

Important Notice on Campus Internship Scheme (CIS)

To ensure legality and the quality of the operation of Campus Internship Scheme (CIS), we would like to draw your attention to the following important concerns:

Assignment Start Date

Please observe that students should only start work after HRO's issuance of Letter of Assignment and the job assignments have been approved. Students start work earlier than the assignment start date may result in serious consequences due to insurance coverage and payment dispute.

Budget monitoring

It comes to our attention that quite a number of CIS assignments have exceeded the approved total work hours for the project. As we are using the institutional budget to support CIS, we need to adhere to the original approved budget. Departments are reminded that they have to absorb the cost of exceeded hours.

Final year students in CIS

To comply with the statutory requirements on salary payment, student helpers are required to submit their timesheets electronically. All final-year students should complete their CIS project assignments *before* their respective graduation date. In view of the revised academic calendar in 2021/22 under Senate Decisions (Senate Meeting held on 1 June 2021), for final-year students graduating in June, cut-off date of job assignment is 31th May 2022. For students graduating in February and October, cut-off date is 31st January and 30th September respectively.

Should there be any query, please contact our office at clc.careercentre@cityu.edu.hk. Thank you for your attention.

Career and Leadership Centre

Student Development Services

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