FAQs of Campus Internship Scheme (CIS)

For Recruiting Units:

Eligibility

1. Who can apply for CIS?
   All full-time staff of City University of Hong Kong are eligible to apply to be the supervisors of CIS.

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 jobs?
   Yes, first-year students in the first semester may also apply.

4. Can CIS projects be jointly organised by recruiting units within CityUHK and outside employers?
   No, all CIS projects are provided by recruiting units of CityUHK 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 Student Helper Scheme 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 three jobs concurrently (CIS and Student Helper Scheme inclusive).

Application Matters

8. When can I apply for CIS?
   CIS will be open for application every year in May to be approved by CIS Committee appointed by OPVDP (SL).

9. Are there any template or forms I need to fill in for applying CIS?
   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 CIS is successful?
    The assessment process will take approximately two to three weeks.

11. How many CIS can I apply for my department?
    There are no restrictions.

12. If I want to hire student outside of the summer term 1st June to 15th August full time, what should I do?
    Recruiting units can send their hiring requests via the Human Resources Office (HRO). Alternatively, recruiting units are encouraged to hire more students on a part-time basis outside the summer term through the CIS if necessary.

13. 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.

14. 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.

15. 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 documents (including Bank Account Form & MPF Enrollment Form) to Career and Leadership Centre (CLC).

Administration

16. Can supervisor and contact person of the recruiting units have access to student's past and concurrent assignment records?
    Yes, supervisors can view students' past records of recruiting unit(s) and job nature, if any, in the online application form.

17. 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.

18. 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).

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

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

Funding Matters

20. What is the funding subsidy for CIS?

CIS will get 2/3 subsidy from the university of which 1/3 is downloaded upon satisfactory completion of the internship project, with due completion of feedback and evaluation forms.

21. 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.

22. 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 on request, 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.

23. 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 1/3 of the total stipend for CIS projects.

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

Upon satisfactory completion of the requirements including completion of training, staff and student evaluations, supervisors can submit requests 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 the month, your claim will be refunded by the end of the month. Late submission (after 15th of a month) will be processed in the following month.

25. Can I request for download of funds or fund transfer to other projects 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 CIS once approved by Career and Leadership Centre or OPVDP (SL) 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. I am not a local student, am I eligible to apply for CIS projects?
   Yes, non-local students with valid NOL can also apply.

Application and Administration Matters

3. Can students work for both CIS and Student Helper Scheme 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 *three* jobs concurrently (CIS and Student Helper Scheme inclusive).

4. How can students apply for jobs that are not posted on the job system?
   Students can key in specific job numbers under "job search" in the system.

5. Is the CIS certificate awarded by the 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.

Student Claims

6. When will I get paid?
   After your claim is approved and submitted through the timesheet system, the payment will be made on the 5th working day of the following month.

7. How will I get paid?
   The payment will be credited to your bank account.

8. When will I get paid if I submit my claims after the end of the month?
   Late claims, subject to proper endorsement from Heads of Departments, shall result in payment being delayed until the next month.

9. If I forgot to submit my claims to my supervisor(s) after the end of the month and the timesheet is no more available in the timesheet 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 arrangements.

*** If there is any discrepancy between the FAQ and the Guidelines, the Guidelines shall prevail.**