take full-time internship during the 1st or 2nd semester?
You should apply for leave of absence if you would like to take full-time internship during the 1st or 2nd semester. The enrolment of the course will be shown in the next semester following your leave period.