



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

ECEN7997 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 Electrical and Computer Engineering. 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 Electrical and Computer Engineering. 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⁽¹⁾
- Self-initiated intern proposal⁽²⁾

===== 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⁽¹⁾
- Self-initiated intern proposal⁽²⁾

===== 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:



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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:

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:

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@umac.mo, and the respective program coordinators:
 - For ECE master program, contact Prof. Wan at fwan@um.edu.mo.
 - For IoT master program, contact Prof. Dai at 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.

4. Suggestions:

Student is allowed to begin an internship before registering for the course, approval MUST be seek from the ECE Internship Committee in advance.

- If the student can finish the internship before 30 November, they must register for the "ECEN7997 Internship and Report" course in the Fall semester (in August). However, the student can begin the internship before August with the ECE committee's approval of the internship plan.
- If the student can finish the internship before 30 May, they must register for the "ECEN7997 Internship and Report" course in the Spring semester (in January). Similarly, the student can begin the internship before January with the ECE committee's approval of the internship plan.

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.