

## FAQs of CWS & CIS:

### For Recruiting Units:

#### **Eligibility**

1. Who can apply for CIS and CWS?  
All full-time staff of City University of Hong Kong are eligible to apply to be the supervisors of the CIS and CWS.
2. The CGPA requirement for CIS student helper is 2.8 or above. Will the student get suspended should his/her CGPA is below 2.8 during the CIS assignment?  
No, s/he can continue to provide support in the CIS project until it ends.
3. Can first-year students who do not yet have any CGPA results in their first semester of study apply for CIS/CWS jobs?  
Yes, first-year students in the first semester may also apply.
4. Can CIS and CWS projects be jointly organised by recruiting units within CityU and outside employers?  
No, all CIS and CWS projects are provided by recruiting units of CityU only.

#### **Work Hours/Duration**

5. What is the minimum number of hours required for CIS assignment?  
A minimum of 150 hours of service is required.
6. What is the expected duration for CIS assignment?  
The required number of hours should be completed within the financial year (from 1 July to 15 June of the following year), and the internship period for CIS assignment will be up to 11.5 months only.
7. Can students work for both CIS and CWS jobs simultaneously?  
Yes, as long as they should comply with the rules of working no more than 17 hours per week during term time, and 44 hours per week during summer term; and they should not take up more than two CIS and CWS jobs concurrently.

#### **Application Matters**

8. When can I apply for CIS and CWS?  
CIS will be open for application every year in May to be approved by CIS Committee appointed by VP/SA; while CWS will be open throughout the year (similar to the old OSS).
9. Are there any template or forms I need to fill in for applying CIS and CWS?  
Yes, respective online forms are available in AIMS starting from 1 July 2012. No hard copies are required.

10. How long does it take before I know if my application for CWS is successful?  
The assessment process will take approximately 3-4 working days.
11. How long does it take before I know if my application for CIS is successful?  
The assessment process will take approximately two to three weeks.
12. How many CIS can I apply for my department?  
There are no restrictions.
13. If I want to hire student outside of the summer term June 1st to Aug 15th full time, what should I do?  
Recruiting units can send their hiring requests via the Human Resources Office. Alternatively, recruiting units are encouraged to hire more students on a part-time basis outside the summer term through the CWS/CIS if necessary.
14. If project supervisors only want to hire student helpers to provide short-term support in individual ad-hoc projects, should they consider CWS instead of CIS?  
Yes, CWS is suitable for assignments of this nature.
15. Can recruiting units choose not to post up the assignment on the website after completing the job details?  
Yes, recruiting units may check the option for not posting the position.
16. How can students apply for jobs which are not posted up on the job system?  
Student can key in specific job number under "job search" in the system.
17. When can the student start the job assignment after they are given the job offer by the recruiting unit?  
Upon the issuance of letter from HRO and the return of signed document (MPF Enrollment Form) to Career and Leadership Centre.

### **Administration**

18. Can supervisor and contact person of the recruiting units have access to student's past and concurrent assignment records?  
Yes, supervisor can view students' past records of recruiting unit(s) and job nature, if any, in the online application form.
19. How do recruiting units know whether the non-local student applicant has a valid student visa with NOL or not?  
It will be shown on the student record. The validity of NOL will be vetted by Career and Leadership Centre.
20. Is the CIS certificate awarded by respective recruiting unit(s) or by City University of Hong Kong?

CIS certificates will be issued to eligible student helpers by the Career and Leadership Centre, City University of Hong Kong upon satisfactory completion of the projects (including feedback and evaluation both from supervisors and students).

21. Once the CIS and CWS projects are approved, can project supervisors adjust the assignment period at their own wish?

No, the approved assignment period of CIS and CWS projects cannot be extended without further approval from the CIS Committee (for CIS projects) and Career and Leadership Centre (for CWS projects).

### **Funding Matters**

22. What is the difference between the two schemes (CIS and CWS) regarding funding subsidy?  
CWS will get 1/3 subsidy from the University, while CIS will get 2/3 subsidy from the university of which 1/3 is downloaded upon satisfactory completion of the internship project.

23. Can I use CIS to hire interns during summer?

Yes, but the funding should be from CIS and not from the institutional matching fund assigned for internship.

24. If the CIS students cannot fulfill the minimum assigned working hours (i.e. 150), will the supervisor be eligible to receive the extra 1/3 CIS subsidy?

No, 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.

25. Will students' MPF be taken care of by the CityU's Central Fund?

Yes, all MPF will be borne by CityU's Central Fund. Recruiting units are only required to cover 2/3 of the total stipend for CWS projects and 1/3 for CIS projects.

26. For funding download to CIS projects, how long does it take for receiving 1/3 subsidy from the University?

Upon satisfactory completion of the requirements including completion of training, staff and student evaluations, supervisors can submit request for reimbursement online through AIMS. The process will normally take about 2 weeks and the funding will only be downloaded by month end. If you submit the online reimbursement request to Career and Leadership Centre before 15th of a month, your claim will be refunded by end of the month. Late submission (after 15th of a month) will be processed in the following month.

27. Can I request for download of funds or fund transfer to other project which is not the original project approved by CIS?

No, download of funds should be made to the designated project originally approved in the first place. Accordingly, request for subsequent transfer of funding from one project to

another will not be entertained for both CWS and CIS once approved by Career and Leadership Centre or VPSA appointed committee as appropriate.

### **For Interested Students:**

#### **Eligibility**

1. The CGPA requirement for CIS student helper is 2.8 or above. Will the student get suspended should his/her CGPA is below 2.8 during the CIS assignment?  
No, s/he can continue to provide support in the CIS project until it ends.
2. The CGPA requirement for CWS student helper is 2.5 or above. Will the student get suspended should his/her CGPA is below 2.5 during the CWS assignment?  
Yes, the job assignments under the CWS are subject to students' attainment of a Cumulative Grade Point Average (CGPA) of 2.5 or above, and shall be terminated if such requirement is not met.
3. I am not a local student, am I eligible to apply for CIS or CWS projects?  
Yes, non-local students with valid NOL can also apply.

#### **Application and Administration Matters**

4. Can students work for both CIS and CWS jobs simultaneously?  
Yes, as long as they should comply with the rules of working no more than 17 hours per week during term time, and 44 hours per week during summer term. Students should not take up more than *two* CIS and CWS jobs concurrently.
5. How can students apply for jobs which are not posted up on the job system?  
Student can key in specific job number under "job search" in the system.
6. Is the CIS certificate awarded by respective recruiting unit(s) or by City University of Hong Kong?  
CIS certificates will be issued to eligible student helpers by the Career and Leadership Centre upon satisfactory completion of the projects.
7. Once the CIS and CWS projects are approved, can Department extend the assignment period and adjust the number of work hours?  
No, you may consider opening new assignment for the purpose.

#### **Student Claims**

8. When will I get paid?  
After your claim is approved and submitted through the time sheet system, the payment will be made on the 5<sup>th</sup> working day of the following month.
9. How will I get paid?  
The payment will be credited to your bank account.

10. When will I get paid if I submit my claims after the end of month?

Late claims, subject to proper endorsement from Heads of Departments, shall result in payment being delayed until the next month.

11. If I forgot to submit my claims to my supervisor(s) after the end of month and the time sheet is no more available in the time sheet system, what should I do?

Please be informed that the University is obliged to comply with the statutory requirements to make timely payment of wages to its staff members. Thus, you must submit your timesheet for claims on time. If there is any late submission of claims, you should contact your recruiting unit for necessary arrangement.

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