

**CITY UNIVERSITY OF HONG KONG**

Guide to  
Campus Internship Scheme (CIS)

Oct 2017

## TABLE OF CONTENTS

	Page
<b>I. Campus Internship Scheme (CIS)</b>	2
1. Introduction	2
2. Programme Objectives	2
<b>II. Notes to Student Helpers</b>	2
1. Eligibility	2
2. Nature of Work	3
3. Work Location	3
4. Maximum Workload	3
5. Application, Selection and Offer of Appointment	3
6. Terms and Conditions of Service	4
7. Training Stipend Claim and Payment Schedule	4
8. Learning Support	5
9. Performance Evaluation	5
10. Resignation from Job Assignments	6
11. Termination of Job Assignments/Appointment	6
12. Notice Requirement for Resignation/Termination of Job Assignments (for Summer Term Assignment)	6
13. Enquiries	6
<b>III. Notes to Recruiting Units</b>	7
1. Eligibility	7
2. Obligations of CWS Recruiting Units	7
3. Roles of Recruiting Units/Supervisors	7
4. Operating Guidelines	8
5. Application for CWS Student Helpers	9
6. Posting of Jobs	9
7. Funding Arrangements	9
8. Eligibility of Student Helpers	9
9. Nature of Work	10
10. Work Location	10
11. Maximum Workload	10
12. Application, Selection and Offer of Appointment	10
13. Terms and Conditions of Service	11
14. Training Stipend Claim and Payment Schedule	12
15. Learning Support	12
16. Performance Evaluation	13
17. Resignation from Job Assignments	13
18. Termination of Job Assignments/Appointment	13
19. Notice Requirement for Resignation/Termination of Job Assignments	13
20. Enquiries	14

For additional information, please visit our website at <http://www6.cityu.edu.hk/caio/cis>. The policies and procedures discussed herein are subject to changes, additions, and/or deletions.

## Campus Internship Scheme (CIS)

### 1. Introduction

To better consolidate students' work-based learning experience and to enhance their professional and personal development on campus, a Task Force chaired by the Vice-President (Student Affairs) has conducted a review of the On-campus Service-learning Scheme (OSS) in October 2011 and has recommended the introduction of two new schemes, namely the Campus Internship Scheme (CIS) and the Campus Work Scheme (CWS), for implementation on 1<sup>st</sup> July 2012 to replace the OSS. The Career and Leadership Centre is responsible for implementing the Schemes through coordinated efforts with various departments involving the Human Resources Office, the Finance Office, and the recruiting units. All enquiries on the Schemes and suggestions may be forwarded directly to the Career and Leadership Centre via email at [clc.careercentre@cityu.edu.hk](mailto:clc.careercentre@cityu.edu.hk) or by fax at 3442 0219.

### 2. Programme Objectives

- 2.1 To enhance students' understanding of the work environment and their long-term personal and professional development.
- 2.2 To develop students' analytical, problem-solving, and interpersonal skills to engage in discovery and innovation.
- 2.3 To facilitate students' career exploration and add value to their employability.

## II. Notes to Student Helpers

### 1. Eligibility

- 1.1 Regular local students enrolled in bachelor degree and associate degree programmes leading to CityU awards. Starting from 2017/18 (i.e. from 1 July 2017 onwards), CCCU students are NO LONGER eligible as CIS student helpers.
- 1.2 Non-local students with valid No Objection Letter (NOL) can also apply.
- 1.3 Students should have a Cumulative Grade Point Average (CGPA) of 2.8 or above and in good academic standing at the time of application.
- 1.4 First-year students who do not yet have any CGPA results in their first semester of study may apply.
- 1.5 For students who are on "Leave of Absence", they should focus on what they intend to achieve during their Leave from Study and thus working under CWS and CIS is not allowed until their study status and academic loading have resumed to normal.

## **2. Nature of Work**

2.1 To assist CityU staff in a wide range of university projects and activities.

## **3. Work Location**

3.1 Primarily within CityU campus.

3.2 Assignments or projects outside the campus may be involved.

## **4. Maximum Workload**

4.1 During regular terms, students may be appointed to work up to a maximum of 17 hours per week including all concurrent job assignments. The weekly limit is counted on 7-calendar day basis from Sunday to Saturday.

4.2 During summer term, students may be allowed to work up to a maximum of 44 hours per week for a period of not more than 2.5 months during 1<sup>st</sup> June – 15<sup>th</sup> August inclusive (Including all concurrent job assignments). The weekly limit is counted on 7-calendar day basis from Sunday to Saturday.

4.3 Students can take on more than one job assignment at the same time; however, the maximum number of concurrent job assignments that a student can hold in any period within CityU should not exceed two (CIS and CWS inclusive).

4.4 The CIS work should normally comprise at least 150 hours of service.

## **5. Application, Selection and Offer of Appointment**

5.1 All CityU students meeting the eligibility requirements may apply for CIS positions by sending a CIS Student Application Form and their résumés or related documents directly to respective recruiting units.

5.2 Respective recruiting unit will conduct its own evaluation of applicants and decide on the final selection.

5.3 The recruiting units shall notify the CIS Administrator of the selected students by sending the electronic Student Application Forms to the Career and Leadership Centre through AIMS. The earliest CIS/CWS job assignment start date will be 3 working days upon supervisor's recommendation of students to Career and Leadership Centre through AIMS.

5.4 Appointed students will be notified of the job assignments and they should report duty directly to the recruiting units. Details of job duties will be specified by the recruiting units.

5.5 If the job assignment offered to a student is the first ever for the student under the CIS/CWS, the Human Resources Office (HRO) will issue to the student an

electronic *Letter of Assignment* with an appointment period up to the completion of their undergraduate study. The student shall indicate acceptance of the offer online before the commencement of a CIS/CWS job. Eligible students should also download and complete the Mandatory Provident Fund Scheme membership enrollment form and submit it to Career and Leadership Centre within 1 week for further processing. Kindly be reminded that students must not begin their job assignments earlier than the assignment start date due to insurance coverage and potential payment dispute.

## **6. Terms and Conditions of Service**

6.1 Training Stipend : HK\$52 per hour

6.2 Mandatory Provident Fund

Pursuant to the Mandatory Provident Fund Schemes Ordinance effective 1 December 2000, unless he/she is an exempt person as stipulated in the Ordinance, a student helper (CIS/CWS) will be enrolled in the University's Mandatory Provident Fund Scheme.

Subject to the maximum and minimum levels of income (*currently \$30,000 per month and \$7,100 per month respectively*) for mandatory contribution purpose, the University will deduct the relevant mandatory contributions from the CIS/CWS students' relevant income (5%) as employee's contributions to the Mandatory Provident Fund Scheme; and the University/CCCU will also make the relevant employer's contributions to the Scheme (5% of the employee's relevant income).

6.3 The eligibility for fringe benefits shall be determined in accordance with the provisions of the Employment Ordinance, where applicable.

6.4 During the course of the employment, students are expected to carry out their duties in a diligent manner and not to divulge to outside parties any confidential information concerning the University which may have come to their knowledge.

6.5 The University reserves the right to alter any of the terms and conditions of appointment stated in the Letter of Appointment provided always that no such alteration shall be made which would retrospectively lower training stipend or allowances, or reduce accrued benefits relating to the service prior to the implementation of such alteration. All alterations shall be notified in writing before implementation.

6.6 Final year students have to complete their CIS/CWS project assignments 2 weeks before their respective graduation date to comply with the statutory requirements on salary payment.

## **7. Training Stipend Claim and Payment Schedule**

7.1 Training Stipend shall be paid once every month.

- 7.2 Students shall submit their monthly time sheets for hours worked online via the Administrative Information Management System (AIMS) by the end of each month.
- 7.3 Recruiting units shall verify and endorse the claims and forward them on-line to the Finance Office (FO).
- 7.4 The claims must reach the FO within the first 2 working days (payroll cut-off date) of the following month. Training Stipend will then be paid via autopay by the 5<sup>th</sup> working day of same month. Information on training stipend pay advice will be available for viewing in Staff Services under AIMS.
- 7.5 Late claims, subject to proper endorsement from Heads of Departments, shall result in payment being delayed until the next month.

## **8. Learning Support**

- 8.1 On-line training material and a work quiz will be organised by Career and Leadership Centre to develop students' core competencies.
- 8.2 The progress of student helpers should be monitored by their Supervisors, who will be responsible for providing mentorship and necessary training.
- 8.3 To help students reflect on their learning, CIS students are required to fill in a "Campus Internship Scheme – Student Evaluation and Reflection Form" together with a short journal upon completion of their job assignment and submit it to their respective supervisor(s) for review and feedback.
- 8.4 Upon successful completion of CIS, students with satisfactory performance will be issued with a certificate.
- 8.5 Students are encouraged to share their concerns arising from CIS jobs with career advisers at the Career and Leadership Centre. Prior appointment is required.

## **9. Performance Evaluation**

- 9.1 Recruiting units shall provide an assessment on performance of the students during mid-term and on completion of the job assignment by completing an online *Campus Internship Scheme Interim Performance Evaluation Form* and *Campus Internship Scheme Final Performance Evaluation Form*.
- 9.2 Student Helpers are required to complete questionnaires, evaluation and other assessment forms provided by the University before and upon completion of their job assignments. The information provided will be treated in strict confidence and will be used by the University for appointment and other employment-related and administrative purposes.

- 9.3 The evaluation process provides a basis for valuable communication between the student and his/her recruiting units. Performance evaluations also provide documentation of performance challenges or highlight outstanding performance. Evaluations will form part of the record of the students' employment history.

## **10. Resignation from Job Assignments**

- 10.1 Students may at any time resign from the job assignments. However, to ensure minimal disruption to the work schedules, students should provide their recruiting unit and immediate supervisor with reasonable notice in advance of their resignation.

## **11. Termination of Job Assignments/Appointment**

- 11.1 A job assignment may be terminated at any time by the University without cause assigned. In case there is a need for the University to release a student from a job assignment, the University will endeavour to give as much advance notice as possible.
- 11.2 In case of misconduct displayed by a student, the appointment may be terminated without notice. Termination in this sense is allowed for poor work performance or unsatisfactory work attendance as well as for clearly improper conduct (i.e. theft, physical abuse of others, falsification of records, etc.).
- 11.3 Career and Leadership Centre will provide counselling support to terminated students if necessary.

## **12. Notice Requirement for Resignation/Termination of Job Assignment (for Summer Term Assignment)**

- 12.1 Students may resign from the job assignments by providing their immediate supervisors with a 7-day notice in writing or salary in lieu in advance of their resignation.
- 12.2 The University may also terminate the job assignments, without cause assigned, by serving the 7-day notice period.

## **13. Enquiries**

- 13.1 For general enquiries, please contact the Career and Leadership Centre at 3442 5591 (telephone), 3442 0219 (fax) or via email at [clc.careercentre@cityu.edu.hk](mailto:clc.careercentre@cityu.edu.hk).
- 13.2 For appointment-related and work-related injury matters, please contact the Human Resources Office at 3442 9250.
- 13.3 For training stipend-related matters, please contact the Finance Office at 3442 7861.

### III. Notes to Recruiting Units

#### 1. Eligibility

- 1.1 All departments/offices/units (“*Recruiting Units*”), excluding those of CCCU or self-financed programmes, may recruit student helpers under the CIS via their Heads of Departments.

#### 2. Obligations of CIS Recruiting Units

- 2.1 Recruiting units are expected to devise training plans for their CIS student helpers and provide them with suitable on-the-job training, guidance, and regular feedback during their employment.
- 2.2 The work of CIS must be purposeful, challenging and of a professional nature. Typically, the work should help students develop analytical, problem-solving, and interpersonal skills; and acquire the skills needed to engage in discovery and innovation. The work must have clearly defined Intended Learning Outcomes (ILOs), which are aligned with City University Graduate Outcomes.
- 2.3 CIS recruiting units are required to contribute one-third of hourly training stipend towards the students’ total stipend. Recruiting units using external funds to support the remuneration should follow the guidelines laid down by the funding body regarding the appointment of student helpers, if any.
- 2.4 A formal employer-employee relationship is established when the student helpers are appointed.
- 2.5 Recruiting units are reminded to set relevant policies and guidelines for students whose job duties may involve handling of sensitive issues, such as data processing, cash handling, etc. and for jobs that may require students to work under hazardous environment.

#### 3. Roles of Recruiting Units/Supervisors

- 3.1 Recruiting units/supervisors shall provide supervision to the students.
- 3.2 Recruiting units/supervisors shall provide an assessment on performance of the students during the job assignment and on completion of the job assignment by completing the online *Campus Internship Scheme Interim Performance Evaluation Form & Campus Internship Scheme Final Performance Evaluation Form*.
- 3.3 Recruiting units/supervisors shall verify and endorse the claims and forward them on-line to the Finance Office (FO) by designated dates.
- 3.4 The evaluation process provides a basis for valuable communication between the student and his/her recruiting unit(s)/project supervisor(s). Performance evaluations also provide documentation of performance challenges or highlight



outstanding performance. Evaluations will form part of the record of the students' employment history.

#### 4. Operating Guidelines

- 4.1 CIS must be pre-approved by the Committee before recruitment of the student(s).
- 4.2 Applications will be vetted and approved by a Committee appointed by VP/SA.
- 4.3 The progress of student interns should be monitored by their Supervisors. Evaluation and/or feedback will be collected: at least one during mid-term and one upon completion of CIS.
- 4.4 Upon satisfactory completion of the CIS assignment, interns are required to submit an evaluation and a short journal, which will be used to assess to what extent the ILOs are achieved.
- 4.5 One-third of the cost of CIS will be paid by the University when the interns receive their monthly pay. The recruiting department or the project involved, whichever is applicable, will be responsible for the remaining two-third throughout the assignment period. Upon successful completion of CIS, students with satisfactory performance will be issued with a certificate, and an additional one-third of the total cost will be released as a lump sum payment to the department/project, thus making the total subsidy of two-third of the total cost from the institutional budget.
- 4.6 All Project Investigators should set the end date of the related CIS job assignments at least one month before the expiry date of the research projects to ensure timely reimbursement of the project and student payroll. Request for reimbursement of CIS funding for research projects should be raised in full amount within 3 months upon completion of the CIS project or before the expiry of the valid research project code, or on 5<sup>th</sup> July of the financial year after the project ends, whichever is earlier.
- 4.7 Please note that any application for amendment of the approved CIS proposal(s) shall be subject to further approval by the CIS Approval Committee. In any case, the final claimed hours shall not exceed the original approved total work hours for the whole project. **Hours exceeding the approved amount will not be reimbursed.**
- 4.8 A ceiling of 150 hours per student intern per project will be applied on all approved projects. The hours exceeding the approved amount will be sponsored under CWS. The above rules for sponsorship will apply provided the overall institutional budget is available. Recruiting units will have to cover their own costs of hiring when the central budget is depleted.
- 4.9 The work should comprise 150 hours of service inclusive.

## **5. Application for CIS Student Helpers**

- 5.1 Interested staff are required to read the *Guide to Campus Internship Scheme (CIS) & Campus Work Scheme (CWS) : Notes to Recruiting Units* carefully before completing the online application form.
- 5.2 CIS must be pre-approved by the Committee before recruitment of the students. Applications will be vetted and approved by a Committee appointed by VPSA.
- 5.3 Interested departments/ offices/units may submit an online *Campus Internship Scheme (CIS) Application Form* via their respective Head of Department, authorised persons or delegated authority. The application period for each year (i.e. 1 July to 15 June of the next year) is 1<sup>st</sup> – 15<sup>th</sup> May.

## **6. Posting of Jobs**

- 6.1 The job vacancies will be provided online by authorised persons of the recruiting units in the *CIS & CWS Job Information System* for vetting and approval by the CIS / CWS Administrator. Once approved, the vacancies will be posted onto the System for eligible students to apply.
- 6.2 Job information in the system is accessible by all CityU undergraduate and associate degree students leading to CityU awards.

## **7. Funding Arrangements**

- 7.1 For all CIS recruiting units, students' stipend are supported by the University's central fund.
- 7.2 Based on the records of distribution of manpower maintained by the Banner System, the Finance Office will arrange the reimbursement from all CIS recruiting units of two-third of the stipend cost paid. Upon successful completion of CIS, students with satisfactory performance will be issued with a certificate, and an additional one-third of the total cost will be released as a lump sum payment to the department/project, thus making the total subsidy of two-third of the total cost from the institutional budget.

## **8. Eligibility of Student Helpers**

- 8.1 Regular local students enrolled in bachelor degree and associate degree programmes leading to CityU awards. Starting from 2017/18 (i.e. from 1 July 2017 onwards), CCCU students are NO LONGER eligible as CIS student helpers.
- 8.2 Non-local students with valid No Objection Letter (NOL) can also apply.

- 8.3 Students should have a Cumulative Grade Point Average (CGPA) of 2.8 or above and in good academic standing at the time of application.
- 8.4 First-year students who do not yet have any CGPA results in their first semester of study may apply.
- 8.5 For students who are on “Leave of Absence”, they should focus on what they intend to achieve during their Leave from Study and thus working under CWS and CIS is not allowed until their study status and academic loading have resumed to normal.

## **9. Nature of Work**

- 9.1 To assist CityU staff in a wide range of university projects and activities.

## **10. Work Location**

- 10.1 Primarily within CityU campus.
- 10.2 Assignments or projects outside the campus may be involved.

## **11. Maximum Workload**

- 11.1 During regular terms, students may be appointed to work up to a maximum of 17 hours per week including all concurrent job assignments. The weekly limit is counted on 7-calendar day basis from Sunday to Saturday.
- 11.2 During summer term, students may be allowed to work up to a maximum of 44 hours per week for a period of not more than 2.5 months during 1<sup>st</sup> June – 15<sup>th</sup> August inclusive (Including all concurrent job assignments). The weekly limit is counted on 7-calendar day basis from Sunday to Saturday.
- 11.3 Students can take on more than one job assignment at the same time; however, the maximum number of concurrent job assignments that a student can hold in any period within CityU should not exceed two (CIS and CWS inclusive).
- 11.4 The CIS work should normally comprise at least 150 hours of service.

## **12. Application, Selection and Offer of Appointment**

- 12.1 All CityU students meeting the eligibility requirements may apply for CIS positions by sending a CIS Student Application Form and their résumés or related documents directly to respective recruiting units.

- 12.2 Respective recruiting unit will conduct its own evaluation of applicants and decide on the final selection.
- 12.3 The recruiting units shall notify the CIS Administrator of the selected students by sending the electronic Student Application Forms to the Career and Leadership Centre through AIMS. The earliest CIS/CWS job assignment start date will be 3 working days upon supervisor's recommendation of students to Career and Leadership Centre through AIMS.
- 12.4 Appointed students will be notified of the job assignments and they should report duty directly to the recruiting units. Details of job duties will be specified by the recruiting units.
- 12.5 If the job assignment offered to a student is the first ever for the student under the CIS/CWS, the Human Resources Office (HRO) will issue to the student an electronic *Letter of Assignment* with an appointment period up to the completion of their undergraduate study. The student shall indicate acceptance of the offer online before the commencement of a CIS/CWS job. Eligible students should also download and complete the Mandatory Provident Fund Scheme membership enrollment form and submit it to Career and Leadership Centre within 1 week for further processing. Kindly be reminded that students must not begin their job assignments earlier than the assignment start date due to insurance coverage and potential payment dispute.

### **13. Terms and Conditions of Service**

- 13.1 Training Stipend : HK\$52 per hour
- 13.2 Mandatory Provident Fund  
Pursuant to the Mandatory Provident Fund Schemes Ordinance effective 1 December 2000, unless he/she is an exempt person as stipulated in the Ordinance, a student helper (CIS/CWS) will be enrolled in the University's Mandatory Provident Fund Scheme.  
  
Subject to the maximum and minimum levels of income (*currently \$30,000 per month and \$7,100 per month respectively*) for mandatory contribution purpose, the University will deduct the relevant mandatory contributions from the CIS/CWS students' relevant income (5%) as employee's contributions to the Mandatory Provident Fund Scheme; and the University/CCCU will also make the relevant employer's contributions to the Scheme (5% of the employee's relevant income).
- 13.3 The eligibility for fringe benefits shall be determined in accordance with the provisions of the Employment Ordinance, where applicable.
- 13.4 During the course of the employment, students are expected to carry out their duties in a diligent manner and not to divulge to outside parties any confidential information concerning the University which may have come to their knowledge.
- 13.5 The University reserves the right to alter any of the terms and conditions of appointment stated in the Letter of Appointment provided always that no such

alteration shall be made which would retrospectively lower training stipend or allowances, or reduce accrued benefits relating to the service prior to the implementation of such alteration. All alterations shall be notified in writing before implementation.

- 13.6 Final year students have to complete their CIS/CWS project assignments 2 weeks before their respective graduation date to comply with the statutory requirements on salary payment.

#### **14. Training Stipend Claim and Payment Schedule**

- 14.1 Training Stipend shall be paid once every month.
- 14.2 Students shall submit their monthly time sheets for hours worked online via the Administrative Information Management System (AIMS) by the end of each month.
- 14.3 Recruiting units shall verify and endorse the claims and forward them on-line to the Finance Office (FO).
- 14.4 The claims must reach the FO within the first 2 working days (payroll cut-off date) of the following month. Training Stipend will then be paid via autopay by the 5<sup>th</sup> working day of same month. Information on training stipend pay advice will be available for viewing in Staff Services under AIMS.
- 14.5 Late claims, subject to proper endorsement from Heads of Departments, shall result in payment being delayed until the next month.

#### **15. Learning Support**

- 15.1 On-line training material and a work quiz will be organised by Career and Leadership Centre to develop students' core competencies.
- 15.2 The progress of student helpers should be monitored by their Supervisors, who will be responsible for providing mentorship and necessary training.
- 15.3 To help students reflect on their learning, CIS students are required to fill in a "Campus Internship Scheme – Student Evaluation and Reflection Form" together with a short journal upon completion of their job assignment and submit it to their respective supervisor(s) for review and feedback.
- 15.4 Upon successful completion of CIS, students with satisfactory performance will be issued with a certificate.
- 15.5 Students are encouraged to share their concerns arising from CIS jobs with career advisers at the Career and Leadership Centre. Prior appointment is required.

## **16. Performance Evaluation**

- 16.1 Recruiting units shall provide an assessment on performance of the students during mid-term and on completion of the job assignment by completing an online *Campus Internship Scheme Interim Performance Evaluation Form* and *Campus Internship Scheme Final Performance Evaluation Form*.
- 16.2 Student Helpers are required to complete questionnaires, evaluation and other assessment forms provided by the University before and upon completion of their job assignments. The information provided will be treated in strict confidence and will be used by the University for appointment and other employment-related and administrative purposes.
- 16.3 The evaluation process provides a basis for valuable communication between the student and his/her recruiting units. Performance evaluations also provide documentation of performance challenges or highlight outstanding performance. Evaluations will form part of the record of the students' employment history.

## **17. Resignation from Job Assignments**

- 17.1 Students may at any time resign from the job assignments. However, to ensure minimal disruption to the work schedules, students should provide their recruiting unit and immediate supervisor with reasonable notice in advance of their resignation.

## **18. Termination of Job Assignments/Appointment**

- 18.1 A job assignment may be terminated at any time by the University without cause assigned. In case there is a need for the University to release a student from a job assignment, the University will endeavour to give as much advance notice as possible.
- 18.2 In case of misconduct displayed by a student, the appointment may be terminated without notice. Termination in this sense is allowed for poor work performance or unsatisfactory work attendance as well as for clearly improper conduct (i.e. theft, physical abuse of others, falsification of records, etc.).
- 18.3 Career and Leadership Centre will provide counselling support to terminated students if necessary.

## **19. Notice Requirement for Resignation/Termination of Job Assignment (for Summer Term Assignment)**

- 19.1 Students may resign from the job assignments by providing their immediate supervisors with a 7-day notice in writing or salary in lieu in advance of their

resignation.

- 19.2 The University may also terminate the job assignments, without cause assigned, by serving the 7-day notice period.

## **20. Enquiries**

- 20.1 For general enquiries, please contact the Career and Leadership Centre at 3442 5591 (telephone), 3442 0219 (fax) or via email at [clc.careercentre@cityu.edu.hk](mailto:clc.careercentre@cityu.edu.hk).
- 20.2 For appointment-related and work-related injury matters, please contact the Human Resources Office at 3442 9250.
- 20.3 For training stipend-related matters, please contact the Finance Office at 3442 7861.

Career and Leadership Centre  
Updated on 11<sup>th</sup> October 2017