

City University of Hong Kong
Department of Electronic Engineering
Industrial Placement Scheme (IPS) 2013
Form of Undertaking

I, <Student Name> (<Student ID:>; <Programme> <cohort>), agree to undertake Industrial Placement Scheme (IPS) in <Company Name> in fulfilling the programme requirements for the three courses namely <EE3XXX> <Course Name>, <EE4XXX> <Basic Training II> and <EE4X82> <Final Year Project>.

Once committed,

- (i) I am obliged to complete the scheme. If any problems or irregularities arise, I shall take the responsibility to seek immediate help from, or appeal to the Committee of Industrial Placement Scheme (IPS Committee). If I need to apply for early completion on extenuating grounds, I must seek the prior approval of the IPS Committee before I can discuss the matter with the company. Without the approval from IPS Committee, early termination of the Scheme will lead to failure of the relevant course.
- (ii) I pledge to maximize my learning experience by performing my best in the industrial training under the guidance of the company mentor and EE supervisor as assigned.

Name: <student name>

Date

**Department of Electronic Engineering
Industrial Placement Scheme (IPS) 2014
Supplementary Information**

Information provided by student
Student Name: _____
Mobile number: _____
Email: (default to email address provided by CityU)
Emergency Contact (relative)
Name: _____
Relationship: _____
Contact number: _____

Please note:

- (a) Student is not approved to take any personal leave during the entire period of the internship except special situations.
- (b) City University of Hong Kong has arranged worldwide insurance coverage for all students at a stipulated insured sum in respect of personal accident happening during the official training period. If student wants to have extra insurance coverage, he (she) has to make my own insurance arrangements at his (her) own expenses.
- (c) Contact of IPS Committee

	<i>Name</i>	<i>Telephone</i>	<i>Email</i>	<i>Office</i>
Member Co-ordinator for BENG3-ECE	Dr Angus Wu	3442 9391	eeawueed@cityu.edu.hk	G6414
Co-ordinator	Mr K T Ng	3442 7715	eeaktng@cityu.edu.hk	P6301
Co-ordinator for BENG3-CE	Dr Andrew Leung	3442 7378	eeleugnc@cityu.edu.hk	G6520
Co-ordinator for BENG3-INFE	Mr Van Ting	3442 7246	cwting@cityu.edu.hk	G6418
Clerical Support	Ms Sandy Cheung	3442 7134	eesandy@cityu.edu.hk	P1624