

Internship Programme for University Graduates Undertaking for Taking Up Mainland Internships

1. I undertake, upon acceptance of a Mainland internship offer under the Internship Programme for University Graduate (“the Programme”), to strive to complete the whole internship period. I agree that if my internship is to be terminated before its scheduled expiry date under exceptional circumstances, the Programme can find another graduate to fill the vacancy.
2. I understand that I have to fulfil the relevant requirements for staying and taking up the internship of the Programme on the Mainland. Should there be any changes in my eligibility to stay on the Mainland, I shall inform the tertiary institution which has arranged the Mainland internship (“the tertiary institution”) or the Labour Department and the hosting enterprise on the Mainland immediately.
3. I understand that I am not an employee of the hosting enterprise on the Mainland.
4. I understand that the tertiary institution or Labour Department is only responsible for providing information on internship vacancies, job-matching and follow-up services (including disbursing the living allowance and accommodation allowance), as well as assisting the intern in applying for concessionary air tickets and related matters.
5. I agree that throughout the course of internship, I will:
 - i. attend work, training or other activities arranged by the hosting enterprise punctually and follow its instructions as long as the work, training or other activities are legal, safe, reasonable and within my abilities;
 - ii. advise the hosting enterprise as soon as possible if I am unable to attend work, training or other activities arranged on a particular day or if I will be late;
 - iii. dress and behave appropriately to my role with the hosting enterprise;
 - iv. not misconduct myself or act in a way that may cause loss, cost, liability, damage or embarrassment to the hosting enterprise, the tertiary institution, the Labour Department and the Programme;
 - v. report any accident or injury suffered by me while on training to the tertiary institution or the Labour Department and the hosting enterprise as soon as possible;

- vi. co-operate with the hosting enterprise, the tertiary institution and the Labour Department of the HKSAR Government in respect of any investigation, claim or complaint arising from the internship;
 - vii. utilize and maintain the workplace and accommodation, facilities or properties provided by the hosting enterprises in a careful and proper manner, and will inform the enterprise immediately should there be any damages or loss during the internship period; and
 - viii. not engage in activities that will endanger myself and any other person during the internship period.
6. I understand that the HKSAR Government has taken out a Group Insurance Policy for Mainland internships. If necessary, I should acquire for myself additional personal insurance for the internship at my own cost.
 7. I shall comply with the laws of the Mainland as well as rules and regulations, internal guidelines and requirements of the hosting enterprise during the internship period.
 8. I authorise the tertiary institution and the Labour Department of the HKSAR Government in handling / releasing my personal particulars and information to relevant parties as and when appropriate.

Signature of the Graduate

HKID No. of the Graduate

Full Name of the Graduate

Date

Statement of purposes

1. The personal data as provided by you will be used for registration and participation in the “Internship Programme for University Graduates” and other related purposes. The personal data provided by you in this undertaking may be disclosed to other organizations and government departments.
2. You have a right of access and correction in respect of your personal data according to the Personal Data (Privacy) Ordinance with the exception that the data has been deleted.
3. Enquiries concerning your personal data collected by means of this undertaking including the making of access and corrections should be addressed to your tertiary institution’s career and appointment office or the Labour Department’s Job Centre where you have handed in the undertaking.