

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

HKUArts Local Unpaid Internship Allowance Guidelines

A. Objective and Overview

To enhance student employability, the Faculty of Arts (HKUArts) is pleased to offer the HKUArts Local Unpaid Internship Allowance (hereinafter referred to as the “allowance”) to eligible Arts undergraduate students from the 2026-27 academic year.

The allowance aims to support undergraduate students undertaking local unpaid internships (hereinafter the “internship”) that provide meaningful career exposure, professional learning, and skills development. It is intended to help offset basic expenses incurred during approved internships, such as meals and local transportation. The allowance is **NOT** a salary, wage, remuneration, or employment benefit.

The allowance **cannot be held concurrently with any other funding source for the same internship**, including but not limited to allowances or funding provided by HKU, government bodies or the host organisation. If an applicant receives or is awarded other funding support for the same internship after applying for the allowance, the applicant must immediately notify the Faculty in writing and withdraw the application. Where applicable, the applicant will be required to return any allowance already disbursed. Exceptions may be considered only with prior special approval from the Dean or the Associate Dean (Teaching and Learning). Students are advised to review carefully the terms and conditions of all available allowance and funding schemes offered by the University, the government, and other relevant organisations before applying for the allowance.

B. Eligibility Criteria

1. The allowance is applicable to BA, BA(HDT) and BA&BEng(AI&DataSc) students.
2. Only internships endorsed by the Career Development Team (even after the arrangement from the central level) are eligible. The internship must receive pre-endorsement from the Career Development Team before the internship start date (see Section D for timing and the effect on the allowance level).
3. The internship must be attached to an HKUArts credit-bearing internship course.
4. Student interns shall complete the full internship period agreed with the host organization. If the internship is interrupted or terminated due to circumstances beyond the student’s control and not due to the student’s misconduct, non-performance, or withdrawal, the student may remain eligible, subject to submission of appropriate supporting documentation for the Faculty’s review.
5. Student interns shall avoid any conflict of interest and shall not undertake internships in organizations owned, managed, or directly supervised by their immediate family members, relatives, or close personal associates. Any actual, potential, or perceived conflict of interest must be declared in advance and will be subject to the Faculty’s review.

C. Allowance Amount

From the 2026-27 academic year onwards, each eligible student intern may apply for the allowance in each academic year of their degree studies (an academic year runs from 1 September to 31 August of the following year). The reimbursement parameters for each approved internship are as follows:

Item	Details
Location	Hong Kong only
Daily allowance	HK\$120 per qualifying working day
Minimum hours per qualifying working day	4 work hours
Minimum accumulated work hours per internship	At least 120 work hours
Maximum number of claimable working days	35 working days
Maximum allowance per student intern per academic year	HK\$4,200

1. A working day qualifies for the allowance only if the intern works at least 4 hours on that day. Each qualifying working day is reimbursed at the flat rate of HK\$120, regardless of the number of hours worked beyond the 4-hour minimum.
2. Public holidays, rest days, leave days, sick leave, and other non-working days are **NOT** counted.
3. Each student intern may claim up to HK\$4,200 in each academic year, regardless of the number of unpaid internships undertaken during that year. This annual cap resets at the start of each academic year.
4. The allowance is calculated on the basis of the qualifying working days recorded on the internship timesheet, which must be validated as set out in Section E, Submission Method, point 2(v).

D. Application Timeline and Procedures

1. The internship must provide at least 120 work hours and be located in Hong Kong. Face-to-face, hybrid, virtual, part-time, and full-time internships are all accepted.
2. The minimum internship duration is 21 calendar days (three consecutive weeks) and the maximum duration is 150 calendar days (five consecutive months). Note that both the 21-day minimum duration and the 120-hour minimum must be satisfied; part-time interns should plan for a longer calendar span accordingly.
3. Each applicant must register for the internship and submit the online application individually—**NOT** via the School or Centre Office concerned—even where the internship forms part of a credit-bearing course offered by HKUArts.
4. An applicant may apply in respect of more than one internship in the same academic year, provided the total claimed does not exceed the annual cap of HK\$4,200 and each internship is separately endorsed. A new registration must be completed for each internship. Students wishing to check their remaining available balance should contact the Career Development Team before submitting a further application.
5. Concurrent internships or concurrent allowance claims are **NOT** permitted. Students shall declare any other internships and funding sources, as failure to do so could lead to repayment obligations or disciplinary measures.
6. Retrospective internships and applications will **NOT** be accepted.

Online Application

Eligible student interns who intend to apply **MUST** complete the **Unpaid Internship Allowance Online Application** before the internship start date. To receive the full allowance, the application must be submitted **at least 14 days BEFORE the start date**. Applications submitted closer to the start date are accepted only at a reduced allowance level, set out below.

Application Timing and Maximum Allowance Level

Time of application submission	Maximum allowance level (see Section C)
14 days or more before the internship starts	100%
7 to 13 days before the internship starts	75%
Fewer than 7 days before the internship starts	50%
On or after the internship start date	NOT considered; no allowance can be claimed retroactively

Special Approval

Applications that do not fully meet the terms and conditions in Sections B and D may be considered on a case-by-case basis. Applicants who are ineligible for the allowance, or who are unable to complete the standard registration process, should email the Career Development Team at artssge@hku.hk to request special approval **before** the internship starts. The outcome will normally be communicated at least one week before the internship start date. Requests received on or after the internship start date will **NOT** be considered. All special cases are reviewed at the Faculty's discretion.

Please note the student action flow and timeline in **Appendix A**.

E. Payment Procedures

Submission Method

1. After the internship concludes, registered applicants (or applicants who have obtained special approval) should quote their case number and complete the **Unpaid Internship Allowance Online Application (Payment Proceeding)** and upload all the required supporting documents listed below in the system **within four weeks after completion of the internship**.
2. The following supporting documents must all be submitted in the online system with required digital copies:
 - i. Endorsement email from the Career Development Team for the internship;
 - ii. Copy of the internship offer letter or notification email issued by the host organisation*;
 - iii. Signed [Statutory Minimum Wage Exemption for “Student Interns” Waiver Form](#);
 - iv. Proof of HKUArts credit-bearing internship course add/drop record;
 - v. Internship timesheet duly signed by the Internship Coordinator and the Employer/ Human Resources Representative/ Direct Supervisor*, confirming the exact dates and work hours completed during the internship;
 - vi. Official document (e.g. a service certificate or a certification letter) certifying the successful completion of the internship issued by the host organisation;
 - vii. Employer evaluation report submitted by the host organization*, the Faculty reserves the right to assess overall eligibility based on all submitted documents and feedback, including the quality of the evaluation;
 - viii. Post-internship self-reflection report of no less than 1,000 words*, including five photos taken during the internship (subject to the employer’s approval for publicity use);
 - ix. Post-internship acknowledgement post of no less than 150 words published on LinkedIn^*;
 - x. Proof of completion of **four** LinkedIn Learning courses^*, with the corresponding digital certificates or badges displayed on the student intern’s LinkedIn profile.

^A separate note on LinkedIn social media post and LinkedIn Learning will be provided via respective Internship Coordinators.

**The documents are required for HKUArts credit bearing internship course.*

3. Incomplete applications, and submissions made more than four weeks after completion of the internship, will **NOT** be processed or considered.
4. Applicants will be notified of the application result and updates via the online application system and their HKU email.

Allowance and Financial Arrangements

1. The allowance will be disbursed to student interns directly by HKU, by autopay/bank transfer to the student’s registered bank account.
2. The processing period commences only once a complete application has been received; incomplete submissions will not start the disbursement clock. Where an application requires clarification, additional documents, or special review, disbursement may take longer.
3. No claim will be considered if any required documents are not provided by the designated deadline. The Career Development Team reserves final discretion over the allowance application and payment.
4. The scheme is subject to review and adjust by the Faculty after the first academic year (2026–27).

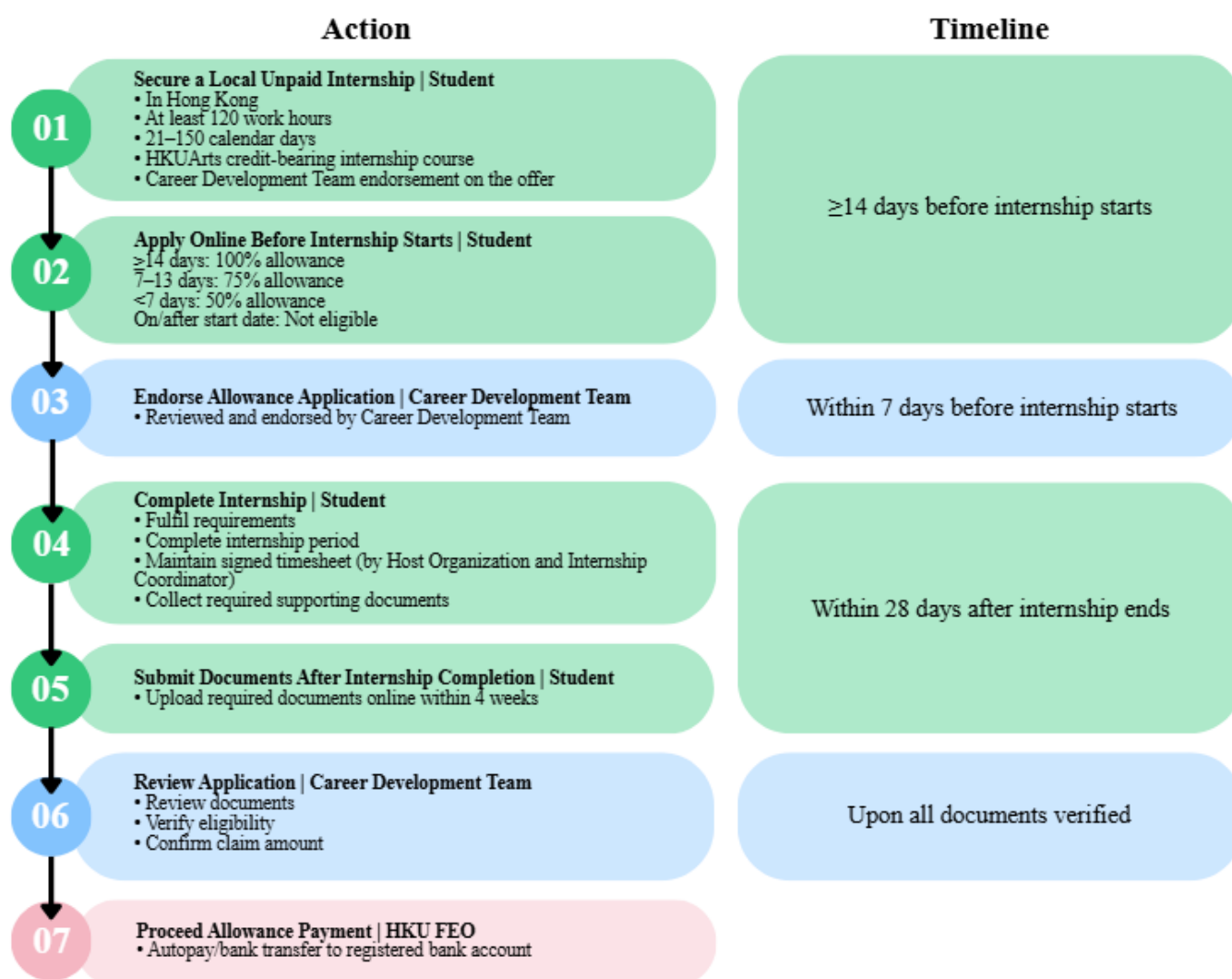
Contact Information

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HKUArts Local Unpaid Internship Allowance – Student Action Flow and Key Timeline



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