

## **Important Notice on Campus Internship Scheme (CIS) and Campus Work Scheme (CWS)**

This is the second year since the implementation of CIS and CWS on 1 July 2012. The two Schemes received very good responses from departments and students. To ensure legality and the quality of the operation, 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, which is currently the 7<sup>th</sup> day after 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 sharing the institutional budget to support the two campus work schemes, 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/CWS

To comply with the statutory requirements on salary payment, student helpers are required to submit their timesheets electronically. In this regard, starting November 2013, all final year students would have to complete their CIS/CWS project assignments 2 weeks before their respective graduation date.

Should there be any query, please contact our office at [caio@cityu.edu.hk](mailto:caio@cityu.edu.hk). Thank you for your attention.

Updated on 22 November 2013

Career and Internship Office