



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

### FAQs for Companies in the Aviation Sector (Updated in March 2025)

**Note:**

*This set of FAQs is applicable for companies in the **aviation sector** which are keen to participate in the Maritime and Aviation Internship Scheme (Aviation). Companies in the maritime sector should refer to a separate set of FAQs available 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 (TLB). 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 under the MATF for working in the same participating company.**

##### **Participating Companies**

- (a) register and offer internship places under the MATF **throughout the financial year** (i.e. from April this year to March next year) **for a minimum of four weeks (i.e. 28 days)**;
- (b) pay the monthly honorarium to student interns during the internship period, and then claim reimbursement from the MATF

regarding the sum sponsored by the Government, together with an evaluation of the Internship Scheme, within 60 calendar days after completion of internship;

- (c) provide interns with fruitful and rewarding internship experience; and
- (d) support and allow the interns to participate in activities organised by the MATF during the internship period.

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

Any company in the **aviation sector** with a valid business registration in Hong Kong which can provide students with meaningful exposure in the sector can apply the Internship Scheme.

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

Registered internship places under the Internship Scheme (Aviation) are only open to the **Hong Kong residents** who are **lawfully employable in Hong Kong**, and currently<sup>1</sup>:

- (i) full-time **local students**<sup>2</sup> (including students who are in the final year of their study) undertaking undergraduate or sub-degree programmes in any **local institutions**<sup>3</sup>; 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.

### 5. How can the companies enrol for the Internship Scheme (Aviation)?

- Applications for the Internship Scheme (Aviation) are open throughout the year. Companies should complete the

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<sup>1</sup> Excluding the students currently undertaking postgraduate programmes

<sup>2</sup> 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/> ).

<sup>3</sup> 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> and <https://www.cspe.edu.hk/en/institution-list.page>

<sup>4</sup> One number of intern place is valid for recruitment of one eligible student in one financial year and it is not recurring within the same financial year (*i.e. from April this year to March next year*).

**“Registration Form for Internship Positions<sup>4</sup>”** and submit to the MATF Secretariat **at least two months before the commencement of the internship, unless otherwise specified.** If the companies wish to use their own application forms and/or advertisements, links to the relevant websites should also be provided.

- Companies will receive confirmation from the MATF on the number of places successfully registered and other detailed information and documents relating to the internship **in around one month’s time.**

**6. What are the upcoming procedures after the registration of a company’s internship places?**

Publication on MATF website

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

Students making applications to companies

- Students should **apply to the companies direct.** They **MUST** use the MATF’s *“Application Form for Interns under the Maritime and Aviation Internship Scheme (Aviation)”* in addition to the company’s own application form for application, if applicable.

Recruitment of interns by companies

- After the internship places have been approved, companies shall conduct recruitment on their own to select eligible and suitable interns for filling all the internship places as far as possible.
- Companies should also complete the following forms and email to the MATF:
  - (a) the total number of applications received by institutions (F2);
  - (b) the brief personal particulars and internship period of all

- interns that will report for duty under the Internship Scheme (F3); and
- (c) the “*Application Form for Interns*” (FA) of all interns who will report for duty under the Internship Scheme.

Interns to report for duty

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

On completion of internship

- Companies have to complete the application form for reimbursement of honorarium paid, including an evaluation of the Internship Scheme, and submit to the MATF Secretariat the completed “*Application Form for Reimbursement*” together with —
  - (a) proof of payment of honorarium with clear indications of the participating company’s name, intern(s)’ name and internship period;
  - (b) a completed “*Declaration Form for Interns*” from individual intern under the Internship Scheme; and
  - (c) a completed “*Evaluation Form for Interns*” from all intern(s)
- The claim for reimbursement will be processed by the MATF Secretariat accordingly upon receipt of the above-mentioned documents.

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

No. Companies are at their discretion to enter into any employment contracts or working arrangements with the interns under the Internship Scheme, and shall **bear full responsibility** for the compliance with all applicable statutory requirements in relation to the intern positions, such as statutory minimum wage, paid annual leave and paid statutory holidays, etc. Details can be found on the website of the Labour Department at [www.labour.gov.hk](http://www.labour.gov.hk).

**8. How long should the internship last?**

To help provide a meaningful internship experience to students, the Internship Scheme requires that an internship lasts for **a minimum of four weeks (i.e. 28 days)**, and the sponsorship by the MATF will cover **up to three months** of internship.

Depending on the need of the company concerned, an internship may last for over three months, but the MATF's sponsorship will only cover up to **first three months** of an internship place under the Internship Scheme (see Q2 above), the rest will be the responsibility of the company concerned.

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

The MATF will reimburse the company up to 75% of the monthly 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. Do the companies need to update to the MATF Secretariat regularly?**

Companies should inform the MATF Secretariat of any changes to the following information:

- the total number of applications (by education institutions) using the spreadsheet "*Summary of Applications Received by Institutions*"; and
- information on all interns that will report for duty under the Internship Scheme using the spreadsheet "*Information on Interns*", and the "*Application Form for Interns*" until all interns have reported for duty.

**11. 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](mailto:internship_matf@tlb.gov.hk)

Internship Scheme hotline: 3509 7267

MATF website: [www.matf.gov.hk](http://www.matf.gov.hk)

**Maritime and Aviation Training Fund**

**Transport and Logistics Bureau**

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