

# Technology Start-up Support Scheme for Universities (TSSSU)

## HR-related matters

5 Oct 2021

# Intro

- ▶ Regulations governing Outside Business Activity (OBA) and Outside Practice (OP)
- ▶ Dual capacities
- ▶ Conflict of interest
- ▶ Conflict of commitment
- ▶ Separation of roles



# Time Involvement

## ▶ Teaching appointees:

- ▶ OBA that foster knowledge transfer of the University's research and innovation (KT-OBA) are qualified for taking OP time release for up to one day per week 'within' the University's Usual Operating Hours (UOH)\*.
- ▶ OP time involvement in such OBA which falls "outside" the University's Usual Operating Hours are not restricted by the one-day-per-week rule of the OP Regulations.
- ▶ Appointees must not allow such activities to distract them from their primary allegiance to the University.

*\*For the purpose of the OBA Regulations, "Usual Operating Hours" refer to 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m. from Monday to Thursday and 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:45 p.m. on Friday in a normal working week, which are the usual hours of the day when the University operation is most active.*

# Time Involvement

- ▶ Non-teaching appointees (including research appointees):
  - ▶ Outside of the appointee's normal working hours and the UOH, or during their own accumulated leave.

# Application Timeline and Procedures

- ▶ Submission deadline: 5:00p.m., 12 November 2021, Friday.
- ▶ For Person-in-charge or members who are CUHK full-time employees, please submit the **Appendix** together with the application form (Annex A)
- ▶ Submit TSSSU-OBA undertaking form after receiving the Letter of Offer

# Tips on filling in the Appendix

- ▶ Check if you have fill in all the required information
- ▶ Check if you have given clear information
- ▶ Check if you have all the required signatures

# Contact

Have questions?

Colleagues in Human Resources Office are ready to help.

- ▶ Ms. Kate Leung ([kateleungyw@cuhk.edu.hk](mailto:kateleungyw@cuhk.edu.hk) / tel: 3943 5501)
- ▶ Ms. Selinia Ng ([seliniang@cuhk.edu.hk](mailto:seliniang@cuhk.edu.hk) / tel: 3943 7286)