Handling of CES Placement Project Report

The CES Placement Project under the Co-operative Education Scheme is conducted in the training company. It might entail confidential information that the company does not wish to release to the public.

In this regard, no part of this report may be reproduced, stored in a retrievable system, or transcribed in any form or by any means – electronic, mechanical, photocopying, recording or otherwise – without the prior written approval of the training company or the Co-operative Education Centre.

Upon completion of the Project assessment exercise, the Project report and all its copies shall be destroyed or returned to the company via the student. No part of the report or its copies shall be retained by the CityU supervisor or the assessor or the Department in any means.

Students are also reminded to check with the company before any sensitive information is entered into the Project report.

Students are required to attach this page to the CES Placement Project Report immediately after the cover page.