THE MARITIME AND AVIATION TRAINING FUND
海運及空運人才培訓基金

Maritime and Aviation Training Fund
Maritime and Aviation Internship Scheme (Aviation)

FAQs for Aviation-related Companies
(Updated in October 2026)

Note:

*The following FAQs only apply for **aviation-related companies** who wish to participate in the Maritime and Aviation Internship Scheme (Aviation). Maritime-related companies should refer to the relevant FAQs on the Maritime and Aviation Training Fund's website (https://www.tlb.gov.hk/matf/eng/maritime/mais.html).*

1. What is the objective of the Maritime and Aviation Internship Scheme ("Internship Scheme")?

The Internship Scheme is an initiative subsidised by the Maritime and Aviation Training Fund ("MATF") of the Transport and Logistics Bureau. It aims to give the young generation an early exposure to the wide spectrum of career opportunities in the maritime and aviation sectors.

2. What are the roles of the MATF and participating companies under the Internship Scheme (Aviation)?

MATF

The MATF would reimburse the participating companies of honorarium paid to each intern up to 75% or HK$7,500 per month (whichever is lower) for an internship period up to **three months**. **Each intern will only be sponsored once for working in the same participating company for all internship schemes under the MATF**.

Participating companies

(i) offer internship positions **within the financial year** (i.e. from April this year to March next year) for **a minimum of four weeks (i.e. 28 days)**;

(ii) pay the monthly honorarium to interns during the internship period, and then submit reimbursement form to the MATF Secretariat for the Government-sponsored honorarium[1], **within 60 calendar days** after completion of internship or expiry of the first three-month sponsored internship period (whichever is earlier);

(iii) provide interns with fruitful and rewarding internship experience; and

(iv) support and facilitate interns to participate in an **enrichment programme** organised by the MATF (see Q10 below for details).

3. What kind of companies can participate in the Internship Scheme (Aviation)?

Any **aviation-related** companies with a valid business registration in Hong Kong which can provide students with meaningful exposure in the aviation sector can apply the Internship Scheme (Aviation).

4. Who are eligible to join the Internship Scheme (Aviation)?

Registered internship positions under the Internship Scheme (Aviation) are only open to the **Hong Kong residents** who are **lawfully employable in Hong Kong,** and currently[2]:

(i) full-time **local students**[3] (including students who are in the final year of their study) undertaking undergraduate or sub-degree programmes in any **local institutions**[4]; or

(ii) full-time students (including students who are in the final year of their study) undertaking undergraduate or sub-degree programmes in any **institutions outside Hong Kong**; or

(iii) secondary six school leavers.

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[1] Allowances (such as travel allowance, overtime allowance, etc.) are not reimbursable under the Internship Scheme (Aviation)

[2] Excluding students currently undertaking postgraduate programmes

[3] For the definition of 'local students', please visit the website of Joint University Programmes Admission System for more details (https://www.jupas.edu.hk/en/page/detail/3670/).

[4] Lists of Local Institutions offering undergraduate or sub-degree programmes:
- https://www.edb.gov.hk/en/edu-system/postsecondary/local-higher-edu/institutions/index.html
- https://www.cspe.edu.hk/en/institution-list.page

5. What is the enrolment procedure for companies wishing to participate in the Internship Scheme (Aviation)?

- Applications for the Internship Scheme (Aviation) are open throughout the financial year. Companies should complete the "**Registration Form for Internship Positions**[5]" (F1) and submit to the MATF Secretariat **at least two months before the commencement of the internship, unless otherwise specified**. If companies wish to use their own application forms and/or advertisements, links to the relevant websites should also be provided.

- Upon assessment and approval by the MATF Secretariat, companies will be notified via email **within one month** regarding the confirmed number of registered internship positions, as well as further particulars and documentation related to the Internship Scheme (Aviation).

6. What are the upcoming procedures after participating companies' internship positions have been confirmed by the MATF Secretariat?

Publication on MATF website

- Information on the confirmed internship positions will be uploaded onto the MATF website regularly and distributed to local academic institutions offering undergraduate or sub-degree programmes for their reference and promotional use.

Applications to participating companies

- Students should complete the **"Application Form for Interns"** (FA) provided by the Internship Scheme (Aviation) and the participating company's own application form (if applicable), and submit both forms **directly** to the company.

[5] Each internship position is valid for recruitment of one eligible intern in the corresponding financial year (i.e. from April this year to March next year) and is not recurring within the same financial year.

Recruitment of interns by participating companies

- After the internship positions have been confirmed, participating companies shall conduct recruitment on their own to select eligible and suitable interns for filling all the internship positions as far as possible.

Submission of documentation

- For internship scheduled between 1 April and 30 September 2026, the following forms should reach the MATF Secretariat via email **before 12 June 2026 or the interns' reporting date (whichever is earlier)**:
  (i) "Summary of Applications Received by Institutions" (F2);
  (ii) "Information of Interns" (F3); and
  (iii) "Application Form for Interns" (FA).

- For internship scheduled between 1 October 2026 and 31 March 2027, the above forms should reach the MATF Secretariat via email **before 9 December 2026 or the interns' reporting date (whichever is earlier)**.

During the internship

- Interns will perform their duties and participating companies will pay honorarium direct to the interns.

On completion of internship

- **Within 60 calendar days** after completion of internship or the expiry of first three-month sponsored internship period (whichever is earlier), the following documents should reach the MATF Secretariat –

  (i) "Summary of Applications Received by Institutions" (F2, finalised version);
  (ii) "Application Form for Interns" (FA) for interns who have completed their internship;
  (iii) "Application Form for Reimbursement" (F4);

(iv) "Declaration Form for Interns" (F5) completed by each intern;
(v) "Evaluation Form for Interns" (F6) from all intern(s); and
(vi) proof of payment of honorarium paid to each intern with participating company's name, intern(s)' name and internship period.

- The claim for reimbursement will be processed by the MATF Secretariat upon receipt of the above-mentioned documents.

7. Are there any specific requirements on the employment contracts or working arrangements?

Companies are at their discretion to enter into any employment contracts or working arrangements with the interns under the Internship Scheme (Aviation), and shall bear full responsibility for the compliance with all applicable statutory requirements in relation to the intern positions, such as minimum wage, paid annual leave and statutory holidays, etc. Details can be found on the website of the Labour Department at www.labour.gov.hk.

8. How long should the internship period last?

- The Internship Scheme (Aviation) requires that an internship period should last for **a minimum of four weeks (i.e. 28 days)**, and the sponsorship by the MATF will cover **up to first three months** of internship period.

- While an internship period may exceed three months at the company's business needs, MATF sponsorship will only cover up to the first three-month period. Any costs incurred thereafter fall outside the scope of the MATF and must be borne by the participating companies.

9. How much will the MATF contribute if an internship period lasts longer than a month but less than three months?

The MATF will reimburse the participating company up to 75% of the honorarium or HK$7,500 per intern (whichever is lower) for each completed month of internship and on a **pro-rata basis** for the portion of the honorarium paid beyond the completed month.

10. What details of the enrichment programme that participating companies should pay attention to?

- The enrichment programme aims to enrich interns' experience and augment their perception of the diversified career opportunities in the aviation industry.

- The enrichment programme comprises a two-day industry orientation at the Hong Kong International Aviation Academy and Hong Kong International Airport in early July 2026, followed by a concluding session in late August 2026. Interns commencing their internship between 1 April and 30 September 2026 are required to maintain a 100% attendance record for both sessions. Participating companies MUST submit F2, F3 and FA (see Q6 above) before 12 June 2026 or the interns' reporting date (whichever is earlier). Late submission may affect interns' attendance for the enrichment programme in early July 2026 and late August 2026.

- For internships scheduled **from 1 October 2026 to 31 March 2027**, interns **must 100%** participate in the enrichment programme in **January 2027**. The **concluding session will be arranged at the second day of the industry orientation session**. Participating companies MUST submit F2, F3 and FA (see Q6 above) before 9 December 2026 or the interns' reporting date (whichever is earlier). Late submission may affect interns' attendance for the enrichment programme in January 2027.

- The enrichment programme is part of the Internship Scheme (Aviation) and the dates and times during which interns participate in the enrichment programme shall be regarded as paid working days/hours.

- Participating companies will be ineligible for honorarium reimbursement if interns fail to complete the entire enrichment programme.

11. Do participating companies need to update to the MATF Secretariat regularly?

Participating companies should inform the MATF Secretariat of any change to information of all interns that will report for duty under the Internship Scheme (Aviation) using form F3, together with form FA, until all interns have reported for duty.

12. Are there any clauses that participating companies should pay special attention to?

Participating companies should not have engaged, be engaging, or be reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security, public interest of Hong Kong, public morals, public order or public safety.

Enquiries

Internship Scheme e-mail: internship_matf@tlb.gov.hk
Internship Scheme hotline: 3509 7267
MATF website: www.matf.gov.hk

Maritime and Aviation Training Fund
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