Technology Start-up Support Scheme for Universities (TSSSU)

HR-related matters

25 September 2026

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: 11:59 p.m., 1 November 2026, Sunday.
- 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: edithmok@cuhk.edu.hk)
Faculties of BA & Education	Ms. Claire Chan (Tel.:3943 5514; Email: claire.chan@cuhk.edu.hk)
Faculty of Engineering	Ms. Sylvia To (Tel.:3943 7332; Email: sylvia.to@cuhk.edu.hk
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: kyma@cuhk.edu.hk)
Faculties of Law, Medicine (M&T and SPHPC), Research Units & Others	Miss Kate Leung (Tel.: 3943 5501; Email: kateleungyw@cuhk.edu.hk)
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Thank You