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: 5:00 p.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 / tel: 3943 5501)
- Ms. Selinia Ng (seliniang@cuhk.edu.hk / tel: 3943 7286)