



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

**ECEN7197 Internship and Report**

**Internship Acceptance Form**

Department of Electrical and Computer Engineering  
Faculty of Science and Technology

===== To Be Completed by the Student =====

Student Name:	Student ID:
Contact Number:	Cumulative GPA:
Proposed Internship Period:        /        /        to        /        /	

===== To Be Completed by the Company =====

Name of Company:			
Address:			
Contact Person Information (Site Supervisor)			
Title: (Dr. / Mr. / Ms.)		Name:	
Job Title:		Department:	
Contact Number:		Email:	

On behalf of \_\_\_\_\_ (Company Name), we accept \_\_\_\_\_ (Student Name) to perform an internship in our company in partial fulfillment of Master of Science Degree in Internet of Things. We acknowledge that the internship hour must be in 720 hours, and the academic supervisor of the student has the right to have regular site visits and/or communication with the site supervisor during the internship period according to the Guidelines on “Project Report” & “Internship and Report” for Master of Science Programme in Internet of Things. At the end of this internship, we shall complete a performance evaluation form, which should be signed by the student, and his/her site supervisor(s) with company stamp.

Signature of Site Supervisor:

Company Stamp:

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

\_\_\_\_\_



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Please submit the below document to the Department of Electrical and Computer Engineering (ECE), Faculty of Science and Technology (FST).

- Internship acceptance form
- Employment record of student
- Employment record of site supervisor
- CV of site supervisor
- E-insurance certificate<sup>(1)</sup>
- Self-initiated intern proposal<sup>(2)</sup>

===== To Be Completed by the Department of ECE, FST =====

Date Received: \_\_\_\_\_ Log Number: \_\_\_\_\_  
Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Checklist:

- Internship acceptance form
- Employment record of student
- Employment record of site supervisor
- CV of site supervisor
- E-insurance certificate<sup>(1)</sup>
- Self-initiated intern proposal<sup>(2)</sup>

===== To Be Completed by the Departmental Internship Committee =====

Based on the submitted information, the committee:

<input type="checkbox"/>	Agreed that the student is eligible to enroll “Internship and Report”
<input type="checkbox"/>	Disagreed that the student is eligible to enroll “Internship and Report” with the below justification:



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Remark:

(1) Internship in Mainland China must purchase insurance according to “People's Republic of China Labor Law” 「中华人民共和国劳动法」.

(2) Self-initiated intern proposal should include but not limit to the below information:

1. Project title
2. Project information
3. Student's role in the project
4. Job description and responsibility
5. Company background
6. Biography of site supervisor
7. Organizational chart of the company and the department which the student will perform the internship
8. Training scheme or work plan
9. Expected competences to be achieved after the internship and corresponding plan of training activities (See below as an example)

Expected competences	Plan of training activities
Understanding the importance of health and safety	Attend the training workshop on health and safety provided by the company

10. Statement of declaration (See below as an example)

I \_\_\_\_\_ (Student Name) declare that all information given in this application form is correct, complete and true. I also acknowledge that \_\_\_\_\_ (Academic Supervisor Name) will act as the academic supervisor, and \_\_\_\_\_ (Site Supervisor Name) will act as the site supervisor of my internship.

Signature of Student:

Date:

\_\_\_\_\_

\_\_\_\_\_



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I \_\_\_\_ (Academic Supervisor Name) hereby declare that all information in self-initiated intern proposal is correct, complete and true. I also agree all internship arrangement stated in the self-initiated intern proposal and will take full responsibilities in supervising the student during the internship period.

Signature of Academic Supervisor:

Date:

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I \_\_\_\_\_ (Site Supervisor Name) hereby declare that all information in self-initiated intern proposal is correct, complete and true. My company and I also agree to all internship arrangement stated in the self-initiated intern proposal. I will take full responsibilities in supervising the student during the internship period.

Signature of Site Supervisor:

Date:

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Company Stamp:

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Note:

**1. Submission of Application Form for Internship and Report:**

- All filled application forms and documents must be submitted to the ECE secretary (Ms. Carmen Chan) at [carmenchan@um.edu.mo](mailto:carmenchan@um.edu.mo), and the respective program coordinators:
  - For ECE master program, contact Prof. Wan at [fwan@um.edu.mo](mailto:fwan@um.edu.mo).
  - For IoT master program, contact Prof. Dai at [nydai@um.edu.mo](mailto:nydai@um.edu.mo).

**2. Approval Process:**

- The Internship Committee of the Department shall review all submitted forms.
- The student may commence the internship only upon formal approval from the Department.

**3. Submission Deadlines:**

- To ensure timely processing, it is recommended to submit the internship request form:
  - For the first semester, no later than mid of May;
  - For the second semester, no later than the mid of November.

**All information listed above is subject to changes according to the University rules, regulations and procedures. Students and the examination committee are recommended to always check with the Department Office or General Office for the latest procedures and deadlines in advance. Student are also encouraged to keep your mailbox active and keep checking email regularly.**