**Maritime and Aviation Internship Scheme (Maritime) Summer 2022**

Dear Sir/Madam,

 I write to invite you to participate in the Maritime and Aviation Internship Scheme (Maritime) Summer 2022 (the Internship Scheme 2022) under the Maritime and Aviation Training Fund (MATF) of the Transport and Housing Bureau of the HKSAR Government.

2. The MATF commenced operation on 1 April 2014. The objective of the Fund is to support the manpower development for both maritime and aviation sectors with a view to expanding the pool of talents for their long-term sustainable development. One of the initiatives under the Fund is the “Maritime and Aviation Internship Scheme”, which seeks to provide our young generation with early exposure to maritime and aviation sectors so that they will gain better understanding of the wide spectrum of career opportunities in the two sectors. This year, the MATF will continue contributing 75% or HK$7,000, whichever is lower, of the monthly honorarium paid by the participating companies to each student intern for an internship period up to three months. 46 companies in the maritime sector participated in the Internship Scheme in 2021 and engaged more than 190 students. Feedback received had been very positive.

3. Preparation work for the Internship Scheme 2022 is now in train, companies are now invited to participate in the Scheme. Salient features of the Scheme are:

* Eligibility: The Scheme is open to all **non-final year** full-time local students studying any undergraduate or sub-degree programmes of the following 12 education institutions, including the eight University Grants Committee-funded (UGC-funded) education institutions[[1]](#footnote-1), the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, Hong Kong Metropolitan University and the Vocational Training Council.
* Government’s support: 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 *from four weeks to three months*.

* Company’s role:

Company is expected to –

1. register and offer internship places under the MATF during 2022 summer vacation, i.e. from May to September 2022, for a minimum of four weeks;
2. pay the monthly honorarium to the 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;
3. give a fruitful and rewarding experience to the interns; and
4. release the interns for activities organised by the MATF.

4. If your company is in the maritime sector or part of your business is related to maritime, please consider participating in the Internship Scheme this year by offering intern positions to students during the 2022 summer vacation period. The procedure for applying to join the Internship Scheme 2022 is simple. Your company is only required to inform us of the number of internship places that your company will offer, as well as some other related essential information by completing the attached registration form and table at this stage. We will contact and follow up with your company afterwards. You may also find more details in the attached FAQ and procedural flowchart.



5. We are closely monitoring the development of the COVID-19 pandemic. The latest information will be released on the websites of MATF at [www.matf.gov.hk](http://www.matf.gov.hk/) and Hong Kong Maritime and Port Board (HKMPB) at [www.hkmpb.gov.hk](http://www.hkmpb.gov.hk/). You are welcome to leave a message at internship\_matf@thb.gov.hk for further information about the Internship Scheme 2022.

Regards,

Vincent LEUNG

Senior Executive Officer (Transport) Manpower 1

Maritime and Aviation Training Fund

Transport and Housing Bureau

1. The eight UGC-funded education institutions are City University of Hong Kong, Hong Kong Baptist University, Lingnan University, The Chinese University of Hong Kong, The Education University of Hong Kong, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology and The University of Hong Kong. [↑](#footnote-ref-1)