

**Maritime and Aviation Training Fund**  
**Maritime and Aviation Internship Scheme (Maritime)(Summer 2021)**  
**(May 2021 to September 2021)**

**FAQs for Companies in the Maritime Sector**

**Note:**

*This set of FAQs is intended for companies in the maritime sector which are keen to participate in the Maritime and Aviation Internship Scheme (Maritime). Companies in the aviation sector should refer to another separate set of FAQs available at the Maritime and Aviation Training Fund's website.*

**1. What is the objective of the Maritime and Aviation Internship Scheme (Internship Scheme)?**

The Internship Scheme is an initiative subsidised by the Maritime and Aviation Training Fund (MATF) of the Transport and Housing Bureau (THB). It aims to give the young generation early exposure to the wide spectrum of career opportunities in the maritime and aviation sectors.

**2. What roles do the MATF and participating companies play under the Internship Scheme (Maritime)?**

**MATF**

The MATF would reimburse the participating companies of honorarium paid to each intern up to 75% or HK\$7,000 per month (whichever is lower) for an internship period up to three months.

**Participating Companies**

- (a) register and offer internship places under the MATF during 2021 summer vacation i.e. from May to September 2021 for a minimum of four weeks;
- (b) pay the monthly honorarium to student interns during the internship period, and then claim for reimbursement from the MATF regarding the sum sponsored by the Government, together with an evaluation of the scheme, after completion of internship;

- (c) give a fruitful and rewarding experience to the interns; and
- (d) release the interns for activities organised by the MATF.

### **3. What companies can participate in the Internship Scheme (Maritime)?**

Any company in the maritime sector with a valid business registration in Hong Kong which can offer students meaningful exposure can apply to join.

### **4. Who are eligible to apply under the Internship Scheme (Maritime)?**

Registered internship places under the Internship Scheme (Maritime) are only open for students who each should satisfy the below requirements:

- (a) a Hong Kong resident;
- (b) lawfully employable in Hong Kong; and
- (c) a **non-final year full-time local student** studying any undergraduate or sub-degree programme of the eight University Grants Committee-funded (UGC-funded) education institutions, the Hang Seng University of Hong Kong (HSUHK), Hong Kong Shue Yan University (HKSYU), Hong Kong Metropolitan University (HKMU) and the Vocational Training Council (VTC).

### **5. What should companies do to enrol into the Internship Scheme (Maritime)?**

- **On or before 30 April 2021**, companies should register the number of intern places they wish to offer and provide the MATF with all essential information<sup>1</sup>. If the companies wish to use their own application forms and/or advertisements, links to the relevant websites could also be provided.
- Companies will, in May 2021, receive confirmation from the MATF on the number of intern places successfully registered and other detailed information and documents relating to the internship.

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<sup>1</sup> By submitting the completed MATF\_IN\_F1 (Maritime) (Rev 1/2021)

## **6. What will happen after the registration of a company's internship places?**

### Uploading onto webpages of universities

- Other than uploading the intern places onto the MATF's and Hong Kong Maritime and Port Board (HKMPB)'s webpages, the MATF will provide information on the intern places received to the eight UGC-funded education institutions, HSUHK, HKSYU, HKMU and VTC for uploading onto their webpages.

### Students making applications to companies

- Students should apply to the companies direct. They may use either the MATF's application form (for interns) (MATF\_IN\_FA (Maritime) (Rev 2/2021)) or the company's own application form for application.

### Recruitment of interns by companies

- Companies will conduct recruitment on their own to select eligible and suitable interns for employment. There is no obligation to fill all registered places if companies are unable to select sufficient number of suitable candidates. However, companies are encouraged to fill all the registered places as far as possible.

### Interns to report for duty

- Interns will perform their duties and participating companies will pay honorarium direct to the interns.

### On completion of internship

- Companies have to complete application form for reimbursement of honorarium paid, including an evaluation of the Scheme, and forward to the MATF the completed application form (MATF\_IN\_F4 (Maritime) (Rev 1/2021)) together with –
  - (a) proof of payment of honorarium;
  - (b) completed “Certification of Internship” (MATF\_IN\_F5 (Maritime)(Rev 1/2021)) from each intern under the Scheme; and

(c) completed “Evaluation Form” from each intern (MATF\_IN\_F6 (Maritime) (Rev 1/2021))

- The MATF will process the claim for reimbursement and reimburse the companies.

**7. Are there any specific requirements on the employment contracts or working arrangements?**

No. Companies are at their discretion to enter into any employment contracts or working arrangements with the interns under the Internship Scheme, and shall bear full responsibility for the compliance with all applicable statutory requirements in relation to the intern positions, such as statutory minimum wage, paid annual leave and paid statutory holidays, etc. Details could be found at [www.labour.gov.hk](http://www.labour.gov.hk).

**8. How long should the intern places last?**

To help provide a meaningful internship experience to the students, the Internship Scheme requires that an intern place lasts for a minimum of four weeks, and Government sponsorship will cover up to three months of internship.

Depending on the need of the company concerned, the intern places may last for over three months, but the MATF’s contribution will only cover up to first three months of an intern place under the Internship Scheme (see Q2 above), the rest will be the responsibility of the company concerned.

**9. How much will the MATF contribute if an intern position lasts longer than a completed month but less than three months?**

The MATF will reimburse to the company up to 75% of the monthly honorarium or HK\$7,000 per intern (whichever is lower) for each completed month of internship and on a pro-rata basis for the portion of the honorarium paid beyond the completed month.

## **10. Will the company need to make regular updates to the MATF?**

Companies should inform the MATF regularly of:

- the latest total number of applications received by education institutions (MATF\_IN\_F2 (Maritime) (Rev 1/2021)); and
- information on all interns that have reported for duty under the Scheme (MATF\_IN\_F3 (Maritime) (Rev 1/2021)), until all interns have reported for duty.

## **11. Will the development of COVID-19 pandemic affect the Internship Scheme?**

Subject to the development of COVID-19 pandemic, companies will be contacted for the latest information related to the Internship Scheme. Updated information will also be released on the webpages of MATF at [www.matf.gov.hk](http://www.matf.gov.hk) and HKMPB at [www.hkmpb.gov.hk/en/manpower/main.html](http://www.hkmpb.gov.hk/en/manpower/main.html).

## **Enquiries**

Internship Scheme e-mail: [internship\\_matf@thb.gov.hk](mailto:internship_matf@thb.gov.hk)

MATF website: [www.matf.gov.hk](http://www.matf.gov.hk)

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