

**THE HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY**  
**INDUSTRIAL TRAINING CENTER**

**Application for Exemption of Industrial Training by Internship**

*Students should submit this application form to the Industrial Training Center at Room 6533 (Lift 27/28)  
or fax it to 35280143 **two weeks before** the start of the internship.*

**A. Student Information**

Name of Student: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Email: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_  
Program of Study: \_\_\_\_\_ Year of Study: \_\_\_\_\_ Group: \_\_\_\_\_

**B. Internship Details** (as detail as possible)

Name of Company: \_\_\_\_\_  
Position: \_\_\_\_\_ Name of Department: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Co. Phone No.: \_\_\_\_\_

Period of Internship: From: \_\_\_\_\_ to \_\_\_\_\_

Internship referred by: ☐ School of Engineering ☐ Department ☐ SAO/Career Center ☐ JIJIS  
(please ☒) ☐ Other\*\* For internship found from 'Other' source, you need to seek either the Dept.

Industrial Training Coordinator or Dept. Internship Supervisor prior application approval below. For the list of IT Coordinator and Internship Supervisor, you may visit ITC website  
<http://home.ust.hk/~itcproj/1201/HTML01/main2.htm> or scan the QR code for details on-line.



Leave approved by Departmental  
Industrial Training Coordinator /  
Dept. Internship Supervisor:

Signature: \_\_\_\_\_

By Prof. \_\_\_\_\_

Date: \_\_\_\_\_

Comments (if any): \_\_\_\_\_

**C. Outstanding Industrial Training Modules**

Module codes of outstanding training modules which have not been taken or completed:

1. _____	2. _____	3. _____	4. _____
5. _____	6. _____	7. _____	8. _____

I understand that:

- (1) I need to apply leave for the above modules when my internship has time clash with the schedule.
- (2) I have to submit an Internship Report within **2 weeks** upon completion of the internship. The Report forms can be downloaded from [http://home.ust.hk/~itcproj/1201/HTML01/data/All\\_Forms.zip](http://home.ust.hk/~itcproj/1201/HTML01/data/All_Forms.zip)
- (3) The exemption is not guaranteed, it all depends on the relevancy of the actual work done and my performance during the internship. It is my responsibility to record down the jobs done as detailed as possible for assessment. The exemption will only be considered based on the information provided in the Internship Report.
- (4) Even my leave is approved; I need to take the outstanding modules at some other time when they are available. However, I prefer to take the risk to defer taking those modules and apply for exemption. In case any of the above mentioned modules are eventually not exempted, I need to make up those outstanding modules before graduation.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

<input type="checkbox"/> Leave confirmed by Industrial Training Center	Name: _____	Date: _____
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**Exemption Assessment Results**

Comments from the Departmental Industrial Training Coordinator:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ All the above outstanding modules are exempted.

☐ The following modules are exempted: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Name: **Prof.** \_\_\_\_\_ Date: \_\_\_\_\_