

## **Terms and Conditions**

The applicant undertakes to comply with the following terms and conditions (to the extent they concern the applicant's obligations as a student intern, and other than paragraph 1) if his/ her application is approved. The applicant shall comply with the terms and conditions in paragraph 1 at the time of making this application:

### **Eligibility**

1. The applicant must be:
  - a. a permanent resident<sup>1</sup> of the Hong Kong Special Administrative Region as defined in the Immigration Ordinance (Cap. 115);
  - b. lawfully employable in Hong Kong; and
  - c. a non-final year full-time undergraduate student of one of the following eight University Grants Committee-funded universities:
    - City University of Hong Kong;
    - Hong Kong Baptist University;
    - Hong Kong University of Science and Technology;
    - Lingnan University;
    - The Chinese University of Hong Kong;
    - The Education University of Hong Kong;
    - The Hong Kong Polytechnic University; or
    - The University of Hong Kong.

### **Recruitment**

2. The applicant shall attend any job interview(s), suitability assessment(s), etc. to be conducted by Participating Employer(s) ("Employer") of the SIP.
3. Each applicant is to respond to the job offer extended by the Employer in accordance with the acceptance deadline set by the Employer. Failure to respond within the acceptance deadline as set will be deemed as declining the offer.
4. The successful applicant, upon accepting an internship offer shall enter into an Employment Contract with the Employer as a student intern ("Intern") taking up an internship position under the SIP.
5. The successful applicant acknowledges that if he/she is to take up more than one internship position under SIP 2019, these internships must be offered by different Employers and that the periods of these different internships must not overlap with one another.

### **Requirements before Internship Commencement**

6. The successful applicant acknowledges that his/her internship cannot and will

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<sup>1</sup> A permanent resident of the Hong Kong Special Administrative Region is a person possessing a valid Hong Kong Permanent Identity Card ("Card") bearing the words "the holder of the card has the right of abode in Hong Kong" at the back of the Card.

not commence unless he/she has undergone the verification process conducted by HKSI Institute. Specifically, HKSI Institute will check the residency and student status against the original documents provided by the Interns. All verification should be done and confirmed by HKSI Institute prior to the commencement of internship.

### **Employment Terms**

7. The Intern shall be paid a monthly honorarium by the Employer who shall also be responsible for paying any other payments, including cost for provision of guidance and coaching during the internship.
8. The Intern shall be entitled to annual leave, statutory holidays and other employee benefits in accordance with the Employment Ordinance (Cap. 57) and any other related and applicable laws of Hong Kong.
9. The Intern may be entitled to any other benefits or terms provided by the Employer in accordance with the Employer's policy, subject to compliance with the laws of Hong Kong.
10. For the avoidance of doubt and notwithstanding anything herein to the contrary, neither HKSI Institute nor the HKSAR Government shall have any obligation whatsoever in respect of the internship and Employment Contract.

### **Internship Placement**

11. The Intern shall commit to completing the full internship period as specified in the Employment Contract and adhering to the work schedule as required by the Employer.
12. The Intern shall be required to attend an Exit Interview with HKSI Institute if he/she fails to complete the full internship duration.
13. The Intern shall be subject to evaluation by the employer upon completion of the internship.
14. The Intern shall submit evaluation on his/her internship experience and on the overall SIP to HKSI Institute upon completion of the internship.

### **Consequences of non-compliance**

15. The applicant acknowledges that he/she shall be put on the "Watchlist" if there is any substantiated complaint against him/her during the internship period. The applicant concerned may then be barred from participating in the Pilot Programme to Enhance Talent Training for the Asset and Wealth Management Sector in the future.
16. The applicant acknowledges that if he/she is found to be in breach of the eligibility criteria, and if he/she willfully and knowingly makes false statements or provides wrong information in the course of his/her application, his/her university will be informed of any such incident(s). There may also be attendant legal consequences.