TUNG WAH COLLEGE

Student Affairs Office

Work-Integrated Learning Programme

Application for Approval for Self-Sourced Internship

Students should submit this form prior to the commencement of the internships:

i. to the School Dean for endorsement;

ii. to SAO for final approval.

All fields are mandatory.

PART A – STUDENT INFORMATION

Student name: _____ Programme of study: _____

Student ID: _____ Major of study: _____

Cohort: _____ Contact number: _____

PART B – INTERNSHIP INFORMATION

Name of organisation: _____

Address: _____

Industry/sector: _____ Website: _____

Contact person: _____ Position: _____

Telephone number: _____ Email: _____

Department to join: _____

Intern title: _____

Internship duties: _____

_____

Internship location(s): _____

Internship period: from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)

Total expected no. of working hours: _____ (must be equivalent to no fewer than 40 hours per week)

Salary/allowance: HK$ _____ ☐ per month ☐ per day ☐ per hour

Provision of relevant documents: ☐ Employment contract ☐ Appointment letter ☐ Reference letter

☐ Job advertisement ☐ Others, please specify: _____

(please attach a copy for internal reference if applicable)

☐ I declare that this internship involves / does not involve* employer-employee relationship.

☐ I understand that this application does not imply approval from my academic school at TWC and that the final decision on accepting this self-sourced WILP internship lies completely with the College.

Student Signature: _____ Date: _____

PART C – APPLICATION STATUS

Endorsed / not endorsed* because: _____

Signature: _____ Date: _____

(School Dean/ Programme Leader)

Approved / Disapproved* because: _____

Signature: _____ Date: _____

(Head of Student Affairs Office)

** Please delete where appropriate*