

Important Notice on Campus Internship Scheme (CIS)

To ensure the legality and the quality of the operation of the 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 the 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 disputes.

Budget monitoring

It has come 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 *expected graduation date*. For final-year students graduating in June, the cut-off date for job assignment is 18th May. For students graduating in February and October, cut-off dates are 18th January and 18th 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