

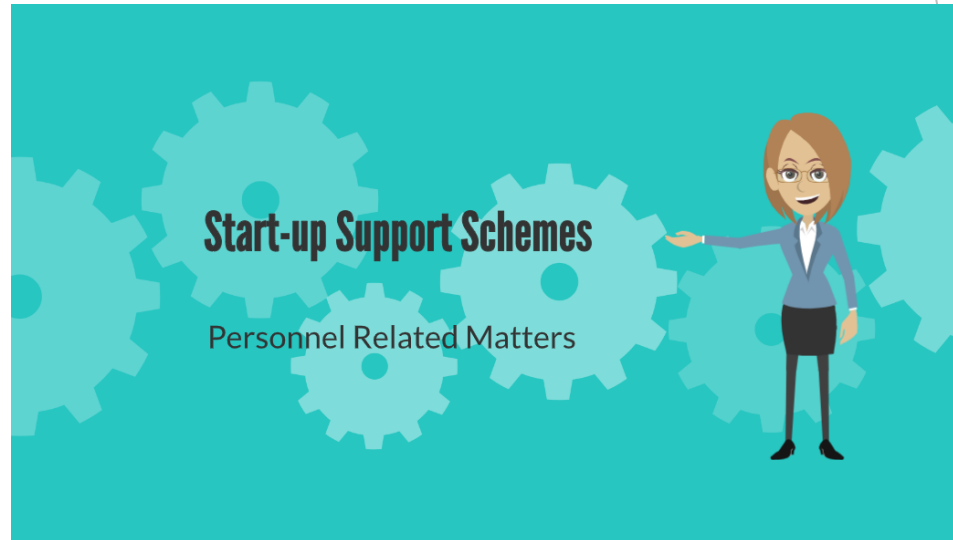
# Technology Start-up Support Scheme for Universities (TSSSU)

## HR-related matters

25 September 2025

# Intro

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



*Available at Human Resources Office's website:  
Staff > Outside Activities > Links to Video Guides*

# 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 UOH 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 appointees' normal working hours and the University's UOH, or during their own accumulated leave.

# Application Timeline and Procedures

- ▶ Submission deadline: 5:00 p.m., 7 November 2025, Friday.
- ▶ For person-in-charge and members who are CUHK full-time staff, please submit the “**Application Form for Staff Engagement in TSSSU Company**” together with the application form (Annex A) & other required supporting documents
- ▶ Submit TSSSU-OBA undertaking form after receiving the Letter of Offer

# Tips on filling in the “Application Form for Staff Engagement in TSSSU Company”

- ▶ Pay attention to the details in the guidelines
- ▶ Check if you have filled 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 (HRO) are ready to help.

Faculties/Units	Contact persons in HRO
Faculty of Arts	Ms. Edith Mok (Tel.: 3943 1796; Email: <a href="mailto:edithmok@cuhk.edu.hk">edithmok@cuhk.edu.hk</a> )
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Faculty of Medicine [excluding Department of Medicine and Therapeutics (M&T) and the Jockey Club School of Public Health and Primary Care (SPHPC)]	Ms. Kayan Ma (Tel.: 3943 9897; Email: <a href="mailto:kyma@cuhk.edu.hk">kyma@cuhk.edu.hk</a> )
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Thank You