

Internship and Industrial Training System

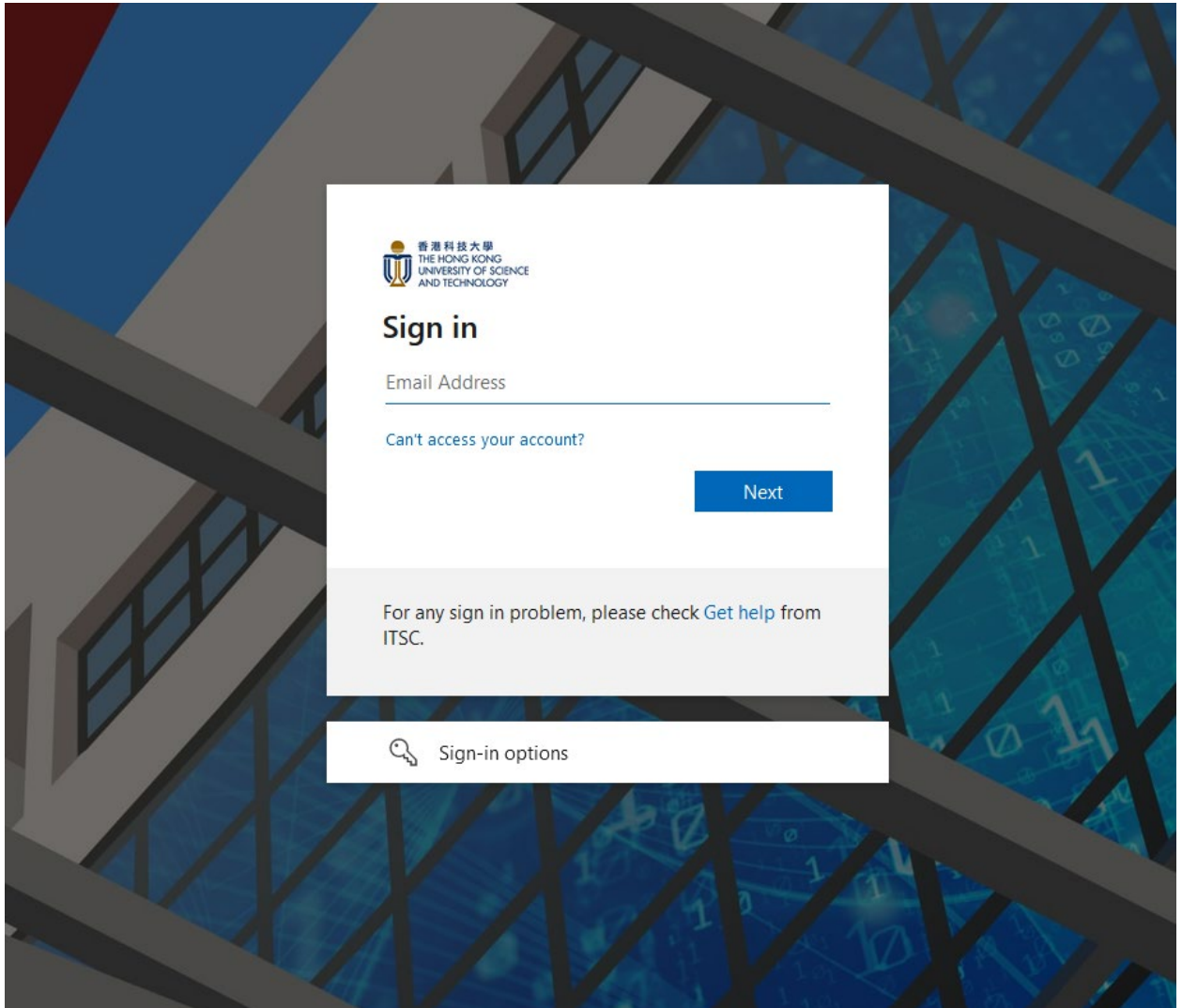
Manual for Student

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Login

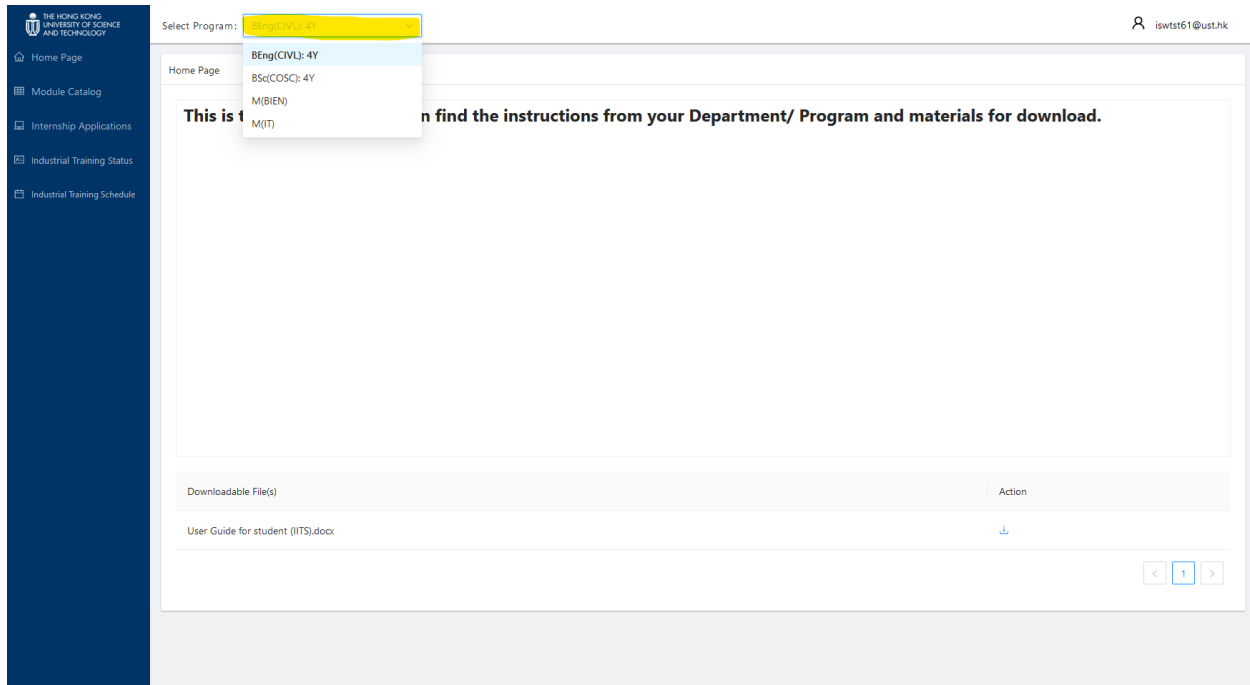
1. Go to the Internship and Industrial Training System web site (w5.ab.ust.hk/wis/student).
2. Login with your **ITSC Network Account**.



The screenshot shows a sign-in interface for The Hong Kong University of Science and Technology (UST). The background is a blue and grey geometric pattern with binary code. The sign-in form is white and contains the following elements:

- UST logo and name in Chinese and English: 香港科技大學 THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY
- Section title: **Sign in**
- Input field: Email Address
- Link: [Can't access your account?](#)
- Button: **Next**
- Footer text: For any sign in problem, please check [Get help](#) from ITSC.
- Bottom bar:  Sign-in options

3. Upon a successful login, the system will display the home page.



- This is the page where you can find the important information such as instructions from your department/program and materials for download.
- The system by default will display your **first major program**. You can select the program you want to submit an application to in the “**Select Program**” box. Please select the correct program before submitting an application.

Apply for an Internship Application

Select Program: BSc(COSC): 4Y

iswtst61@ust.hk

Internship Application List

Search by Status Search New Application

Application ID	Email	Name	Academic Program	Step	Status	Last Updated At	Action
11d1ec76-3a28-44a2-a052-00568eda6ddc	iswtst61@ust.hk	KWOK, XXXXXX	BSc(COSC): 4Y	Approval	Pending	9:55 am, July 6th 2022	Edit
40223382-efc3-4d0a-a237-aa914e4f0ed6	iswtst61@ust.hk	KWOK, XXXXXX	BSc(COSC): 4Y	Approval	Pending	9:53 am, July 6th 2022	Edit
110c36e2-0309-4798-a6f9-c81c9f2b0fa4	iswtst61@ust.hk	KWOK, XXXXXX	BSc(COSC): 4Y	Application Form (Testing)	Approved	2:55 pm, July 5th 2022	Edit
5c340a8d-bbd9-4a87-9d73-bdee8b00312e	iswtst61@ust.hk	KWOK, XXXXXX	BSc(COSC): 4Y	Application Form (Testing)	Approved	2:53 pm, July 5th 2022	Edit

< 1 > 10 / page

- Select **Internship Applications** on the Menu Tab.
- Click the **New Application** button to add a new Internship application.
- All submitted applications are displayed here.

Select Program: BEng(COMP): 4Y

iswtst66@ust.hk

Internship Applications / Details

Internship Application Details

Basic

1. (By Student) Application Form 2. (By Approver) Initial Approval 3. (By Student) Internship Report 4. (By Student) Supervisor Feedback Form 5. (By Student) Survey 6. (By Approver) Internship Report Approval 7. (By Approver) Supervisor Feedback Form Approval 8. (By Approver) Final Approval

Application ID: fe797d66-8e16-403e-b541-a0fd47c0ef93

* Student: NG, XXXXXXXXXX

* Academic Program: BEng(COMP): 4Y

* Company/Organization: New Internship Application System

* Start Date: 2022-10-17

* End Date: 2022-12-31

Activities

- Created Processed by Student
- Updated form field values on 2. (By Approver) Initial Approval Processed by Approver
- Approved on 2. (By Approver) Initial Approval Processed by Approver
- Updated form field values on 4. (By Student) Supervisor Feedback Form Processed by Student
- Updated form field values on 5. (By Student) Survey Processed by Student
- Updated form field values on 6. (By Approver) Internship Report Approval Processed by Student
- Approved on 6. (By Approver) Internship Report Approval Processed by Approver
- Jumped to 4. (By Student) Supervisor Feedback Form Please re-submit a SIGNED Supervisor Feedback Form. Thank you. Processed by Approver

- Fill in the form.
- Upon completion, click the **Save and Submit** button.

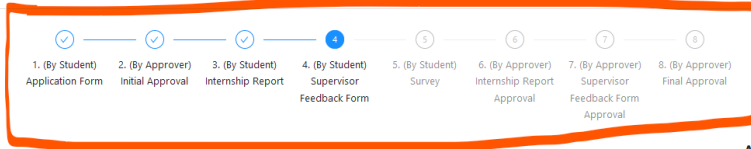
View your submitted Internship Application(s)

The screenshot shows the 'Internship Application List' page. At the top, there is a 'Select Program' dropdown set to 'Bachelor Degree SENG: 4Y'. Below this is a search bar with a 'Search by Status' dropdown, a 'Search' button, and a 'New Application' button. The main table contains the following data:

Application ID	Email	Name	Academic Program	Step	Status	Last Updated At	Action
941af041-97a8-48ae-a447-3465b00ea5bd	ug4y1@ust.hk	UG test account 1 (display)	Bachelor Degree SENG: 4Y	Step1	Pending	1:23 pm, July 21st 2022	Edit
e2dba611-fb53-4876-834e-7c30ca882cc0	ug4y1@ust.hk	UG test account 1 (display)	Bachelor Degree SENG: 4Y	Step1	Pending	9:31 pm, July 20th 2022	Edit
a4db57c0-f65a-40c6-9f95-0cc09f1d8d74	ug4y1@ust.hk	UG test account 1 (display)	Bachelor Degree SENG: 4Y	Step1	Pending	9:51 am, July 14th 2022	Edit
1067a5e4-b1ac-4e98-9779-39ca51e3444b	ug4y1@ust.hk	UG test account 1 (display)	Bachelor Degree SENG: 4Y	Step1	Pending	10:40 pm, June 26th 2022	Edit

At the bottom of the table, there is a pagination control showing '1' of 10 pages.

- Select **Internship Applications** on the Menu Tab.
- You can view the full details of each application by clicking the **Edit** button next to your application.



Activities

Application ID:
fe797d66-8e16-403e-b541-a0fd47c0ef93

* Student
NG_XXXXXXXXX

* Academic Program
BEng(COMP); 4Y

* Company/Organization
New Internship Application System

* Start Date
2022-10-17

* End Date
2022-12-31

- Created
Processed by Student
- Updated form field values on 2. (By Approver) Initial Approval
Processed by Approver
- Approved on 2. (By Approver) Initial Approval
Processed by Approver
- Updated form field values on 4. (By Student) Supervisor Feedback Form
Processed by Student
- Updated form field values on 5. (By Student) Survey
Processed by Student
- Updated form field values on 6. (By Approver) Internship Report Approval
Processed by Student
- Approved on 6. (By Approver) Internship Report Approval
Processed by Approver
- Jumped to 4. (By Student) Supervisor Feedback Form
Please re-submit a SIGNED Supervisor Feedback Form. Thank you.
Processed by Approver

- The progress bar will show which step your application is on.
- You can view the actions completed by you or approver or admin in the 'Activities' section.
- You can also see the comments left by the approver or admin.

Check your Industrial Training Status

The screenshot shows the 'Industrial Training Status' page for a student in the BEng(MECH): 4Y program. The page is divided into two main sections: 'Student Details' and 'Industrial Training Requirement Status'.

Student Details:

- Select Program: BEng(MECH): 4Y
- Student ID: 30129789
- Name: NG, XXXXX
- Email: iswtst64@ust.hk
- Academic Program: BEng(MECH): 4Y
- Cohort Term: 2019-20 Fall
- Group(s): ME(A)

Industrial Training Requirement Status:

Academic Program: BEng(MECH): 4Y **Failed**

Training Requirements	Status
ESST	Passed
USTSME-CHEM	Passed
USTSME-CS	Passed
ICU320	Passed
ICU328	Failed
Logbook-HKPUIC	Passed

* Can be exempted with internship

Fulfillment of industrial training for BEng(MECH): 4Y does not mean that you have fulfilled industrial training of majors or minors.

- Select **Industrial Training Status** on the Menu Tab.
- This is where you can see the Industrial Training Requirements of your Academic Program (if applicable).
- Required Modules and Assignments are listed out in the table. The completion status of each module or assignment is displayed in the 'status' column.
- Training Requirements which were exempted with internship will be shown as "Passed (by Internship)" (if applicable).

Check your Industrial Training Schedule and Details

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Select Program:

iswtst64@ust.hk

Industrial Training Schedule

Session	Training Module	Date	Venue	Instructor	AM/PM	Status	Grade
Logbook-HKPUIC	Logbook-HKPUIC - Logbook-HKPUIC - Overall Logbook	November 15, 2020	HKUST	HKUST	PM	Exempted	B+
2019-20 (1940) Summer ICU328 Session 1	ICU328 - TM1503-Practical Appreciation of Vehicular Systems - TM1503 Day 01 am (08:30-12:15)	June 04, 2020	U301 & U005 (HKPUIC)	HKPUIC	AM	Present and Passed	C
2019-20 (1940) Summer ICU328 Session 1	ICU328 - TM1503-Practical Appreciation of Vehicular Systems - TM1503 Day 01 pm (13:15-17:00)	June 04, 2020	U301 & U005 (HKPUIC)	HKPUIC	PM	Present and Passed	C
2019-20 (1940) Summer ICU328 Session 1	ICU328 - TM1503-Practical Appreciation of Vehicular Systems - TM1503 Day 02 am (08:30-12:15)	June 07, 2020	U301 & U005 (HKPUIC)	HKPUIC	AM	Present and Passed	C
2019-20 (1940) Summer ICU328 Session 1	ICU328 - TM1503-Practical Appreciation of Vehicular Systems - TM1503 Day 02 pm (13:15-17:00)	June 07, 2020	U301 & U005 (HKPUIC)	HKPUIC	PM	Present and Passed	C
2019-20 (1940) Summer ICU328 Session 1	ICU328 - TM1503-Practical Appreciation of Vehicular Systems - TM1503 Day 03 am (08:30-12:15)	June 08, 2020	U301 & U005 (HKPUIC)	HKPUIC	AM	Present and Passed	C
2019-20 (1940) Summer ICU328 Session 1	ICU328 - TM1503-Practical Appreciation of Vehicular Systems - TM1503 Day 03 pm (13:15-17:00)	June 08, 2020	U301 & U005 (HKPUIC)	HKPUIC	PM	Present and Passed	C
2019-20 (1940) Summer ICU328 Session 1	ICU328 - TM1503-Practical Appreciation of Vehicular Systems - TM1503 Day 04 am (08:30-12:15)	June 09, 2020	U301 & U005 (HKPUIC)	HKPUIC	AM	Present and Passed	C

- Select **Industrial Training Schedule** on the Menu Tab.
- This is where you can view the schedule of upcoming and past sessions with the following information:
 - Session
 - Venue
 - Instructor
 - Date
 - Status
 - Grade

Module Catalog

The screenshot displays the 'Module Catalog' page for the program 'BEng(SUSE): 4Y'. The interface includes a navigation menu on the left with options like 'Home Page', 'Module Catalog', 'Internship Applications', 'Industrial Training Status', and 'Industrial Training Schedule'. The main content area lists several modules:

Module Code	Module Name	Description
ESST	ESST - Safety Training (on-line module)	The subject will be divided into four Safety Modules : 1) ESST-EP Electrical and Pressure Safety 2) ESST-OH Occupational Health 3) ESST-SM Safety Management 4) ESST-FS Fire Safety
ICU320	ICU320 - Appreciation of 3D CAD	1) This subject aims at giving students the necessary fundamental engineering practice includes Engineering drawing and 3D computer-aided design (CAD) 2) Principles of orthographic projection (1st angle and 3rd angle projection systems) 3) Dimensioning 4) Types of drawings including part drawing and assembly drawing 5) Introduction to CAD 6) General concepts on 3D computer modeling 7) Parametric feature based solid modeling: construction and detailing of solid features 8) Solid model modification and its limitations 9) Concepts of assembly modeling including bottom up and top down approaches for the generation of parts, subassemblies, and final assembly 10) Virtual validation and simulation, generation of 2D drawings from 3D parts and assemblies 11) Drawing annotation
ICU328	ICU328-Practical Appreciation of Electro-Mechanical Automation Systems	The subject aims to give students opportunity to design and build automatic electro -mechanical systems. 1) TM1503-Introduction to Automation 2) TM1504-Practical Appreciation of Electric Vehicle Power and Driving System 3) TM1505-Manufacturing Processes 4) TM1506-Automation
ICU330	ICU330 - Applied Energy System	This subject aims to provide training of industrial practices in a simulated working environments, engineering systems and their energy consumption patterns. 1) TM0300-Building Energy Equipment 2) TM0301-Practical Appreciation of Energy Conversion Systems 3) TM0302-Practical Appreciation of Energy Conversion Systems 4) TM1504-Practical Appreciation of Electric Vehicle Power and Driving System
Logbook-HKPUIIC	Logbook-HKPUIIC	Overall Logbook

A search bar is located at the top right of the catalog, and a yellow callout box highlights the module information for ICU328.

- Select **Module Catalog** on the Menu Tab.
- This is the Industrial Training Module Catalog with module code, name and description. It allows you to view the list of modules. You might search by module name.