

大學・旅程
journey@cuhk



A Guide for
NEW
STUDENTS
新生指南

2018-2019



香港中文大學 學生事務處
OFFICE OF STUDENT AFFAIRS
THE CHINESE UNIVERSITY OF HONG KONG

新生指南
A Guide for New Students
2018-19

大學 • 旅程
journey@cuhk

Words from the Vice-Chancellor and President



Dear Students,

A very warm welcome to you as you join us at The Chinese University of Hong Kong!

The university years are one of the most important and exciting periods in a person's life. Your university days represent the perfect once-in-a-lifetime opportunity to acquire new knowledge and pursue your dreams alongside others similar in age but from different backgrounds. It is a time for new experiences and challenges. I hope that upon your graduation, you shall take pride in what you have achieved and in your identity as a member of the CUHK community. Before you embark on your new journey at CUHK, I sincerely hope that you can pay heed to three things. First, own your journey; second, set your eyes on the world and be adventurous; third, maintain a positive outlook on life.

Own your journey

This is your time to determine who you are and what you can achieve. You alone have the power to initiate, control, and enrich your journey. So go out and search, emerge from your comfort zone, get to know the people who are different from you, embrace what is ahead and available to you, and allow yourself the space to grow in the journey. I hope that integrity and humility are virtues that will always travel with you.

Set Your Eyes on the World and be Adventurous

As you pursue your studies at CUHK, you will find out that you are not just a passive learner; you will learn how to learn, how to question, how to think, how to analyze and how to effect changes. These learning experiences will equip you with the skills to handle various kinds of issues in the future. To solve the problems around us in this fast-changing world, you have to be resourceful, innovative, and open-minded. You should strive to know more about world affairs. You will be amazed to discover that you possess the ability to achieve more than you can ever imagine. The University will support you fully as you forge ahead.

Maintain a Positive Outlook on Life

Your explorations on campus may be met with setbacks. Please be prepared for the imperfections of life. Don't forget to pay proper attention to your physical and mental health, your nutrition, and your sleep. Take the time to enjoy the good things in life. CUHK's collegiate system and all-round education, as well as our university-wide and college-based general education programmes, will offer you all the resources and support you need to lead a positive life. Last but not least, always stay connected with your family, friends, and the community. Don't miss anything that can make your life meaningful.



I welcome you warmly as you join the big CUHK family. I look forward to seeing you all in the future and wish you a fantastic time here at CUHK. Enjoy your journey!

Rocky S. Tuan

Message from the Associate Vice-President and University Dean of Students



Dear Students,

Congratulations on your admission to The Chinese University of Hong Kong. I would like to extend a warm welcome as you become part of the CUHK family.

The university campus is a dazzling stage on which young people can perform their life stories. With your involvement, the CUHK crew will become even more versatile. The University offers many opportunities for you to equip yourself. Academically, you will obtain both fundamental and advanced knowledge in your chosen field of study and in the wide range of general education and non-major courses you will take. Interactions with your fellow students from diverse cultural backgrounds will take place everywhere on campus. Furthermore, participating in various sports, cultural and social activities will nurture your intellect. You can participate in various student activities, take up an official position in the student association, or engage in leadership training opportunities. All of these endeavors will improve your interpersonal skills and help you develop into an independent thinker and future leader.

Four years of university life seems like a long time. However, time flies quickly and before you know it, those four years will be gone! So seize every opportunity you can to learn and to grow academically and personally. Step out of your comfort zone to seek new experiences, broaden your horizons and interact with students from different backgrounds. In short, prepare yourself to acquire new ideas, experiences, knowledge and skills that will enrich you now and in the future so that you will be able to face future challenges and opportunities with confidence and competence.

If you encounter challenges that become a concern, do not hesitate to seek help and support from the University's resources. Remember, you are a leading character on the campus stage. How to derive the greatest success and satisfaction from your university education is entirely up to you.

Welcome again to the CUHK family!

Best regards,

Edwin H.Y. Chan

Acknowledgements

We are deeply grateful to the following individuals and units for their contributions to this Guide Book:

Vice-Chancellor and President, CUHK

Professor Rocky S. Tuan

Words of Wisdom from staff members of CUHK (In alphabetical order)

Professor Lee Wing Yan Vivian

(Associate Professor, School of Pharmacy; Assistant Dean (Student Development), Faculty of Medicine and Chairperson, 2018/19 Joint Committee on New Student Orientation)

Dr. Luk Wai Cheong Scotty

(Director of University Health Service)

Professor Manhong Lai

(Dean of Students, Wu Yee Sun College; Associate Professor, Department of Educational Administration and Policy)

Professor Stanley Sai Chuen Hui

(Professor, Department of Sports Science & Physical Education ACSM Health/Fitness Director® certified)

Professor SO Man Cho Anthony

(Professor, Department of Systems Engineering and Engineering Management; Associate Dean (Student Affairs), Faculty of Engineering)

Experience Sharing from CUHK students (In alphabetical order)

Miss. Belle Chiang, Miss. Chan Yee Man, Mr. Kevin Feng, Mr. Lee Kit Cheung, Miss. Vincy Chan, Mr. Yuen Ka Yuet, Joice

And contributions from the following units (In alphabetical order)

**Committee Against Sexual Harassment
Communications and Public Relations Office
Independent Learning Centre
Information Technology Services Centre
Information Services Office
Office of Academic Links
Office of Admissions and Financial Aid
Physical Education Unit**

Index



Intellectual Station

01. Entering the University	8
02. Making the Transition	10
03. Pursuing Personal Growth	12
04. Attaining Wellness	14
05. Managing Time	17
06. Building Friendships	21
07. Enhancing Learning	24

Caring Station

08. Words of Wisdom	30
09. Students' Sharing	32
10. Collegiate System	34
11. Student Growth	35
Academic Advisory System	36
Wellness and Counselling	37
Student Development and Resources	40
Learning and Cultural Enhancement	44
Student Exchange Programmes	47
Scholarships and Financial Aid	48
Career Planning and Development	50
Support Services for Students with Disabilities	52
I-CARE Programme	53
Student Development Portfolio	55

Propriety Station

12. Honesty and Integrity	57
13. Information Security	58
14. Preventing Sexual Harassment	61

Campus Station

15. Green Campus	63
16. Knowing Your Campus	64
17. Campus Life Supplements	65

Information Counter

18. Useful Phone Numbers, Emails and Websites	71
---	----

The on-line version of 'journey@cuhk 2018-19' can be viewed at www.cuhk.edu.hk/orientation.

Intellectual Station

“Bo wen” is to broaden one’s intellectual horizons. As a new student, what do you know about the University? How are you going to equip yourself to adapt to the University environment and to challenge yourself to attain greater depth and breadth of knowledge? Now let’s make way to the first station – Intellectual Station – of the “journey@cuhk” and see what insights we can acquire.



01. Entering the University	8
02. Making the Transition	10
03. Pursuing Personal Growth	12
04. Attaining Wellness	14
05. Managing Time	17
06. Building Friendships	21
07. Enhancing Learning	24



Starting Out

Congratulations! You've Made It!

As a new student, you must be looking forward to your University life with excitement and anticipation. Be ready to embrace new experiences and challenges as you embark on this important stage in your development.

As a start, there are TWO important things that you should do:

1. KNOW Your Campus Well

CUHK is a beautiful and big campus. In order to save time going around and finding places, try to locate the following as well as find out their operating hours:



Your College	
The Office of Student Affairs	<i>Benjamin Franklin Centre / Pommerenke Student Centre / John Fulton Centre</i>
Canteens	
Hostel	

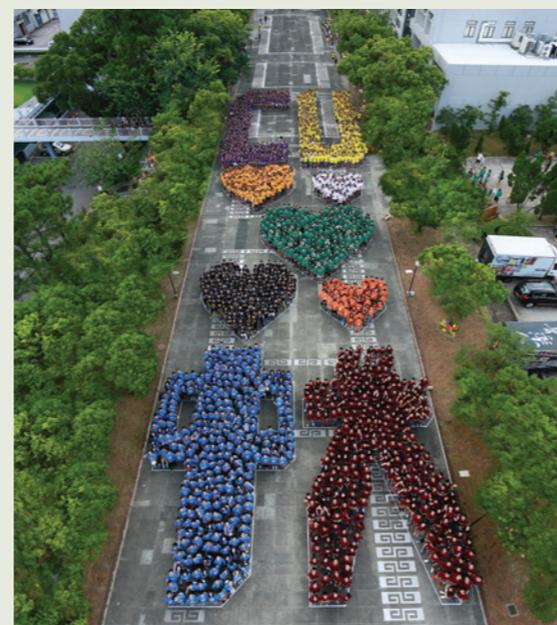
Your Department	
The University Health Service	
Libraries	
Bus Stop	

2. JOIN Orientation Camps

Do join your College's and Department's Orientation Camps in order to:

- Meet other people
- Familiarize yourself with the campus, facilities and resources
- Seek advice on course selection and academic matters
- Acquire information regarding campus life and university culture
- Have fun

So don't miss the O'camps!



Adjusting Mindset

New students often enter university with all sorts of presumptions and expectations – greater freedom and independence, less study stress, more leisure time for socializing and extra-curricular activities, attentive care and guidance as experienced in secondary school, etc. In order to be successful in university, you need to adjust your mindset and develop appropriate expectations towards what university life entails.



The "I" Mindset

Instead of relying on external resources, remind yourself that "I can succeed" by being

- **Independent** — You will be expected to think for yourself, take care of your daily needs and take charge of your education and personal life;
- **Initiating** — Don't expect to be served or 'spoon-fed'; take the initiative to seek information, resources and assistance from your department, college, libraries, service units, teachers, senior students, etc;
- **Industrious** — Hard work and self-discipline are the cornerstones of personal success in university;
- **Informed** — Expand your knowledge base by reading extensively, keep abreast of what is happening around you by reading newspapers and magazines as well as attending to local and global news;
- **Involved** — Actively participate and get involved in your study programme as well as extra-curricular activities so as to integrate into and become a true member of the campus community;
- **Interactive** — Make extra efforts to interact socially and develop lasting friendships; initial "hi-bye" friends may one day become your confidants and major source of support;
- **Introspective** — Reflect on and adjust your own thoughts and behaviour so as to continue to learn and grow from your experiences and mistakes.



Facing Challenges

After school term starts, some of you may fit smoothly into the University, but some of you may feel at a loss and need more time to adapt to this new environment.

How concerned are you about facing the following challenges?

New Challenges	Not concerned at all ←————→ Very concerned					
In the past, you may have been well cared for by your parents. Now, you will have to try to lead an independent life and deal with various tasks and decisions on your own.	1	2	3	4	5	6
While your network of friends continues to expand, you will meet students from different backgrounds and cultures, and be confronted by diverse values and lifestyles.	1	2	3	4	5	6
It may be your first taste of hostel life, you will have to learn to live with roommates with different habits and preferences.	1	2	3	4	5	6
The mode of learning and your approach to your studies are different from those in secondary school.	1	2	3	4	5	6
While you may have been an outstanding student in secondary school, fierce competition with your new classmates may affect your self-confidence now.	1	2	3	4	5	6
Having gained admission into university, you may be wondering what your new goals should be.	1	2	3	4	5	6
Your intensive study schedule and busy social life may have adverse effects on your family life and relationships.	1	2	3	4	5	6
Society's increasing demands and expectations towards university students can be a major source of stress.	1	2	3	4	5	6

Fitting In

Having developed realistic expectations and the proper mindset, you have already taken the initial important steps in adjusting to university life. The next step is to formulate and take concrete action to cope with the many new challenges and opportunities facing you. Which of the following courses of action would be necessary for you?

- Develop a balanced daily routine
- Learn daily living and self-care skills
- Discuss your needs and make compromises with your roommates to enhance hostel living
- Expand your social circle and make new friends
- Form your own study group to support each other
- Seek guidance from advisors and professors regarding academic concerns
- Participate actively in at least 1 or 2 extra-curricular activities
- Acquire effective time-management skills; allocate your time appropriately among academic, familial and social commitments
- Develop effective stress-management skills and enjoy appropriate leisure activities to maintain your physical and mental health
- Actively seek help from family, friends and staff when necessary

Learning to face changes and challenges actively and positively is crucial to your adjustment to the University.





Setting Goals

Research has shown that people who use goal-setting effectively

- have clearer goals and directions
- are more focused
- are more motivated
- are more confident
- can perform more satisfactorily
- evaluate their performance objectively and realistically
- enjoy greater satisfaction from their achievements

Having realized your long-term dream of entering university, it is important for you to set new goals and directions that will guide and enable you to enjoy success and fulfillment from university education. Take a moment now to consider which of the following may be your primary goals:



My Personal Goals

- Learn to be independent and self-reliant
- Sharpen academic and intellectual skills
- Develop professional skills and knowledge
- Seek overseas and cross-cultural experiences
- Meet people from diverse background
- Broaden my horizon
- Improve interpersonal skills
- Enjoy extracurricular activities
- Pursue an ideal career upon graduation
- Others : _____



University Student Developmental Stages

Having reflected on your general goals, the following 'University Student Developmental Stages' will help define the specific skills and competencies which you can acquire at different stages of your university life in order to attain such goals:

Year 1	Year 2	Year 3	Year 4
Adjustment	Development	Enhancement	Consolidation
Focus: Self-Management Goal: Adjust to university Skill: <ul style="list-style-type: none"> ✓ Self-care and daily living ✓ Self-understanding ✓ Study skills ✓ Time-management ✓ Communication ✓ Problem-solving ✓ Stress-management 	Focus: Self-Development Goal: Develop competencies Skill: <ul style="list-style-type: none"> ✓ Planning and organization ✓ Interpersonal skills ✓ Decision-making ✓ Financial management ✓ Analytical thinking ✓ Emotional-management 	Focus: Self-Enhancement Goal: Broaden Horizon Skill: <ul style="list-style-type: none"> ✓ Leadership ✓ Global vision ✓ Work experience ✓ Social exposure ✓ Cross-cultural experience 	Focus: Self-Affirmation Goal: Strengthen self-confidence and competitiveness Skill: <ul style="list-style-type: none"> ✓ Negotiation skills ✓ Job search ✓ Career development ✓ Adversity intelligence ✓ Social networking

Successful goal-attainment at one stage will lay the foundation for future growth and development at subsequent stages. It is important for you to make good use of your time at university by actively participating in the wide selection of programmes and extracurricular activities on offer as well as seizing every opportunity for self-enhancement and fulfillment of personal aspirations.

Make Your Ideal university Life a Reality!



Ensuring your physical and mental health is essential to your pursuit of success and happiness. By adopting and integrating the following principles, you will be able to safeguard your physical health as well as mental well-being.

Build good health

- Take good care of yourself; eat well, sleep well and ensure sufficient rest.
- Avoid unhealthy habits such as smoking, drinking or drug abuse.
- Exercise regularly.



Relax

- Do not leave till tomorrow what you can do today; reduce stress and increase your efficiency by proper planning and organized living.
- Pause for a rest when you feel tired or stressed out.
- Develop relaxation skills and leisure activities that suit you, such as sports, music, outings, handicraft, muscle relaxation and deep breathing exercise etc.

Appreciate your achievements

- Reward yourself for good work by taking time out for rest and recreation.
- Do not be over-demanding on yourself or engage in self-blame and self-derogation.
- Affirm yourself by reflecting on positive experiences or achievements which you are satisfied with or feel proud of before you go to bed each day.

Open up to others

- Accept yourself and appreciate others; avoid comparisons and unnecessary envy or jealousy.
- Spend quality time with family and friends; it helps to strengthen relationships and release negative emotions.
- Get involved in community affairs and activities to broaden your horizon and expand your supportive network.

Enrich your spiritual life

- Develop your strengths and resilience by reading positive and encouraging books and messages.
- Brighten up your life with fun and creativity.
- Add joy and laughter to your life by nurturing a sense of humour.

Healthy Living Checklist

Starting from today, set your new goals for healthy living!

A balanced diet

Know how to choose healthy foods:

- Have regular meals in the morning, afternoon and evening;
- Reduce consumption of greasy or deep fried foods
- Ask for less meat, more vegetables, less oil and less sauce when eating at canteens;
- Drink appropriate amounts of water, especially in dry weather or after sweating;
- Less snacks, less high-sugar or high-caffeine drinks such as soft drinks, coffee, tea, etc.
- Eat more “happy food” such as milk, wheat breads, fish, bananas, grapefruit, spinach, tomatoes, nuts, etc.

Regular exercise

Try to incorporate exercise into daily life:

- Exercise regularly and appropriately;
- Exercise at least 4 times a week; each time for not less than 30 minutes;
- Make good use of spare time; go to the gym or stadium with your friends / classmates;
- Walk as much as possible, reduce the use of the elevator or shuttle bus;
- Engage in more outdoor activities to stretch out and breathe fresh air.



Adequate sleep

Develop a proper work schedule and daily routine to ensure enough rest and sleep:

- Arrange a comfortable and restful sleeping environment;
- Establish a stable sleep routine; go to bed and get up at regular times;
- Maintain at least 7 hours of sleep per night;
- Wind down and develop a relaxed mood before sleeping by avoiding excessive browsing on the internet, playing with computer games or working on assignments;
- Plan a realistic work schedule in advance to avoid sleep deprivation due to deadlines.



Positive Psychology: Being Grateful

Being appreciative and grateful for what you have can enhance your sense of fulfillment and happiness. Instead of dwelling on what is lacking and feeling bitter and frustrated, you can learn to treasure what you already possess and enjoy. Moreover, being thankful and appreciative towards people around you, particularly those who have enriched your life, can further enhance your interpersonal relationships. There are three components for being grateful:

Self-appreciation

Appreciating yourself and be thankful not only can improve your confidence and know more about both your advantage and weakness but also strengthen your competence of reflection. You can be more positive through self-appreciation.

Being grateful is something that can be learnt and practiced. You may try the steps below.

- Eye** : Keep an eye on the positive things in your life and appreciate what you have.
- Brain** : Review the kindness of others and bear in mind the help and support you have received.
- Heart** : Appreciate others from the bottom of your heart and tell them your appreciation.
- Mouth** : Be willing to express gratitude by words and show appreciation in diversified ways (e.g. a thank-you card, a warm smile, etc.).

Appreciation of Others

Appreciating others is a kind of acceptance and praise. By learning how to appreciate the virtues of others, you can enjoy more positive experience and behaviors. It will become your habit in finding the beauty of life.

Gratitude Expression

Expressing gratitude can make both expresser and receiver happy. Through appropriate attitude and expression of appreciation, you will not only enhance others' lives, you will enrich yours as well. It is called the power of showing appreciation.



After being freed from the rules and confinements of secondary school, it is common for students to slack off at the beginning of the semester since they often fail to realize that deadlines of projects, assignments and exams are fast approaching. To avoid being overwhelmed by an unmanageable workload or work schedule, you should learn to manage your time effectively from the very start.

You may wish to refer to the following steps and tools to improve your time management skills:

1. Assess how you normally use your time

Complete the following daily log of what you do and the number of hours that you allocate to it for a week, see whether you need to make adjustments to your schedule in order to accommodate your goals and priorities:





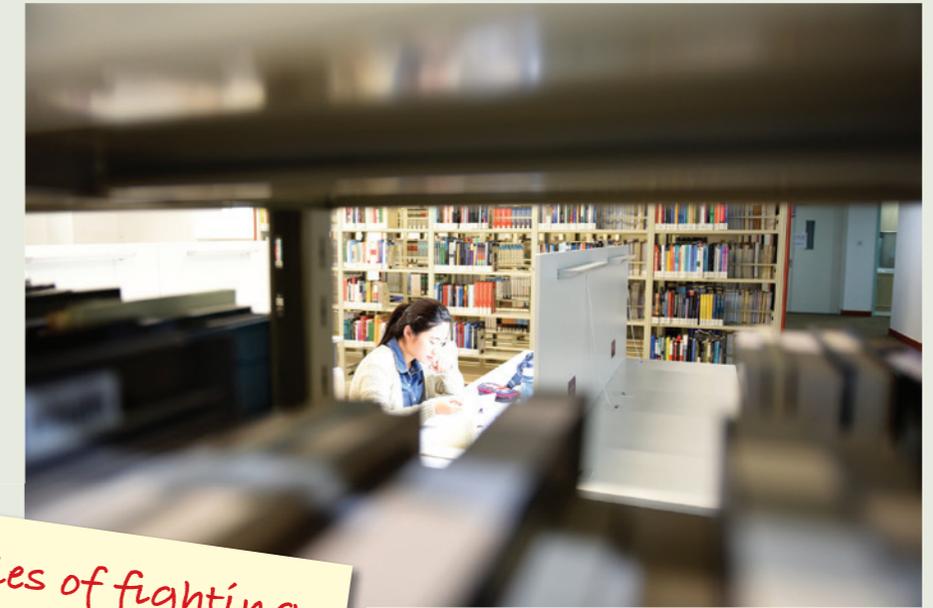
Daily Log: Determine and record the amount of time (in hours) you normally spend in the following activities each day:

Day of the Week:	Actual Time Spent	Too much time	Just Right	Too little time	Preferred amount of time spent
<input type="checkbox"/> Rest / Sleep	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Meals	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Personal care and hygiene	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Class attendance	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Studies	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Extra-curricular activities	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Exercise / hobbies / leisure	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Spiritual / religious activities	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Part-time work (if any)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Travelling	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Social activities	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Dating	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Web-surfing	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> On the phone	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Family chores	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Shopping	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Others _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Total:	24 hrs				24 hrs

2. Beware of Time Thieves

It is also important to be aware of and to overcome obstacles to your efficient time-management by identifying your “time thieves”:

- Interruptions – telephone
- Excessive web-surfing and browsing social media
- Procrastination and indecision
- Unclear objectives and priorities
- Inability to say “No” to unreasonable demands
- Interruptions – visitors
- Heavy committee workload
- Failure to delegate tasks appropriately
- Lack of planning
- Stress and fatigue



Principles of fighting 'time thieves'

- Plan ahead
- Be assertive and learn to say “No”
- Stay focused on the task at hand
- Do it “NOW”
- Avoid distractions
- Learn to delegate



3. Prepare a Prioritized To-Do List for the Coming Week / Month

Take some time to sort out your goals and prioritize how you want to spend your time in the coming week / month by completing a To-Do List as follows:

Task	Priority (1-10)*	Time Required

*(1 = Unimportant, 10 = Very Important)

4. Develop A Realistic Weekly Schedule and Work Plan

Now that you have some idea of how you spend your time each day and what you need to achieve in the coming week / month, you should be able to plan your weekly / monthly schedule so that you can complete your tasks on time while maintaining a suitable balance among work, rest, and play.

	Mon	Tue	Wed	▶
7:00 - 8:00				
8:00 - 9:00				
9:00 - 10:00				
▼				

The only thing left for you to do now is to stick to your schedule and not let your time-thieves ruin your efforts.

Going to university brings many opportunities to learn and try new things, to see new places and make new friends from diverse backgrounds and cultures. This can be an exciting time for personal growth. However, making new friends can be scary, especially if you are an introvert and none of your secondary school friends are with you.

In the coming months, you will have lots of opportunities to meet people under different circumstances. Some of you may be timid and are reluctant to take the initiative to make friends. Others may find it relatively easy to make new acquaintances or 'hi-bye' friends, but feel unable to develop these relationships into deeper and lasting ones.

In order to improve your interpersonal skills, you must first be aware of your own actions and reactions in social situations. Old habits or actions may be impossible to change if you are unaware of them. It is also of vital importance for you to know how others see you by soliciting others' observations and feedback.





Are You Socially Competent?

The following checklist can help you gain some insight into your social behaviour and competence. Please read the following statements carefully and decide if they are characteristic of your feelings or behavior. You can also ask a close friend to complete the checklist together with you.

Category A	Category B
<input type="checkbox"/> I am cheerful and fun to be with.	<input type="checkbox"/> I seldom say “please” or “thank you” when I ask someone for something.
<input type="checkbox"/> I work well in a team.	<input type="checkbox"/> I try to avoid becoming involved with social groups or organizations.
<input type="checkbox"/> I have been described as being outgoing and sociable.	<input type="checkbox"/> I often feel uncomfortable at parties and other social situations.
<input type="checkbox"/> I have a broad-based social network.	<input type="checkbox"/> I am often described as a “loner.”
<input type="checkbox"/> I enjoy participating in group discussion.	<input type="checkbox"/> I have trouble thinking of the right things to talk about when in a group.
<input type="checkbox"/> I enjoy sharing inner thoughts and feelings with close friends.	<input type="checkbox"/> I find it hard to tell people what I think or how I feel.
<input type="checkbox"/> I can listen attentively and understand what others are saying.	<input type="checkbox"/> I feel compelled to talk incessantly in social situations.
<input type="checkbox"/> I can express myself and communicate openly with others.	<input type="checkbox"/> I have trouble maintaining eye contact with others.
<input type="checkbox"/> I can feel quite at ease even among unfamiliar people.	<input type="checkbox"/> I feel tense and unnatural when I am with people I do not know well.
<input type="checkbox"/> I take proper care of my personal hygiene and grooming.	<input type="checkbox"/> I rarely pay much attention to my personal hygiene and grooming.
<input type="checkbox"/> I pay attention to my social manners.	<input type="checkbox"/> I usually become angry and agitated when things do not go the way I want.

If the items in Category B reflect most your feelings and behaviour, you are highly recommended to check out the following advice so as to strengthen your interaction with others. However, for students who are more identified with the items in Category A, you are also encouraged to read the following tips for the sake of developing more secure and positive relationship in your university journey.

Making Friends

The building of good social relationship hinges on various factors. The four most significant keys in social relationship are as follow:



In relationship-building, it is important to know and love yourself first before knowing and loving others. Developing friendships in a new environment can be difficult, discouraging and even disappointing. However, once you have known the person for a longer time with more thorough understanding, the relationship will be gradually in tune and true friendships will grow.

Know & Understand Yourself

A good understanding of yourself is crucial to the building of good social relationship. Do you know your:

- ✓ **personality** (introvert/extrovert, rational/perceptual)
- ✓ **strengths** (talents, character strengths)
- ✓ **weaknesses** (aspects included: appearance, lifestyle)
- ✓ **interests** (hobbies)



Love & Appreciate Yourself

When you know yourself well:

- ✓ do you accept who you are, including your weaknesses and limitations?
- ✓ do you appreciate your strengths?
- ✓ are you willing to improve on your weaknesses?
- ✓ are you compassionate towards imperfect side of yours, or being self-critical for not being perfect?



Know & Understand Others

When you gain a better understanding of your personality and interests, you will:

- ✓ know what kind of friends you prefer to hang out with
- ✓ become more willing to participate in activities that you like, from there you will meet like-minded people
- ✓ realize the importance of listening to others non-judgmentally
- ✓ discover and perceive differing views and attributes more open-minded



Love & Appreciate others

When you know your limitations well and are able to accept and appreciate yourself, you will:

- ✓ be able to respect, tolerate and accept the difference in interests, personlity and values among people
- ✓ recognize the strengths of others without feeling inferior
- ✓ take an initiative to catch up with good friends whom you treasure very much
- ✓ know how to get along with people of diverse background in a comfortable way



Embracing Changes

Gaining admission to university means that every one of you must have your own approach to effective learning. However, secondary school and university are two entirely different environments in terms of learning modes and course requirements. Compared with secondary school, university promotes a relatively free and autonomous learning atmosphere which encourages students' involvement and active participation. As many of you were accustomed to a well-structured and supervised learning environment of secondary school, it really takes time to adapt to the changes. One of the most worthwhile things new students need to learn is to exercise self-discipline and to fulfill the responsibilities of a university student without too much external restrictions or close monitoring.



Achieving Mutual Gains

The university curriculum is broad and profound, emphasizing both the scope and depth in knowledge acquisition. Teachers' insightful analyses and students' active questioning and sharing are equally important. At the same time, university promotes positive interaction and mutual respect between teachers and students. In fact, when students are attentive, respectful, considerate and eager to learn in class, the quality of teaching as well as learning outcome can be greatly enhanced, resulting in mutual gains for both teachers and students.

Learning Effectively

You will need to fine-tune your mindset and learning methods in order to perform well in university. Here are the 5 'S' learning strategies for your reference.

Self-expectations

Many of you probably were among the best students and performed admirably in your secondary school. In university, however, you may find yourself under intense competition which can shake your confidence. To overcome this, try not to compare yourself with your peers but rather set personal and realistic goals for self-enhancement. Eventually, you will become more confident as you experience gradual improvement and success.

Self-discipline

Compared with secondary school, you will be spending considerably less time in classes in university. However, this does not mean that you can get away with less effort. Courses generally require students to spend 2 hours on studying and assignments for each hour of lecture. In other words, if you take 18 credits, you should spend 36 hours per week on self-study. And even though you may no longer need to do homework every day, mastering the subject in greater depth and scope will be required. You should start preparing early to avoid last-minute rush before deadlines and examinations.

Social Support

Tertiary education is focused on understanding and application, rather than rote memorization. A flawless set of notes taken in class is far from enough. You are encouraged to form small study groups with your classmates. From discussing homework to sharing of ideas, group members can support one another in a relaxed atmosphere.

Sound Advice

As professors usually teach at a rather fast pace, you are expected to prepare for class by previewing and reviewing course material. When you see anything you don't understand, get help from classmates, teaching assistants or professors. On top of that, senior students would be happy to share learning tips with you. Academic Advisors from your department can also help you adapt to university learning.

Selective Learning

Sometimes you may feel overwhelmed by tons of reference materials, as there is often insufficient time to go through them all. Do not feel too anxious about the number of books or materials you have to read. The fact is, not many students can finish a book from cover to cover. First get a rough idea of what the book is about; then scan through different chapters and sections. Finally, you can read the relevant parts in detail.





Knowing Yourself

University education requires students to develop broader and deeper knowledge and emphasizes both theory and application. Rote memorization will not get you very far. By understanding more about your learning habits and attitudes, you can see where your weaknesses are and work to improve them. Make use of the following test to gain further understanding into your learning mode:

	True	False
1. I spend too much time revising what I'm currently learning.	<input type="checkbox"/>	<input type="checkbox"/>
2. I always spend hours cramming down course material just before exams.	<input type="checkbox"/>	<input type="checkbox"/>
3. If I join all the activities I'm interested in, I wouldn't have enough time to study; if I am going to have ample studying time, I wouldn't have any time left for social activities.	<input type="checkbox"/>	<input type="checkbox"/>
4. I'm used to studying with the radio, TV or social media turned on.	<input type="checkbox"/>	<input type="checkbox"/>
5. I can barely study for a long time without feeling tired or distracted.	<input type="checkbox"/>	<input type="checkbox"/>
6. I always daydream or doze off in class.	<input type="checkbox"/>	<input type="checkbox"/>
7. Sometimes I don't understand what I've noted down in class.	<input type="checkbox"/>	<input type="checkbox"/>
8. I tend to include useless information in my notes.	<input type="checkbox"/>	<input type="checkbox"/>
9. I don't check my notes from time to time to prepare for tests.	<input type="checkbox"/>	<input type="checkbox"/>
10. I can't remember the contents of an article after reading it.	<input type="checkbox"/>	<input type="checkbox"/>
11. I don't know how to identify main points in a text.	<input type="checkbox"/>	<input type="checkbox"/>

	True	False
12. I struggle to finish required readings on time, and so I have to rush through them just before a test / exam.	<input type="checkbox"/>	<input type="checkbox"/>
13. When I read, I find it hard to grasp the main ideas.	<input type="checkbox"/>	<input type="checkbox"/>
14. I can't read at the same pace, regardless of the level of difficulties of the text or my familiarity with it.	<input type="checkbox"/>	<input type="checkbox"/>
15. I always hope I can read faster.	<input type="checkbox"/>	<input type="checkbox"/>
16. Even though I've revised everything, I still missed lots of key points in the actual exam.	<input type="checkbox"/>	<input type="checkbox"/>
17. Although I've prepared well in advance, my mind went blank during an exam.	<input type="checkbox"/>	<input type="checkbox"/>
18. I don't have a revision plan and seldom start studying until the last minute.	<input type="checkbox"/>	<input type="checkbox"/>
19. When the teacher gives out homework, I feel worried and have difficulty getting started.	<input type="checkbox"/>	<input type="checkbox"/>
20. I usually do my homework the night before the deadline.	<input type="checkbox"/>	<input type="checkbox"/>
21. I can't present my thoughts in an organized and logical manner when writing a paper.	<input type="checkbox"/>	<input type="checkbox"/>



Improving Performance

If your answer is True to two or more questions in any of the following categories, you should work at improving that particular set of skills:

Questions 1-3:	Time management
Questions 4-6:	Concentration
Questions 7-9:	Note-taking skills
Questions 10-15:	Reading skills
Questions 16-18:	Exam skills
Questions 19-21:	Writing skills

You are encouraged to make use of various university facilities and resources to improve your all-round learning skills. The Wellness and Counselling Centre of the Office of Student Affairs organizes regular workshops on time and stress management; the Independent Learning Centre conducts language enhancement workshops which are open to all students. In addition, you can register for English Language Teaching (ELT) courses, as well as reading and writing courses by specific departments. A good command of language and study skills is the foundation for successful learning.



Caring Station



What is a distinguishing feature of CUHK?

Many would agree that it must be the warmth and sense of community among its members.

In this Caring Station, you can begin to perceive what this means as you learn more about our University's humanistic ideals and Collegiate system, student services and support, as well as experience sharing from lecturers and students.

08. Words of Wisdom	30
09. Students' Sharing	32
10. Collegiate System	34
11. Student Growth	35



“Welcome to the big family of CUHK 😊! How do you feel? Exciting? Feeling lost? Can't wait? Worries? Don't worry, take a deep breath now & relax! Didn't I just said CUHK is a big family? There are lots of CU brothers and sisters waiting to give you a hand, to assist you and to bring you some useful tips. Your teachers and counselors are just like your parents on campus, taking care of all your diverse life issues on campus, including foods and accommodation, study, personal growth, etc. More importantly, we are always eager to listen to your concerns and sharing. All you need is to reach out your hand, and I'm sure there will be someone here to hold your hand. May I wish you a fruitful and enjoyable campus life here at CUHK.”



Professor Stanley Sai Chuen HUI
Professor, Department of Sports Science & Physical Education

“Students have to explore the balance of life on their own. The principle is not to focus in one area such as study, activity or making new friends...I sincerely wish that all students are able to find their balance points in the University, and to adjust their mentality and set goal as soon as possible so as to achieve balance physically and spiritually.”



Dr Luk Wai Cheong, Scotty
Director, University Health Service

“The beauty of University life is best illustrated with balance of diversity. Academics, extra-curricular activities, romantic relationships, all are opportunities to help you identify your strengths and weaknesses. Whatever your priorities, they imply your choices of ways of life and get you prepared for future pursuit. Begin here to set clear personal goals and establish work-life balanced routines!”



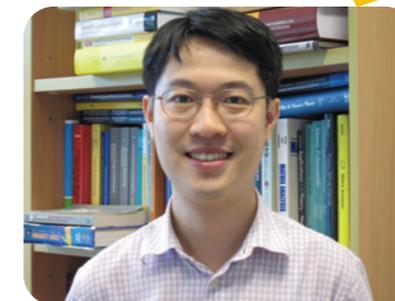
Professor Manhong Lai
Dean of Students, Wu Yee Sun College
Associate Professor, Department of Educational Administration and Policy

“Welcome to the Chinese University of Hong Kong (CUHK)! I am very excited that you have turned to a new page of your life, being a university student at CUHK. You will be in a new university environment that may take some time to adjust. Nevertheless, you are not dealing with things alone. CUHK is a caring university and we value the whole person development of our students. The I•CARE program will guide you through your university journey. You will have full support from the department, college and university. Finally, congratulations on your academic success and being admitted to our university.”



Professor Lee Wing Yan Vivian
Associate Professor, School of Pharmacy
Assistant Dean (Student Development), Faculty of Medicine
Chairperson, 2018/19 Joint Committee on New Student Orientation

University is a place not only for pursuing knowledge and excellence but also for defining your lifelong goals, learning to be independent and responsible, and expanding your social circles. In the process, you may feel lost and defeated, but hang in there, for there will be a way out. You may also encounter people who are very different from you, but don't run away from them. Bear with them, listen patiently, and speak slowly, so that everyone is uplifted. May I wish you all a fruitful university life!



Professor SO Man Cho Anthony
Professor, Department of Systems Engineering and Engineering Management
Associate Dean (Student Affairs), Faculty of Engineering





Chan Yee Man
(Maths & Maths Education / Year 4)



Hello everyone, welcome to CUHK!

Being a CUHK student for four years, I have some suggestions to you:

It is meaningless to achieve all five 'goals of university life', i.e. taking up official position in student associations, hall residence, dating, part-time jobs and skipping classes. I have seen many people who regret spending too much time on their roles in student associations as it turned out their academic results was far behind their expectation.

However, I am not telling you to only focus on your study. Instead, you should find a balance for your study and all other activities you involve.



University is a place to pursuit our dreams. We may feel lost after the start of university life. Some people even dislike their major. Remember, it is never too late to find your dreams. If you want to know more about yourself, I strongly suggest you joining various activities, e.g. taking part in exchange programme, attending lectures of other majors, involving in social activities (outward bound, ubuddies etc.). Wish you all a memorable university life!



$$h^2 = a^2 + b^2$$

Yuen Ka Yuet, Joice
(Electronic Engineering / Year 4)

Meeting with some new friends on the different event is the happiest thing in my university life. We can learn from each other whatever which department we are from.

I am very grateful for the mutual support with my friends especially when life gets hard, e.g. fighting with the deadlines in the end of the semester, the time I felt depressed. It made me feel being loved here. This is the reason why I love CUHK so much.



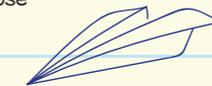
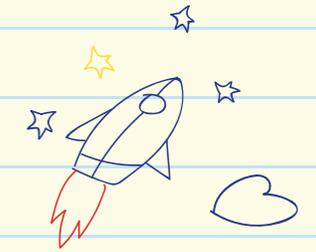
Kevin Feng
(Information Engineering / Year 2)

University is a place with many assessment criteria, e.g. GPA, intern experience, global NGOs participation, etc. There is no right or wrong for those assessment criteria, but we should have a goal which we will spend the four university years or even the whole life to pursue. Please remember to turn around to review your progress from time to time, and appreciate how far you have achieved on the road of life.



Lee Kit Cheung
(Biomedical Engineering / Year 4)

Time flies. It comes to the end of my university life. Looking back to these four years, everyone I met was precious and I certainly learnt something through getting along with them. Some of them just came across by through various activities, like camping, societies, courses, competitions, exchange, or voluntary work. However, we did not have crossovers again and became hi-bye friends to each other eventually. It is pretty sad but unavoidable. Just as an old saying 'All things do come to an end', we should treasure the time with those who are always with us in our life (e.g. classmates, project teammates) and grab the chance to know each other. These moments are only come out by accident.



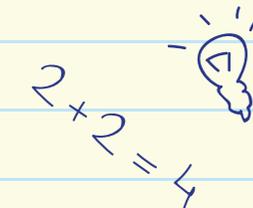
Vincy Chan
(M.B., Ch.B. / Year 4)

Every single morning, I ask myself in the mirror, "Can you believe that I am doing something amazing, right here, right now?" I am very grateful for the opportunity to study medicine, which is seemingly an impossible mission for me to complete. There must be a lot of obstacles that you need to overcome along the way, but you are not alone. Counsellors in CUHK help me realize it is okay to be on the downside sometimes and there is always someone to support you.



Belle Chiang
(Linguistics / Year 3)

I believe that you have been told by many people "U-life is very different!", and that all the differences have annoyed you so much. However, what people told you were all their own experience and feeling unless you experience it and feel it by yourself. A university is for you to make mistakes. There will not be so many rooms for you to do so in your career life afterwards. Why not take this chance and go for it with braveness?





CUHK has a unique and long tradition of residential Collegiate system among the universities in Hong Kong. Each CUHK undergraduate student belongs to one of the Colleges, and students can benefit from the whole-person education offered by these Colleges. Currently there are 9 Colleges namely Chung Chi College, New Asia College, United College, Shaw College, Morningside College, S.H. Ho College, C.W. Chu College, Wu Yee Sun College and Lee Woo Sing College.

Emphasizing whole-person education, the Colleges organize various types of activities which complement with the formal curricula, such as overseas exchange, mentorship programmes, community service projects, language training, IT and leadership skills training, and other extra-curricular activities. Not only do these experiences equip students with better interpersonal skills, leadership skills and cultural vision, etc. but also enrich their University life. In addition, the Colleges are responsible for managing most of the student hostels.

You can also contact the Dean of Students' Office of your College for advice and guidance on your problems. The Office also administers college scholarships and bursary awards, as well as manages student hostels. In addition, the Office offers General Education Classes and supports various student programmes and activities. For details, visit the website of your College www.cuhk.edu.hk/english/college/info.html.



Academic Affairs

After registration, you will be formally enrolled in an undergraduate programme offered by one of the academic departments and faculties of the University. But do you know how many students, faculties and departments there are in this University?

Here are some basic figures for you: There are 8 faculties (Arts, Business Administration, Education, Engineering, Medicine, Science, Social Science and Law) and 69 undergraduate major programmes. The number of students, according to statistics (updated in December 2017), has reached 20,048, of which 17,052 are undergraduate students and 2996 are postgraduates. During your transition from secondary to tertiary education, there may be times you would like to seek opinions from an advisor about your studies. You can approach your assigned academic advisor in your department when you need advice on planning your study programme, career development and further studies, or on coping with study difficulties and personal concerns. Please refer to P.36 for further information about the Academic Advisory System. On matters related to course registration and examination arrangement, you can contact the Registration and Examinations Section, Office of Registry Services, at 3943 9888 or visit their webpage at www.cuhk.edu.hk/rgs.





Academic Advisory System

CUHK is committed to developing well-rounded students with a solid disciplinary understanding and whole-person development in order to meet their long-term needs and prepare them for future challenges. The Academic Advisory System is essential in supporting students' academic development and in overcoming academic problems. It is also part of the whole student support and pastoral care system. Advisors, apart from giving advice on academic matters, are resource persons and provide information on other whole-person development opportunities to students.



Advisors' Meeting with Students

Every student will be assigned an academic advisor (Level I Advisor) by their Departments/Programmes upon admission. The advisor will meet with the students at least once a year throughout the student's course of study for purposes of general supervision such as course selection, guided study, adaptation to University learning modes and disciplinary fundamentals, etc. In case the students are on academic probation or extended probation, they will be assigned designated academic advisors (Level II Advisors) who will pay greater attention to and meet with them more regularly to track their progress. The students will be required to obtain the endorsement of the designated academic advisors in order to enroll in appropriate courses in the following term. Level II Advisors may also be assigned to marginal students whose GPA is below a certain threshold. They will have to meet with their Level II Advisor more than once during that particular year.

CUSIS

Students may access information on their pre-assigned Level I Advisor through CU Student Information System (CUSIS). Likewise, the advisors can view their advisees' personal particulars and contact as well as communicate with them via the CUSIS platform. For more information about the Academic Advisory System, please contact your affiliated Department or visit the following website: www.cuhk.edu.hk/english/teaching/academic-advisory-system.html.

Wellness and Counselling

Student Development Programmes

After entering CUHK, you will find that life in university differs in many ways from that in secondary school. The novel experiences can be liberating and exciting, yet also daunting and disorienting. The **Wellness and Counselling Centre (WACC)** of the Office of Student Affairs has been established precisely to help new students to tackle and mature from such developmental changes and challenges. WACC provides various services to all full-time students.

Details are as follows:

Providing Psychological Counselling Services to Students



If students experience problems in adapting to the university environment or suffer from emotional distress, they are advised to seek help from student counsellors. Through psychological counselling, students are encouraged to understand the nature of their difficulties as well as learn effective coping skills. Counselling is also a learning process which facilitates self-exploration and continuous personal development.

Providing 24-Hour Emotional Support Hotline Service



WACC cooperated with Christian Family Service Centre to provide a 24-Hour Emotional Support Hotline Service which offers telephone counselling as well as crisis interventions to all full-time students. The hotline calls are received by professional counsellors of Christian Family Service Centre while WACC counsellors would follow up on the students in need of psychological counselling.

Organizing Self-Enhancement Campaigns for New Students

To facilitate new students' adjustment to university, WACC conducts orientation talks, compiles this student guide book as well as disseminates information on student services and mental health at the beginning of the academic year. WACC also makes presentations in College Assembly and General Education classes, conducts mental health screenings and outreaches to students in need.





Organizing Developmental Programmes

Workshops and group programmes are organized regularly. Diverse media, including artworks, personality assessments, mobile app created exclusively for CU students based on psychological theories, are applied so as to enhance students' personal growth and effectiveness. Topics range from self-exploration, emotional regulation to stress management, communication and interpersonal skills, etc.



Implementing the 'uBuddies' Peer Counselling Network

Through the 'uBuddies' Peer Counselling Network, WACC strengthens peer support among students as well as facilitates early detection and referral of students in need of professional help. 'uBuddies' also organize various service projects, such as uBuddies mail box, a means for students to share their difficulties or doubts with the peer counsellors, to promote mental health and a caring culture on campus.



Promoting Mental Health Education

To promote mental health awareness and wellness in the campus community, WACC regularly organizes campus-wide campaigns on selected themes. This year, WACC is involved in the launching of the 'Sunshine at CUHK' campaign which guides students to weather adversity and stay healthy physically, mentally and spiritually, and builds a caring campus. In this campaign, teaching staff and students are invited to be the 'CU Angels' who are willing to listen to the troubles of the students around them. Besides, related workshops are held to train up the staff on how to help students with emotional crisis. Meanwhile, a wide variety of educational resources are being developed for teachers and students, including publications, videos and online materials, etc.



Coordinating Support Services for Students with Disabilities

To enable students with disability to actively participate in campus life and to facilitate their learning, special services and facilities can be arranged with relevant units according to individual needs. These may include campus transportation, accommodation, learning aids and equipment, special lecture and examination arrangements. (Please refer to page 52)



Promoting Integration

To enhance students' understanding on special educational needs, uShine SEN service team, a student volunteer group, has been established. Meanwhile, a symposium on developmental disorders has been organised this year. Educational videos on various SEN are being produced to promote an inclusive campus. For further details, please refer to page 52.



Disseminating Positive Messages

In addition, WACC delivers caring reminder to students through email regularly during the academic year to show timely support and care. Full-time students of CU who face difficulties on university adjustment, studies, emotion-regulation, interpersonal relationship or other aspects in life are welcome to seek help from our counselling service. Appointment can be arranged by phone, through our website or visiting our office.



Wellness and Counselling Centre (WACC)

Tel: 3943 7208/ 3943 3493 Website: www.cuhk.edu.hk/osa/wacc



Student Development and Resources

The University is committed to supporting and encouraging students to organise extracurricular activities. Students will find different kinds of student development programmes, activities, internship and exchange opportunities offered by various units of the University.

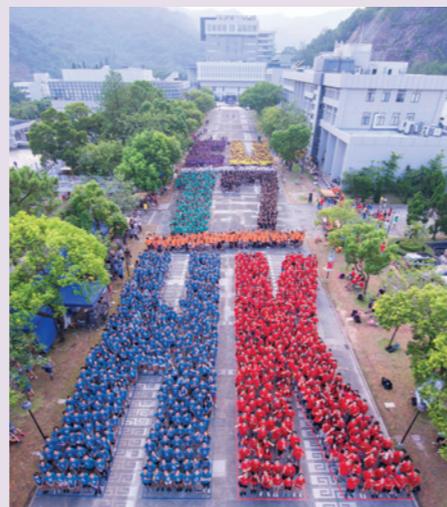
The objectives of these activities are to facilitate students to develop their potentials, exercise their initiative, foster their organising ability and leadership, as well as enhance their understanding of different cultures.

Each College organises a wide range of student activities. Details of these activities can be found on respective Colleges' websites.

Apart from the above units, the **Student Development of Resources Section (SDRS)** of the Office of Student Affairs also plays a part in the coordination of student activities and resources for the development of students. Its service scope includes the following:

Coordinating Matters Related to New Students' Orientation Activities

During summer, SDRS serves as the coordinator of various orientation activities for local students, such as Joint-College Activity and Inauguration Ceremony for Undergraduates. SDRS also provides relevant training for members of the organising committees of the orientation camps in order to equip them with necessary knowledge and skills for the organising duties.



Supporting and Providing Guidance to Student Bodies

Student bodies like the student unions and interest groups can seek guidance and assistance from SDRS when organising activities. SDRS also coordinates meeting for students and various departments/units to communicate on the University development, new policies and specific issues.

Supporting Student Development Through Activity Funds

SDRS administers various student activity funds. To familiarise students with the requirements and procedures of applying for student activity funds, SDRS regularly conducts briefing sessions for student bodies.

Organising and Coordinating Leadership Development Activities

In order to cultivate students' leadership skills, as well as to support their personal growth and career development, SDRS organises a range of leadership development programmes including Outward Bound Training Programme, University-YMCA (CUHK) Project, KCC Elite Development Programme for the New Century and the Student Leader Training Scheme, etc.

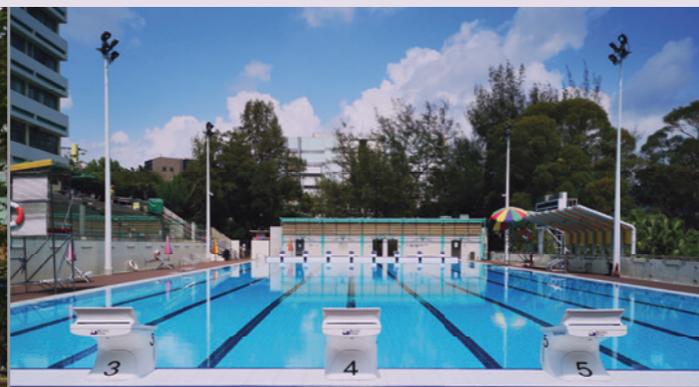
With a view to broadening students' horizons and fostering their whole-person development, SDRS also supports different kinds of University-wide and intervarsity programmes such as International Youth Exchange Programme, Guangdong-Hong Kong-Macao Youth Cultural Tour, Outstanding Service Awards for Tertiary Students and Blood Donation Campaign.





Managing various Student Amenities and Facilities Located in Benjamin Franklin Centre, John Fulton Centre and Pommerenke Student Centre as well as the University Swimming Pool

Various facilities and function rooms at the Benjamin Franklin Centre (BFC), John Fulton Centre (JFC) and Pommerenke Student Centre (PSC) are available for the use of University departments and student societies. Eligible users can reserve facilities and equipment through the OSA Online Facilities Booking System, and by visiting the Service Counter at Benjamin Franklin Centre or Pommerenke Student Centre. The University Swimming Pool is also managed by SDRS, providing a fully-furnished ground for physical education, aquatic meets, water sports and leisure.



Enriching Students' On Campus Residence Experience in the International House

To connect students around the globe at CUHK, the International House (I-House) provides on campus residence for mainly undergraduate students assigned by selected Colleges. The diversified resident composition, with local, mainland and overseas exchange students, provides residents with abundant opportunities to have cross-cultural communication and exposure.

Student Development and Resources Section (SDRS)

Tel: 3943 7323 / 3943 3733 Website: <http://sdrs.osa.cuhk.edu.hk/>



Learning and Cultural Enhancement

The **Learning and Cultural Enhancement Section (LCES)** of the Office of Student Affairs is committed to offering students guidance on adjustment to and planning for university life and to promoting cultural interchange on campus.

Providing Learning Enhancement Service

Offered by the Learning Enhancement Officers (LEOs), individual guidance and related support services are made available to all students in CUHK. The LEOs also organise developmental programmes regularly for the purpose of learning enhancement. In addition, a first-year student survey is conducted every year to have a better understanding of our new students' background and expectation, as well as their achievement after a year's study.



Promoting Cross-Cultural Diversity

The LCES promotes internationalization and exchanges of diverse cultures on campus through organising a string of activities and coordinating relevant resources:

Cultural Festival

The bi-annual cultural festival organised by LCES, with a different theme each term, is lined up with a spectrum of activities, such as an opening ceremony, cultural talks, cooking classes, movie screenings etc., allowing the CUHK community to experience diverse cultures on campus. The past festivals effectively promoted the cultures of Nordic regions, Islamic countries, Africa, South and Southeast Asia, Oceania, etc.



CLOVER

CLOVER is a campus-wide cultural diversity cum voluntary service programme in which local and non-local students join hands to provide community service in Hong Kong.

CUHK Host Family Programme

The CUHK Host Family Programme forges cultural bonds between non-local participants and local university staff and senior students which facilitates the students' adaptation to the new environment.



Internationalization Activity Fund

The Internationalization Activity Fund provides sponsorship for internationalisation activities initiated by CUHK students or student associations. With the financial support, various activities have been made possible and thus have promoted cultural exchanges among students.



The i-Ambassador Scheme

The i-Ambassador Scheme provides a platform for students to actualise their creative ideas into activities of internationalisation and cultural integration.



i-LOUNGE

The i-LOUNGE provides an ideal place for students and university units to organise activities which can fuel cultural exchanges and exposure. Students can also exchange thoughts on different matters in a relaxed atmosphere. During term time, Cultural Fun workshops are also held regularly for widening students' exposure.





Providing Support Services to Non-local Students

“Compass for Incoming Students” - a guidebook tailor-made for the non-local newcomers is published every year before the academic year starts. Besides the guidebook, the LCES also provides proactive personal guidance to non-local undergraduates, in particular, and organises a series of adaptation activities for them throughout the academic year. Information related to rental accommodation outside campus is also made available on the section website for students who cannot get a hostel place.



Supporting Postgraduate and Non-local Students' Associations

The LCES serves as a key supporting service unit for various student associations, including the Postgraduate Student Association of CUHK, the Chinese Students and Scholars Association, the Mainland Undergraduate Association, the International Student Association and other student associations of non-local students. Apart from making regular liaisons and offering support to these associations, the LCES also acts as the bridge between students and senior management of the University so as to aid non-local students to familiarize themselves with the university policies and promote their own cultures.

Learning and Cultural Enhancement Section (LCES)

Tel: 3943 1533/ 3943 7945 Website: www.cuhk.edu.hk/osa/lces

Coordinating Orientation Activities

With the help of various student associations, the LCES organises orientation activities for new postgraduate and non-local undergraduate students every year. The LCES is also responsible for the coordination of the New Student Orientation Day targeting students admitted via the Joint University Programmes Admissions System (JUPAS).



Student Exchange Programmes

Going on student exchange is an once-in-a-lifetime experience that allows university students to enrich themselves before graduation. The time you have spent and the memories you have gained during exchange will be one of the most rewarding chapters of your university career. The exchange experience is more than acquiring new skills and knowledge; by exposing yourself in a new environment, you will be able to discover yourself and develop a renewed sense of intellectual energy and focus. During your exchange, you can master a second language, immerse into a different learning environment, explore a foreign culture, discover your own cultural identity, expand networks for your future career and build independence.

Student exchange programmes at CUHK are administered by the Office of Academic Links (OAL). During the 2018-19 academic year, over 1,000 CUHK students will participate in student exchange programmes. With over 280 student exchange partners in more than 30 destinations to choose from, the opportunities are only limited by your imagination. Spend one term, one academic year or the summer at some of the best institutions in the world, including University of California, Berkeley and University of Pennsylvania in USA; University of Toronto and the University of British Columbia in Canada; the Australian National University and the University of Sydney in Australia; University of Cambridge in the United Kingdom; ETH Zurich in Switzerland; Kyoto University in Japan; and Peking University and Tsinghua University in China, just to name a few.

You can learn more about the exchange opportunities available for CUHK students through on-campus outreach events in early October. Applications are due in late October for exchanges in the following year.

To learn more about student exchange programmes, you can:

- Visit www.oal.cuhk.edu.hk
- Attend the Student Exchange Briefing Session in October
- Talk to a Student Advisor at the i-Centre (1/F, Yasumoto International Academic Park)
- Call the i-Centre on 3943 7597 or email iasp@cuhk.edu.hk

In addition to exchange programmes, more than 6,000 CUHK students will take part in non-local short-term experiential learning programmes organised by OAL, the Colleges and Departments every year. To find out more about these opportunities, please contact the relevant units.





Scholarships and Financial Aid

Through the generous donations from numerous benefactors, the University offers scholarships, prizes and academic awards to give due recognition to students who demonstrate academic excellence and outstanding performance in various areas. The University also provides different types of financial aid to help students who have financial need.

For details about scholarships and financial aid, please visit the website of the Office of Admissions and Financial Aid (OAFA) at <http://admission.cuhk.edu.hk>.

In addition to the University scholarships and financial aid schemes, OAFA assists in the administration of the “Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)” as well as “Non-means-tested Loan Schemes (NLS)” which are offered by the Working Family and Student Financial Assistance Agency of the Hong Kong SAR Government.

Scholarships

Scholarships are awarded primarily on the basis of academic merit while criteria such as leadership and other personal qualities, financial need and community services may also be taken into consideration. Most of the scholarships require nominations from faculties, academic departments and other relevant offices, subject to the final selection or approval by the donors. There are also some scholarships available for open application. Students are advised to visit the OAFA website for details.



Financial Aid

Both the Hong Kong SAR Government and the University provide bursaries and loans for registered local students who are in need of financial assistance.

1. Government Financial Aid

The Student Finance Office of the Working Family and Student Financial Assistance Agency (SFO) of the Hong Kong SAR Government provides the following financial aid schemes to full-time local students who are taking up an exclusively UGC-funded student place in a recognized programme under TSFS:

- Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) is a means-tested grant and loan scheme. The level of assistance depends on family’s financial circumstances. Grants are awarded to cover tuition fees and academic expenses while loans are for living expenses.
- Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT) provides students with non-means tested loans up to the amount of annual tuition fees.

Students may refer to the SFO website at www.wfsfaa.gov.hk/sfo for more information.

2. University Financial Aid

The University Bursaries and Loans are normally open for application in September. However, students with emergency needs arising from sudden changes in financial conditions can submit applications in any month of the year. The University also offers partial amount of hostel grant under Student Residence Bursary Scheme. Besides, Summer Subsistence and Travel Loan Scheme provides interest-free loan to students with financial need to participate in academic exchange programmes abroad and other overseas learning activities in summer. Student Campus Work Scheme is also available to provide students with opportunities for paid campus work, usually in the form of assisting the University’s academics or administrators in research projects and administrative work. The Colleges also administer their own scholarships and financial aid schemes. Students are advised to check with their respective College for details.





Career Planning and Development

The **Career Planning and Development Centre (CPDC)** of the Office of Student Affairs is committed to providing career guidance and facilitating career development of students. Its major services include:

Organizing Career Guidance and Enrichment Programmes

CPDC organizes career guidance programmes including workshops, seminars, firm visits, careers fairs and career-oriented mentorship programme (CUMP). The programmes aim to assist students in exploring different career options, paths and opportunities, selecting suitable career fields, unleashing their potential and further enhancing their job hunting skills and competitiveness.

Providing Students with Job Information and Placement Services

Through the CU Job Link <https://cpdc.osa.cuhk.edu.hk/student/login> and the Joint Institutions Job Information System (JIJIS) www.jijis.org.hk, CPDC provides students with full-time, part-time, summer job information and placement services.



Supporting Employers with their Recruitment Exercises

CPDC maintains good relationship with employers and supports their recruitment exercises such as organizing recruitment talks, career fairs, on-campus aptitude tests and interviews. Recruitment talks and career fairs hosted by organizations from various sectors are held in the University. These activities offer students the opportunities to understand what the employers expect from them as prospective employees and find out job opportunities and career prospects available to them.



Organizing Summer Internship Programmes

Hundreds of overseas, mainland and local internship opportunities are offered to students of different disciplines during the summer. Apart from experiencing the workplace culture and acquiring practical work skills in industries, students are able to enhance their cross-cultural understanding, language proficiency, and communication skills through offshore internships.



Providing Career Counselling Services and Updated Job Market Information

Students may consult the career advisors individually or in groups at CPDC about career aspiration, career planning and development, job searching skills, etc. CPDC also provides a wealth of online resources, including tips on job hunting, the Career Planning Handbook, the Vault Online Career Library, the Toolkit for Non-local Students, etc., for students to keep themselves abreast of the latest job market information and equip themselves with essential employment skills.

Making Available Aptitude and Personality Tests to Students

In view of the increasing usage of aptitude and personality tests during selection process of employers, CPDC cooperates with market test providers in making these assessments available to students, so as to allow them to be better prepared and to understand their career aspirations.

Providing Online E-learning Platform - Careers E-coach

To enable our students to have better understanding of the job searching process and to be prepared, CPDC introduced an online e-learning platform named Careers E-coach. Through participation in interactive exercises, students will gain a better understanding of their career preferences and essential job searching skills.

Other Services

CPDC conducts and reports on the Graduate Employment Survey every year to find out the employment status of our graduates. Details are at website: www.osa.cuhk.edu.hk/publication-statistics/graduate-employment-survey.

Career Planning and Development Centre (CPDC)

Tel: 3943 7202 Website: <http://cpdc.osa.cuhk.edu.hk/>



Support Services for Students with Disabilities

As a caring University, CUHK seeks to promote positive educational outcomes for its students and is committed to promoting equal opportunities in academic pursuits for every student.

To enable students with disabilities to actively engage in campus life and to facilitate their learning, the following services can be arranged according to individual needs:

- Learning aids & equipment
- Special lecture & examination arrangements
- On-campus Rehabus service
- Accessible hostel facilities
- Accessible facilities in teaching buildings
- Accessible library facilities
- IT supports
- General medical care
- Psychological counselling
- Career counselling

To promote integration on campus and foster mutual support, the 'uShine SEN Service Team' was established in 2014. uShiners will provide learning supports to students with special educational needs. They also organize service projects that aim at promoting equal opportunities and building a more caring community in CUHK.



The Office of Student Affairs also organizes educational and promotional activities such as training programmes, symposiums, and exhibitions to heighten the awareness of CUHK staff and students on Ordinances, University policies, and issues relevant to the needs of and support services for students with disabilities.



For further information regarding support services for students with disabilities, please visit www.cuhk.edu.hk/osa/disability. You are also welcome to contact the Disability Services Manager of the Office of Student Affairs: Tel: 3943 4766 Email: sdss@cuhk.edu.hk Personal information of students will be kept confidential.

I-CARE Programme

Launched in 2011, the I-CARE Programme has been committed to offering informal whole-person education to students based on the I-CARE Framework (vide the chapter on "Student Development Portfolio"). In line with its motto "Aspiration through Reflection; Renewal through Civility", the I-CARE Programme aims to inspire students to actively partake in social and civic services. It also facilitates the release of students' holistic competencies so that they will become able to enhance the wellness of people in the local, regional and global communities. The I-CARE Programme is now administered by the I-CARE Centre for Whole-person Development. This Centre also collaborates with other University units to motivate all-round development of students.

Activities under the I-CARE Programme are mainly carried out through the following six areas:

1. University Lectures on Civility

This Programme is consisted of seminars and cultural activities that explore the relationship between men and society/ nature. Scholars, artists and celebrities from around the world share their unique humanistic points of view with students and catalyse them to reflect on the meaning of life. Speakers of this Programme include, inter alia, Muhammad Yunus (Nobel Peace Prize Laureate), Yongey Mingyur Rinpoche (master of Buddhist meditation), and Lung Ying-tai (renowned writer).



2. Social Service Projects Scheme

The University encourages students to engage in social and civic services in Hong Kong, the Mainland, and overseas countries. While funding has been set aside for students to design, initiate and implement sustainable development projects in local and impoverished areas to enhance people's well-being, they will also be trained (through the "Proposal Writing Workshop" and "Sharing Session on Learning Outcome", etc.), coached and monitored under the Scheme.





3. Local Poverty Alleviation Initiative

This Programme aims at addressing the underlying causes of poverty as well as building an enabling environment for poverty alleviation in Hong Kong. Through engaging in community services like staging the “Social Service Day - Let Elderly/ Youth to be a University Student”, “Hong Kong Cultural Tours Project” and “Fitness x Mentorship” Scheme, students gain first-hand experience about societal issues and build up resolve to moderate poverty.



5. Social Enterprise Startup Scheme

The Scheme not only funds students (and also young alumni) to transform their creative business ideas into meaningful startup, but most importantly offers mentorship to them by the experts in real business sector. With financial support of the Scheme, participants validate, establish or scale up their social enterprises.



I-CARE Centre for Whole-person Development

Tel: 3943 8621 Website: www.cuhk.edu.hk/icare

4. Community Research Scheme

The Scheme allows students from different disciplines to work together on rigorous studies of various public issues under the guidance of professional tutors. Students collect and analyse data, carry out research and present findings that become blueprints for community and social reforms. Topics of research include, inter alia, “Homeless and Mental Wellbeing” and “Elderly-friendly Housing”.



6. NGO Internship Programme

Working for a non-governmental organisation (NGO) provides students with the opportunity to put theories into practice, support others in need, and create positive changes in communities. The placements in Hong Kong, the Mainland and Taiwan are expected to take students’ dedication and strengths to new heights.



Student Development Portfolio

The University is committed to the whole-person development of its students. Different units in the University provide a variety of student activities and services to cultivate students’ overall quality and competitiveness through non-formal education. To this end, the **Student Development Portfolio (SDP)** has been established. Not only does it provide a roadmap for students on the experiential learning opportunities on offer but it also specifies the roles and responsibilities of various student support units on campus.

The SDP is a university-wide computer system for capturing and presenting students’ participation in the Experiential Learning Activities (ELA) under the whole-person development framework namely I-CARE. The desirable targets, as well as appropriate values and skills for students to attain through experiential learning are categorised under the following virtues:

- I** - Integrity and Moral Development
- C** - Creativity and Intellectual Development
- A** - Appreciation of Life and Aesthetics Development
- R** - Relationships and Social Development
- E** - Energy and Wellness



More Information



e-Platform

You can view and enrol for the activities and services in the SDP provided by different student support units in a systematic way. Besides, your participation in activities organised by student bodies or external organisations can be recorded in the system as these activities are also deemed instrumental and form an integral part of non-formal education. Then, you will be able to create your own log of ELA, and produce the corresponding ELA Report when necessary.

The SDP is expected to facilitate you to affirm your motive in participating in activities and services, and hence better manage your experiential learning opportunities during your study in the University. On the other hand, the framework enables relevant departments to review their deployment of resources, and maximise their impact on their offering of non-formal education.

You can login the e-Platform with your Student ID and OnePass (CWEM) Password on <https://sdp.itsc.cuhk.edu.hk>. For more information, please visit www.sdp.cuhk.edu.hk.

Propriety Station

“Yue li” is to keep within the bounds of propriety. The mission of university education goes beyond the dissemination of specialized knowledge. Through general and whole-person education, students also learn how to improve themselves in various aspects like personal quality, integrity and taste. Students will also gain deeper understanding into institutional regulations and societal norms and customs. All these can instill among students a sense of social responsibility and readiness to offer assistance to the needy and make contributions to the local society as well as the international arena in future.



12. Honesty and Integrity	57
13. Information Security	58
14. Preventing Sexual Harassment	61

Propriety Station ▶▶▶ 12-Honesty and Integrity

Honesty, integrity and respect for others are virtues that we have learnt since childhood. In academic pursuits, honesty in academic work and respect for the efforts of predecessors are golden rules. As a university student, do keep these rules in mind when pursuing your studies; they will guide your way through the journey of learning.



Copyright

The law protects creators for their original works such as books, newspapers, computer programmes, photographs, films, sound recordings and broadcasts. The creators hold the exclusive right to use or authorize others to use their work – including its reproduction, public performance and broadcasting. The Copyright Ordinance provides certain limited exemptions to copyright for learning. ‘Fair dealing’ of a work for research or private study, criticism, review, news reporting, or for giving or receiving instruction in a specified course of study provided by an educational establishment is permitted.

Infringement of copyright is a serious offence and may lead to civil remedies or even criminal sanctions. Copyright infringement by CUHK members, such as excessive downloading of electronic content, violates local laws and University licence agreements, and will also subject the offender to University disciplinary action.

For additional information, please see www.cuhk.edu.hk/policy/copyright/en.

Honesty in Academic Work

Students must never pass off the work or ideas of others, including online resources, as their own. Plagiarism is as serious as cheating in examinations; both are punishable under University regulations. The maximum penalty could be termination of studies. The most obvious and blatant type of plagiarism is copying whole articles, sections, paragraphs or whole sentences from other publications without acknowledgement. However, even the use of a few words or paraphrasing (without actually copying any words at all) may constitute plagiarism if the source is not acknowledged. Students should read the detailed guidelines and examples for the acknowledgement of sources in the University’s website at www.cuhk.edu.hk/policy/academichonesty, in particular, the Section on “Electronic submission of assignments” via Veriguide.

Note

Students are advised that there are a number of online websites (e.g. dictionaries and encyclopedias) which are not considered appropriate for use and citation in academic work since they have not been written and reviewed by experts. Students should discuss with their teachers which, if any, online sources they can use and refer to in their written work.

In view of the rising concern about information security today, we would like to share the six important tips to safeguard you against threats and attacks, and enhance your knowledge of using IT in your university life.

1) Safeguard your computer

Keep in mind that an infected or hacked computer will enable unauthorized person to access your data or control your computer.

DO	DON'T
<ul style="list-style-type: none"> ✓ Install anti-virus software and update the latest virus signature periodically ✓ Perform regular scanning on your computer with the anti-virus software. ✓ Install latest security patches of the operating system for fixing the existing security loopholes. ✓ Turn on firewall on the operating system. ✓ Set up a strong password for your computer. ✓ Use encryption to protect important data. ✓ Backup your files regularly. 	<ul style="list-style-type: none"> ✗ Don't install software from untrustworthy sources ✗ Don't reply suspicious e-mails, or open any links or attachment in the email. ✗ Don't enable Macros for MS Office files

<Guidelines for Securely Configuring your Computers: www.itsc.cuhk.edu.hk/user-trainings/information-security-best-practices/guidelines-for-securely-configuring-your-computers>

<Guidelines for Disable Macros for MS Office Files: www.itsc.cuhk.edu.hk/user-trainings/information-security-best-practices/ransomware-variants-kidnapping-you-from-far/guidelines-to-disable-macos-for-ms-office-files>

2) Protect your smart phones and tablets

Mobile devices like smart phones and tablets bring much convenience to our everyday life. However, if they are not securely protected, they also become a convenient way to security threats.

DO	DON'T
<ul style="list-style-type: none"> ✓ Lock your mobile device with passcode ✓ Keep the Operating System (OS) & Apps updated ✓ Use well-known Wi-Fi network & secure connection e.g. VPN ✓ Install security apps e.g. Anti-virus apps ✓ Backup data in your device regularly 	<ul style="list-style-type: none"> ✗ Don't jailbreak or root your device ✗ Don't install apps from untrustworthy sources ✗ Don't turn on unused Wi-Fi, Bluetooth & location services ✗ Don't visit suspicious links or Quick Response (QR) Code ✗ Don't leave your device unattended

<Security guidelines for smart phones and tablets: www.itsc.cuhk.edu.hk/user-trainings/information-security-best-practices/security-tips-while-using-smart-phones-and-tablets>



3) Secure the data transmission over the CUHK Wi-Fi service

The CUHK Wi-Fi service provides you with a very convenient internet access on campus. However, there are security concerns regarding the plain-text transmission with the Wi-Fi connection.

DO	DON'T
<ul style="list-style-type: none"> ✓ Establish VPN connection when using Wi-Fi service to enhance data security by encrypting the network connection ✓ Disconnect the Wi-Fi connection when it is not in use 	<ul style="list-style-type: none"> ✗ Don't connect to untrusted Wi-Fi network ✗ Don't access or transmit any personal or sensitive data with Wi-Fi service without VPN connected

< CUHK Wi-Fi service:

On-campus: www.itsc.cuhk.edu.hk/student-it/wifi-and-network/on-campus-wifi

Off-campus: www.itsc.cuhk.edu.hk/student-it/wifi-and-network/off-campus-wifi>

<Setup Virtual Private Network (VPN): www.itsc.cuhk.edu.hk/student-it/wifi-and-network/cuhk-vpn>

4) Use strong password and keep it safe

Act responsibly to protect confidentiality of your passwords that granted for accessing your e-mail, CUHK systems and banking etc. Once you have received your password from ITSC or any other units, you should:

DO	DON'T
<ul style="list-style-type: none"> ✓ Use strong password with: <ul style="list-style-type: none"> - 8-16 characters in length - at least 1 letter, 1 digit, and 1 special character ✓ Change password frequently, e.g. 180 days ✓ Change the default or initial password the first time you login ✓ Log off when finished using terminals or PCs in public areas ✓ Beware of shoulder surfing 	<ul style="list-style-type: none"> ✗ Don't use dictionary words or personal related information ✗ Don't place your password conspicuously ✗ Don't tell your passwords to others ✗ Don't store your password on any media unless it's protected from unauthorized access ✗ Don't use the same password for everything ✗ Don't reuse recently used password ✗ Avoid using the "remember your password" feature

<Guidelines to Safeguard Your Password: www.itsc.cuhk.edu.hk/user-trainings/information-security-best-practices/guidelines-to-safeguard-your-password>



Propriety Station ▶▶▶ 14-Preventing Sexual Harassment



5) Beware of fraudulent (phishing) emails

Occasionally, you may receive fraudulent (phishing) e-mails that appear to be from ITSC or CUHK to request you to confirm or validate your e-mail accounts, password or personal information by replying the e-mails or clicking a hyperlink or attachment. Please be reminded that ITSC or CUHK will NEVER ask you to provide your password or personal information in this way; also, malicious program could be installed in your computer if you have clicked the hyperlink or attachment in the emails.

DO	DON'T
<ul style="list-style-type: none"> ✓ Ignore and delete the suspicious email ✓ Scan every files attached in the email with anti-virus software before opening ✓ Reset your password immediately if you leaked it to suspicious party ✓ Scan your computer if you clicked the suspicious hyperlink or attachment 	<ul style="list-style-type: none"> ✗ Don't reply to fraudulent emails ✗ Don't click suspicious hyperlink ✗ Don't open email attachments from unknown sources ✗ Don't open executable files (e.g. files with extension .exe) via email attachments

<E-mail / Web Fraud Alert: Beware of Phishing: www.itsc.cuhk.edu.hk/all-it/information-security/phishing-email-web-fraud-alert>

6) Security practices on using Cloud Storage Services

Cloud provides an alternate storage for you to keep your files, it allows you to access your files no matter where you are. However, if they are not properly used or protected, your files in these storages are at risk.

DO	DON'T
<ul style="list-style-type: none"> ✓ Use a trustable cloud service provider. ✓ Use the devices that you trust to connect to the cloud system. ✓ Enable two-factor authentication which provided by the cloud service provider. ✓ Use strong password and change it regularly. ✓ Encrypt the files before upload it to the cloud system. ✓ Logout the cloud system and close the browser after use. 	<ul style="list-style-type: none"> ✗ Don't visit suspicious hyperlink or download any suspicious files. ✗ Don't upload any sensitive or personal information to cloud system.

<Security Guidelines for using Cloud Storage Services: www.itsc.cuhk.edu.hk/user-trainings/information-security-best-practices/best-practices-on-using-cloud-storage-services>

Act now and apply the above tips immediately! You can look for more information on the above tips at www.itsc.cuhk.edu.hk/user-trainings/information-security-best-practices. For enquiries, please e-mail infosec@cuhk.edu.hk.



CUHK is committed to eliminating and preventing sexual harassment and will not condone any act of sexual harassment committed by its staff members or students. The University set up the Committee Against Sexual Harassment in 1995 and formulated the Policy Against Sexual Harassment, stating clearly the University's stance on sexual harassment and developing the mechanism for handling sexual harassment complaints. If the conduct of the relevant staff member or student warrants disciplinary action, the University will take appropriate follow-up action.



What is meant by "sexual harassment"?

According to the Sex Discrimination Ordinance (SDO), the legal definition of sexual harassment includes the following situations:

- (a) the person
 - (i) makes unwelcome sexual advances, or unwelcome request for sexual favours, to another person; or
 - (ii) engages in other unwelcome conduct of a sexual nature in relation to that other person;

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that that person would be offended, humiliated or intimidated; or

- (b) any person, alone or together with other persons, engages in conduct of a sexual nature which creates a hostile or intimidating environment for that person.

Under the SDO, sexual harassment is unlawful. It covers sexual harassment of both men and women, work environment and educational establishments.

What exactly constitutes sexual harassment?

In very simple terms, any sex-related language, action or physical contact that is unwelcome may constitute sexual harassment. An intimidating, hostile or offensive working or learning environment will also constitute sexual harassment. It can also happen in a group, when students in orientation camp shout sex-related slogans or play games that make other students feel offended or intimidated. This behaviour could result in the creation of a hostile or intimidating environment.

Sexual harassment can be through spoken words, emails, letters, phone calls or the like. Sexual harassment does not have to be intentional or aimed at any particular subject and may be explicit or implicit. Sexual harassment may occur between persons of the same sex or opposite sex. A single incident may be sufficient to constitute sexual harassment.

What can you do if you are sexually harassed?

1. Speak up at the time. Tell the harasser that his / her behaviour is unwanted and has to stop.
2. Keep a written record of the incidents, including dates, time, places, witnesses, nature of the harassment and your responses.
3. Tell someone you trust or counsellor, and ask for emotional support and advice.
4. Seek help from the University's Panel Against Sexual Harassment.

All information will be kept in strict confidence. For details of the University's Policy Against Sexual Harassment, please visit the website: <http://policy-harass.cuhk.edu.hk>.

For enquiries and complaints, please call our hotline at 3943 8716 or email to pash@cuhk.edu.hk.

Campus Station

Wanna know about CU's...

- Campus map?
- Canteens?
- Libraries?
- Independent learning facilities?
- Building locations?



15. Green Campus.....	63
16. Knowing Your Campus.....	64
17. Campus Life Supplements.....	65

Campus Station >>> 15-Green Campus



CUHK has the largest campus in Hong Kong with approximately 77% of its area being covered by vegetation. In order to protect this beautiful environment and promote community awareness, the University has developed the following environmentally friendly policies and practices with noticeable achievements:

1. Energy Saving and Carbon Reduction

- Set energy saving and carbon reduction targets
- Adopt wide application of renewable energy to supply hot water and illumination, and being the first university in Hong Kong to install a solar power system

2. Water Saving

- Use natural water from the campus lake to irrigate the whole campus
- Study the recycling and treatment system; reduce water consumption by one third

3. Paper Reduction

- Promote a paperless work environment, where documents are delivered through computer networks and stored on electronic files
- Encourage the classification and increase collection points of used paper

4. Green Transport

- Adopt environmentally-friendly vehicles including electric scooters, vans and buses
- Organize 'Walk for Health' and 'Walk for Green' program annually so as to promote walking and cycling on campus

5. Ecological Conservation

- Plant trees all over the campus and operate a tree conservation policy
- Preserve ecological variety, such as conserving the house swift colony on campus, which is the largest of its kind in Hong Kong



6. Green Education

- Organize Urban Tree Management Seminars to enhance public awareness of the importance of tree conservation
- Organize talks and eco-tours to introduce the green undertaking and facilities on campus and to share with schools and the community the University's energy saving and carbon reduction experiences

7. Food Waste Conservation and Prevention

- Enhance the awareness of food resource conservation among members of CU through campaigns and promotional activities
- Install food waste separation and handling facilities such as food waste composting machine and tumbler

Join Us in Developing Sustainable Campus

The University has established the Campus Master Plan, a comprehensive master planning up to Year 2012 and endeavors to build a sustainable campus. For the sake of saving energy and reducing waste effectively, 5-year targets had been set in 2012. Colleges also play an important role in mobilizing students' participation by holding competitions, workshops, recycle campaigns, visits, organic farming, voluntary working group, etc. In addition, related student organizations, such as Green World of CUHKSU, CUHK Green Post, as well as societies under the Environmental Science Department, CUHK Agricultural Development Group, etc., organize various kinds of activities and publish newsletters to raise students' awareness regarding environmental protection.

At the same time, University departments and units take part in the Green Office Programme (GO!) to create an environmentally-friendly workplace.

Let's work together to protect our beautiful green campus!

Website: www.cuhk.edu.hk/english/campus/environmental-protection.html

16-Knowing Your Campus



17-Campus Life Supplements

Learning Resources

Library services

The University Library System coordinates the collections and services of the University Library and the branch libraries— the Elisabeth Luce Moore Library of Chung Chi College, the Ch'ien Mu Library of New Asia College, the Wu Chung Multimedia Library of United College, the Li Ping Medical Library at the teaching hospital complex in Shatin, the Architecture Library and the Lee Quo Wei Law Library.

Available services include circulation, book reservation, inter-library loan, reference enquiry, instructional services, special collections and multimedia service. Library orientation sessions are also organized for new students at the beginning of each academic year, and workshops on the use of different library resources are held from time to time.

Website: www.lib.cuhk.edu.hk

The Independent Learning Centre

The Independent Learning Centre (ILC) is located on the first floor of Wu Chung Multimedia Library, United College. It aims to facilitate self-directed learning and to help students improve their academic and language skills. Apart from a variety of print and online resources, ILC also organizes free workshops and consultations regularly on academic studies, language enhancement, career planning and further studies.

Tel: 3943 8733

Website: www.ilc.cuhk.edu.hk/EN



Information Technology Services

At CUHK, you will always make use of IT resources to facilitate your learning. To enable you to get started with ease, we have designed a quick start guide for you to grasp some ideas on how to:

- Manage your computing accounts and passwords
- Collect your CU Link (Student) Card and change PIN
- Get network access on and off campus
- Stay connected through @Link email service and enjoy cloud service, CUHK Office 365
- Install free anti-virus software for your PC
- Access University portal (MyCUHK) and Chinese University Student Information System (CUSIS) and facilitate your study using eLearning systems and tools
- Purchase notebooks and software at substantial discounted prices between mid-Aug and Oct
- Use PCs and printing services in User Areas (1/F, Pi Chiu Building) and Learning Commons (6/F, Wu Ho Man Yuen Building)
- Contact ITSC

Please visit <https://www.itsc.cuhk.edu.hk/en-gb/user-trainings/i-want-to/quick-guide-for-new-students> to see a wide range of IT resources and facilities you can enjoy. We will also keep you updated about our news and latest development through our monthly newsletter - ITSC eNewsletter <https://www.cuhk.edu.hk/itsc/digest>.



For comments or enquiries, please contact:

- ITSC Service Desk: <https://servicedesk.itsc.cuhk.edu.hk>
- During office hours,
 - ITSC Services
 - ▲ Service Desks: User Areas (1/F, Pi Chiu Building) and Learning Commons (6/F, Wu Ho Man Yuen Building)
 - ▲ Hotline: 3943 8845
 - CU Link (Student) Card
 - ▲ CU Link Card Centre: Room 804, 8/F, Wu Ho Man Yuen Building
 - ▲ Hotline: 3943 8507
- Webpage: www.itsc.cuhk.edu.hk
- Facebook: www.facebook.com/itsc.cuhk

Health Matters

University Health Service

The University Health Service provides a comprehensive on-campus medical, dental and health promotion service for full-time students. For the appropriate and more serious medical conditions, referrals to specialists can be arranged. Health education activities are also organized to provide the campus community with health-related information. The Chinese Medicine Specialty Clinic, which is located at 1/F, Sino Building, Chung Chi College, provides consultation services to students. Services include general outpatient service, acupuncture treatment service, orthopedics service, etc.



University Health Service Medical Service

Appointment: 3943 6439
 Enquiry: 3943 6422
 Dental Service: 3943 6412
 Website: www.cuhk.edu.hk/uhs

Chinese Medicine Specialty Clinic cum Clinical Teaching and Research Centre

Appointment: 3943 9933
 Enquiry: 3943 1295/ 3943 4328 (School of Chinese Medicine)
 Website: <https://clinic.scm.cuhk.edu.hk/>

Accidents and Emergencies

In case of accidents or emergencies on campus, dial 3943 7999 for ambulance service through the Security Unit of CUHK. If you are outside campus, dial 999 or seek prompt treatment at the Accident and Emergency Department of public hospitals. The nearest hospital to CUHK is the Prince of Wales Hospital in Shatin, New Territories.

Sports Facilities

To encourage students' participation in sports, the University provides a variety of sports facilities, including two sports fields, five gymnasias, a swimming pool, twelve tennis courts, six squash courts, four games rooms, six fitness rooms and a water sports centre in order to foster better health and interest in sports among students. The two outdoor sports fields are the Sir Philip Haddon-Cave Sports Field and the Lingnan Stadium Sports Field. An outdoor 50-metre swimming pool is situated next to the Benjamin Franklin Centre (Tel.: 3943 6764) and a multi-purpose indoor game hall is located at Pommerenke Student Centre in Chung Chi College (Tel.: 3943 8650), whereas the Water Sports Centre is located on the Tolo Harbour shoreline (Tel.: 2603 6776).

Physical Education Unit
 Tel: 3943 6097
 Website: www.cuhk.edu.hk/peu





Daily Life on Campus

Student Canteens

There are over 27 student canteens on campus as listed below:

Canteen	Contact No.
Benjamin Franklin Centre Student Canteen	
Benjamin Franklin Centre Coffee Corner	2603 6009
Lee Shau Kee Building Coffee Shop	2603 6131
Women Cooperative Store	2994 3838
Basic Medical Sciences Building Snack Bar	2603 6077
Li Wai Chun Building Coffee Shop	
Orchid Lodge	2603 5922
Chung Chi College Student Canteen	2603 6623
Ebenezer's Kebabs & Pizzeria	2561 2081
Pommerenke Student Centre Café	
New Asia College Student Canteen	2603 7432
United College Student Canteen	2832 2179
United College Si Yuan Amenities Centre	2603 7486
SeeYou@Shaw (with café)	2267 0618
Morningside College Dining Hall	2603 6169
Morningside College Café	2603 6169
Canteen of S.H. Ho College (with Café)	2994 3213
Canteen of C.W. Chu College	2529 0882
C.W. Chu College Coffee Shop	2529 0882
Wu Yee Sun College Student Canteen (with Café)	2603 0007
Lee Woo Sing College - WS Pavilion	2603 5568
Lee Woo Sing College - The Harmony	2994 2638
Lee Woo Sing College - Cafe Tolo	2603 5568
Lee Woo Sing College -The Green	2603 5568
Vegeter	2386 4366
The Stage	3943 1640
Café 330	2994 3932



Student Hostels

Hostel life is one of the important elements of university life. Chung Chi College, New Asia College, United College, Shaw College, Morningside College, S.H. Ho College, Lee Woo Sing College, C.W. Chu College and Wu Yee Sun College have provided and managed over twenty hostels. The I-House is managed by the Office of Student Affairs.

Books and Stationery

There is one bookstore and a printing service office. The bookstore sells books and stationeries, while the printing service offers photocopying and binding services as well as sells a variety of stationery items.

Facilities	Contact No.	Address
The Commercial Press (HK) Ltd.	2603 6308	1/F, YASUMOTO International Academic Park
CUSU Printing Service	3943 7201	LG/F, Benjamin Franklin Centre

Bank and Bank ATM, Supermarket and Hair Salon

Facilities	Contact No.	Address
The Bank of East Asia • Bank ATM	3609 3790	Room108, Pommerenke Student Centre • G/F, Benjamin Franklin Centre • Room108, Pommerenke Student Centre • G/F, Staff Student Centre – Leung Hung Kee Building
Hang Seng Bank • Bank ATM	2998 6262	1/F, John Fulton Centre • G/F, John Fulton Centre • Room 101, John Fulton Centre • G/F, North Block, S.H. Ho College
Fusion Supermarket	2603 5432	LG/F, John Fulton Centre
COMER Hair Salon	2994 4884	G/F, John Fulton Centre

Postal Service

Three posting boxes are located on campus as follows:

- G/F, John Fulton Centre,
- Chung Chi College Bus Stop (Tai Po Road),
- MTR University Station (near bus terminal).

For posting surface parcel, air parcel or speedpost, you have to go to the post office. The nearest post office is the Fo Tan Post Office. For details about the services and postage rates, please visit the Hongkong Post website at www.hongkong-post.hk

University Souvenir Counter

Unique souvenirs with the CUHK emblem are on sale exclusively at the University Souvenir Counter on G/F, John Fulton Centre.

Campus Bus Service

The shuttle buses provide regular services on teaching days and can reach various main buildings throughout the campus. Special arrangements are made during non-teaching days. Transport Office's website: www.cuhk.edu.hk/transport_office



CUHK Mobile App

To make sure that University members will be updated on the latest scenarios on campus, the CUHK Mobile App (CUHK_Mobile) provides information such as bus routes and schedules, classroom locations and campus events.



Information Counter

Need to seek information or assistance from various student service units?



18. Useful Phone Numbers, 71 Emails and Websites

Information Counter >>>

18-Useful Phone Numbers, Emails and Websites

Service Unit	Telephone	Website / E-mail
Admissions		
Admissions Section, Office of Admissions and Financial Aid	3943 8951/ 3943 8947	www.cuhk.edu.hk/adm Email: ugadm@cuhk.edu.hk
Registration & Examination Arrangements		
Registration and Examinations Section, Office of Registry Services	3973 9888	www.cuhk.edu.hk/rgs Email: ugadmin@cuhk.edu.hk
Student Services		
Office of Student Affairs Opening Hours Monday - Thursday : 08:45 - 17:30 Friday : 08:45 - 17:45 Saturday, Sunday & Public Holidays : Closed		www.osa.cuhk.edu.hk
Career Planning and Development Centre	3943 7202	Email: cpdc@cuhk.edu.hk
Learning and Cultural Enhancement Section	3943 7945 3943 1533	Email: lces@cuhk.edu.hk
Student Development & Resources Section	3943 7323 3943 3733	Email: sdrs@cuhk.edu.hk
Wellness and Counselling Centre	3943 7208 / 3943 3493	Email: wacc@cuhk.edu.hk
OSA General Enquiry (Benjamin Franklin Centre)	3943 8652	Email: osa@cuhk.edu.hk



Service Unit	Telephone	Website / E-mail
College Dean of Students' Office – College Student Affairs, Activities, Hostels, etc.		
Chung Chi College	3943 8009	Email: ccc@cuhk.edu.hk
New Asia College	3943 7609	Email: nac@cuhk.edu.hk
United College	3943 7575	Email: unitedcollege@cuhk.edu.hk
Shaw College	3943 7363	Email: shaw-college@cuhk.edu.hk
Morningside College	3943 1406	Email: morningside@cuhk.edu.hk
S.H. Ho College	3943 4776	Email: shhosa@cuhk.edu.hk
C.W. Chu College	3943 1801	Email: info.cwchu@cuhk.edu.hk
Wu Yee Sun College	3943 3942	Email: info.wys@cuhk.edu.hk
Lee Woo Sing College	3943 1504	Email: wscollege@cuhk.edu.hk
Scholarships & Financial Aid		
Office of Admissions and Financial Aid - Scholarships Section - Financial Aid Section	3943 1737/ 3943 1898	http://admission.cuhk.edu.hk/finance.html Email: sfas@cuhk.edu.hk
Student Exchange Programmes		
Office of Academic Links	3943 7597	www.cuhk.edu.hk/oal Email: oal@cuhk.edu.hk
Office of Academic Links (China)	3943 8725	www.cuhk.edu.hk/oalc Email: oalc@cuhk.edu.hk
Health Service		
University Health Service Opening Hours Monday - Thursday : 08:45 - 13:00; 14:00 - 17:30 Friday : 08:45 - 13:00; 14:00 - 17:45	3943 6439 (Appointment) 3943 6422 (Enquiries) 3943 6412 (Dental)	www.cuhk.edu.hk/uhs Email: uhs@cuhk.edu.hk
Chinese Medicine Specialty Clinic cum Clinical Teaching and Research Centre Opening Hours Monday - Friday : 09:00 - 12:00; 13:00 - 17:00 Saturday : 09:00 - 12:30	3943 9933 (Appointment) 3943 4328 (Enquiries)	https://clinic.scm.cuhk.edu.hk/ Email: scmclinic@cuhk.edu.hk
Security Office		
Security Unit (Emergency Number)	3943 7999	www.scu.cuhk.edu.hk Email: security_office@cuhk.edu.hk

Epilogue

As you are about to embark on this university journey, what do you expect in the few years ahead? Amidst the excitements of becoming a university student, you may also want to reflect on how you can make the most out of your university life.

We hope this handbook will be as a simple guide to kick-start your university years and facilitate your adjustment to life at CUHK. The Office of Student Affairs aims to facilitate the all-round personal development and growth of students of the University. It is our goal to meet your progressive needs and help you realize the potential as you advance along your educational path at the University. We offer a wide range of quality services and activities to all our students and other relevant parties. We also work with other functional units within the University and external resources to provide support to students.

There are different sections in the Office of Student Affairs, each providing professional services in their respective areas. They are the Career Planning and Development Centre, Learning and Cultural Enhancement Section, Student Development and Resources Section and Wellness and Counselling Centre. There is also an OSA General Enquiry Counter at Benjamin Franklin Centre, as a one-stop service for enquiry and information provider.

If you would like to get more information about the service of OSA, please visit our website (www.osa.cuhk.edu.hk). Wishing you a rewarding experience here at CUHK!

Office of Student Affairs





我的備忘錄
My memo



新生指南
A Guide for New Students
2018-19

大學・旅程
journey@cuhk

