

SUPPORT FACILITIES AND SERVICES

Library Facilities

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. They can accommodate a total of more than 2,300 readers. The holdings of the Library System as of 31st December 2006 exceed 2,040,000 items. The entire collection of the Library System comprises approximately 860,000 volumes of books and bound journals in East Asian languages, 1,180,000 volumes in Western languages. There are more than 30,000 serial titles, including 15,720 active print subscriptions. Students can borrow books and journals from any libraries and search items in the Online Public Access Catalogue (OPAC) of the University Library System.

The University Library houses extensive collections in science and engineering, social science and business administration, and each of the branch libraries at the Colleges has some unique features. The Elisabeth Luce Moore Library holds strong collections in education, music and religious studies. The Ch'ien Mu Library houses good collections in Chinese literature, fine arts and philosophy. The Wu Chung Library is a Multimedia Library. Also located in the Wu Chung Library is the American Studies Resource Library whose nucleus is an interdisciplinary resource donated by the USIS American Library and a William Faulkner Collection. Medical collections are housed in two different locations - pre-clinical materials in the University Library and clinical materials in the Li Ping Medical Library. The Architecture Library collection covers subjects in the buildings industry and environmental sciences. The Lee Quo Wei Law Library, which is located within the University Library, services legal information.

In addition, the University Library System has extensive collections of multimedia materials, microfilms, 30,000 titles of full-text electronic journals and more than 600 titles of electronic databases. Most of the electronic resources are networked and can be accessed on the World Wide Web or the Library CD-ROM network (CDLAN) via the Campus Network.

Services offered by the Library System include circulation, reserve books, interlibrary loan, reference enquiry, instructional services, special collections and multimedia services. Library orientation sessions are organized for new students at the beginning of each academic year. Workshops on the use of different library resources are held from time to time. Information guides are available at the Library Homepage (website: <<http://www.lib.cuhk.edu.hk>>). The *Library Newsletter* is also distributed to users via emails.

Library Opening Hours

University Library, Chung Chi College Library, New Asia College Library, United College Wu Chung Multimedia Library and Lee Quo Wei Law Library

Mondays - Fridays	8:20 a.m. - 10:00 p.m.
Saturdays	8:20 a.m. - 7:00 p.m.
Sundays	1:00 p.m. - 7:00 p.m.

Architecture Library

Mondays - Fridays	9:00 a.m. - 9:00 p.m.
Saturdays	9:00 a.m. - 5:00 p.m.
Sundays	Closed

Li Ping Medical Library

Mondays - Fridays	8:30 a.m. - 9:00 p.m.
Saturdays	9:00 a.m. - 5:00 p.m.
Sundays	Closed

Changes in this schedule will be posted at the entrances to the libraries, and on the Library System Homepage.

Information Technology Services Centre (ITSC)

The Information Technology Services Centre (ITSC) offers a variety of services to support learning, teaching, research and administration of the University. For details or latest information, please visit <<http://www.cuhk.edu.hk/itsc>>.

1. Basic Computing Resources

To facilitate your study in the University, you will be granted with appropriate personal computer accounts which allow you to,

1.1 ITSC PC LAN Account

- Use the PCs, printing and scanning services that are available in the User Areas, located at 1/F of Pi Ch'iu Building and Room 103 of Wong Foo Yuan Building. You can also use similar services provided by your colleges, faculties and student hostels computer laboratories.

1.2 Campus-wide E-mail System (CWEM) Account

- Login the University Information Portal, MyCUHK, to have a personalized access to campus information and get access to various applications through a single gateway.
- Use the Campus-wide E-mail System for daily communication.
- Use the newsgroup service to exchange your ideas with the University staff and students.
- Publish your personal homepage on the CUHK Community Homepage Server (iHome).
- Access to many University administrative systems for completing course registration, checking examination results, booking sports facilities, making medical consultation appointments and etc.
- Use your own computer to connect the campus network through the Virtual Private Network (VPN) service.

2. Computing Resources for Research, Teaching, Learning and Administration

Besides, the ITSC has multiplexed her computer facilities in various areas.

2.1 Research

- Various High Performance Computing (HPC) systems with huge computational power are dedicated to facilitating scientific research. They are well equipped with applications, like BLAST, to meet the research needs.

2.2 Academic Computing Platform

- You could have access to a powerful and multi-purpose Linux server that provides data library service, software packages, general Linux applications and Internet applications for your academic computing needs.

2.3 e-Learning Platform

- Through a network connection, you can access online learning materials, submit assignments, participate in class discussions, take quizzes, etc. through an e-Learning platform.

2.4 University Administrative System

- IBM midrange computers, UNIX machines and many windows servers are equipped to support the development and running of a wide variety of University administrative systems.

You can also access other supercomputers, servers and campus network applications like e-mail and WWW when using PCs connected through Novell Local Area Network in the User Areas.

3. **Campus Backbone Network**

The whole campus, including classrooms, student hostels, teaching blocks, academic and administrative buildings, are connected to the University Campus Backbone Network via high speed Gigabit Ethernet links.

Besides, the campus network is also linked to the Hong Kong Academic and Research Network (HARNET), a local research network aiming at providing the local academic community with high-speed connectivity to the Internet and the Internet2.

3.1 Network in Student Hostels and Classrooms

- Network ports are available in all classrooms and student hostel rooms. You can bring your own computer and get connected to the network at a transfer speed of 100Mbps at any time.

3.2 Wireless LAN

- With a wireless LAN card installed on your notebook computers, you can check your e-mail, access course material or even do group projects at any spot within the wireless LAN coverage areas on the campus.

3.3 Connectivity Outside CUHK

- At home, you can access the campus network through your commercial broadband service provider using a virtual private network (VPN) connection. Alternatively, you can also make a connection to the campus network through the free-of-charge dial-up modem pool, by using a modem over a telephone line.

3.4 Hong Kong Internet Exchange (HKIX)

- The Campus Backbone Network is linked to the Hong Kong Internet eXchange (HKIX) and Hong Kong Internet eXchange 2 (HKIX2), the most popular Internet Exchange in Hong Kong managed by ITSC, via Gigabit Ethernet links, thus providing you with the fastest access to local websites.

4. **Operating Hours and Location**

4.1 Consultation Hotline Service - 2609 8845 (User Services Section)

Mondays - Thursdays 8:45 a.m. - 1:00 p.m., 2:00 p.m. - 5:30 p.m.

Fridays 8:45 a.m. - 1:00 p.m., 2:00 p.m. - 5:45 p.m.

Except public holidays

4.2 Consultation Room - User Area, Room 133A Pi Ch'iu Building

Mondays - Thursdays 8:45 a.m. - 1:00 p.m., 2:00 p.m. - 5:30 p.m.

Fridays 8:45 a.m. - 1:00 p.m., 2:00 p.m. - 5:45 p.m.

Except public holidays

Service hours will be extended when there is enough staff member

4.3 General Office - 2609 8801, G/F Pi Ch'iu Building

Mondays - Thursdays 8:45 a.m. - 5:30 p.m.

Fridays 8:45 a.m. - 5:45 p.m.

Except public holidays

- 4.4 User Area - Room 103 Wong Foo Yuan Building
Mondays - Fridays 9:00 a.m. - 10:00 p.m.
Saturdays 9:00 a.m. - 12:30 p.m.
Except summer hours and public holidays
- 4.5 User Area (including Training Rooms) - 1/F Pi Ch'iu Building
24-hour daily
Except summer hours and public holidays

5. Enquiries

For any enquiries, please contact the ITSC by:

Consultant-on-duty:	Room 133A Pi Ch'iu Building
Website:	< http://www.cuhk.edu.hk/itsc >
Electronic HelpDesk:	< http://helpdesk.itsc.cuhk.edu.hk >
Fax:	2603 6946
Phone:	2609 8845 (User Services Section) 2609 8801 (General Office)

Independent Learning Centre (ILC)

Independent Language Learning Facilities

ILC offers an ideal environment for self-access language learning, providing different types of materials, activities and services to improve students' command of Chinese and English. These include *on-line learning materials, audio tapes, videotapes, video discs, CD-ROMs, books, journals, newspapers and language learning packages*. In addition, students can watch their favourite cable TV and local TV programmes in the self-access area. There are also individual and small-group counselling sessions, which are scheduled daily, to help students solve their language problems.

Language Counselling

The aim of language counselling is to provide students with help outside the classroom to enable them to gain confidence in the use of Chinese and English. The counsellors are all well-qualified language teachers. They provide advice on how to use the self-access learning materials at ILC effectively in order to improve language proficiency. The counsellors also assist students in designing language improvement plans and in evaluating their progress. Students are welcome to make same-day appointments at 2609 8764 or 2609 8733 to discuss their language needs.

Discussion Groups and Language Exchange Programme

Regular English, Cantonese and Putonghua discussion groups of ILC not only provide opportunities for students to practise their speaking and listening skills, but enable students to acquire techniques that help improve their presentation skills and interactions with others.

It is our belief that a higher proficiency can be gained through the exchange of language and ILC provides the platform for students to look for language exchange partners.

Regular Workshops

ILC holds regular workshops related to Chinese and English language enhancement. Chinese workshops include Cantonese practice sessions for Putonghua speaking students, Cantonese and Putonghua impromptu public speaking skills, Chinese

reading and writing skills and different topics of interest. English workshops include a wide range of topics from pronunciation, public speaking, reading and writing skills, grammar, business communication, film appreciation to TOEFL, IELTS and CRE examination skills. You are most welcome to visit the ILC web site at <www.ilc.cuhk.edu.hk> to register for the workshops.

Student Service and Student Activities

The Office of Student Affairs is committed to enhancing student welfare and helping students take full advantage of their university education. The services provided fall mainly into six areas: career planning and development, student counselling and development, student activities, student amenities, incoming students service, and statistics/research/publication.

Career Planning and Development: The office is responsible for initiating and developing job opportunities for students of the University, organizing career guidance programmes, helping employers with their recruitment of staff at the graduate level, providing full-time, part-time and summer job information, organizing summer internships and conducting individual and group career counselling. It also administers guidance services to students who intend to further their studies after graduation.

Student Activities: The office coordinates university-wide student activities, liaises with student unions and their affiliated societies, and provides assistance, advice and subsidies for various student functions and activities.

Student Counselling and Development: The office provides the following services: 1) individual counselling for students having psychological, interpersonal and other adjustment difficulties; 2) group programmes aimed at enhancing students' personal development and mental health; 3) consultation to colleagues, allied professionals, and student bodies on matters pertaining to psychological service and mental health; and 4) research on students' mental health and psychological needs.

Student Amenities Management: The office is responsible for managing student amenity and facilities in the Benjamin Franklin Centre, John Fulton Centre and Li Wai Chun Building. Management of the university swimming pool is also an important amenity service to the community.

Incoming Students Service: The service includes: 1) to manage the International House (I-House); 2) through organizing various cultural and recreational activities for students from different backgrounds and origins, to promote a diverse campus for students at large; 3) to conduct surveys of mainland students and coordinate services for incoming students, including assistance in their adaptation to campus life and referral to counselling service if needed; 4) to support and organize mainland student activities, such as the mainland students orientation; and 5) to provide off-campus housing information and coordinate off-campus student accommodation matters.

Statistics/Research/Publication: The Office of Student Affairs caters for the needs assessment of career development of the graduates and the general profile of the first-year students. Official publications of the Office include the *University Marketplace*, *Graduate Employment Survey*, *First-Year Students Survey* and *Office of Student Affairs Brochure*, etc.

The Office of Student Affairs also promotes inter-unit joint projects which aim to better prepare students for the challenges of the rapidly-changing social, political and economic environment, and to increase competitiveness of graduates of this University. The Office of Student Affairs, in cooperation with other units of the University, has been developing new initiatives. The Global Internship Programme - Mainland Part (formerly known as China Career Development Award Programme), piloted in summer of 1997, is a case in point. The Programme provides students

internship placements with business and public organizations, opportunities to gain insight and practical knowledge of contemporary socio-political and economic systems and workplace culture on the Mainland, and at the same time, enhance their Putonghua proficiency. The Global Internship Programme - Overseas Part (formerly known as Overseas Internship Programme) launched in 2006, providing internships for students in Australia, Europe and North America every summer and broadening students' global vision. The Management Leadership Training Programme for the New Century, a collaborative training project that involves universities on the Mainland and universities from Taiwan and Macau, was the first of its kind in Hong Kong and for that matter in China. A series of personal growth/skills development programmes such as leadership training and cultural exchanges with universities on the Mainland are in the pipeline.

Counselling on interpersonal, psychological, financial as well as academic problems is also provided by the Dean of Students' Offices at the Colleges. These offices administer College scholarship and bursary awards and also play a vital role in the enrichment of College life. In close cooperation and collaboration with the College student unions and their affiliated societies, the Dean of Students' Offices also oversee the execution of College-wide student activities and programmes.

At present, there are five student unions in the University, one each for Chung Chi College, New Asia College, United College, Shaw College and one for the University as a whole. The latter maintains close links with the College unions and coordinates University-wide activities. All year round, a wide range of activities, including academic, athletic, cultural as well as social functions are organized by the student unions.

Enquiries

For any enquiries, please contact the Office of Student Affairs by:

E-mail: osa@cuhk.edu.hk
Phone: 2609 7216 (Student Activities and Amenities)
2609 7208 (Student Counselling)
2609 7202 (Career Planning and Development)
2609 7945 (Incoming Students Service)
2609 8650/2609 8652 (Student Services Centre)
Website: <<http://www.cuhk.edu.hk/osa/>>

Student Hostels

The University provides approximately 6,680 hostel places for students. The hostels in Chung Chi College accommodate a total of 1,414 students. The hostels in New Asia College accommodate 1,165 students. The hostels in United College also have a combined capacity of 1,176. There are 1,195 hostel places available at Shaw College. The International House accommodates 416 students. The Postgraduate Halls provide 1,040 places for graduate students. Interested students can apply to their respective College authorities.

In addition, the Faculty of Medicine operates the Madam S.H. Ho Hostel for medical students at the Prince of Wales Hospital, the teaching hospital of the Faculty, in Shatin to provide accommodation for 274 senior clinical students.

University Health Service

The University Health Service provides a comprehensive on-campus medical, dental and health promotion service to full-time students, staff, and their dependants. There are 7 full-time physicians, 5 dental surgeons and 2 dental hygienists. The health clinic is equipped with a minor operating theatre, dispensary, medical laboratory and

physiotherapy unit, to provide primary medical and dental care services. For the appropriate and more serious medical conditions, referrals to specialists can be arranged.

The Health Education Unit organizes regular talks, student activities, awareness campaigns, vaccination programme, and also advises on the special needs of disabled students.

The Dental Unit provides both preventive and curative services, as well as dental prosthesis.

Appointments can be made via the telephone, internet or in person. Basically the medical and preventive service is free of charge. The Dental Unit charges a nominal fee.

<u>Medical Clinic</u>	<u>Dental Unit</u>
Appointments: 2609 6439	Appointments/enquiries: 2609 6412
Enquiries: 2609 6422	
Internet booking: < http://www.uhs.cuhk.edu.hk >	
UHS Homepage: < http://www.cuhk.edu.hk/uhs >	

In case of emergencies, members of the University should seek prompt treatment at the Accident and Emergency Department of Prince of Wales Hospital in Shatin or any Hospital Authority hospitals. To call an ambulance, please dial 2735 3355 or 999.

Sports Facilities

To promote students' health and fitness, the University provides a variety of sports facilities, including two sports fields, three gymnasia, a swimming pool, thirteen tennis courts and eight squash courts. The Sir Philip Haddon Cave Sports Field provides a 400-metre all weather track, a soccer pitch and an archery practice field. Temporary Hut No. 4 is converted to a well-equipped fitness room. The Lingnan Stadium Sports Field provides a 400-metre track, a soccer pitch, three basketball courts, a handball court and a volleyball court. Both sports fields provide covered spectator stands and flood-light facilities. Each of the three indoor gymnasia (New Asia, United and University) houses badminton courts/basketball court/volleyball court. Table tennis room/dance studio and fitness room are located near to each gymnasium. On the Shaw College campus, there are two indoor squash courts, one basketball/table tennis practice room, a fitness room, a dance studio and an outdoor basketball court. The Water Sports Centre is located on the Tolo Harbour shoreline and is open for staff and students.

The Sir Run Run Shaw Hall

With a seating capacity of 1,438, the Sir Run Run Shaw Hall is a professionally-equipped auditorium suitable for holding ceremonies, assemblies, meetings, lectures and examinations, and for staging concerts, drama and dance performances, film shows and exhibitions. Temporary studio arrangement is possible on request. For further information, please visit the Hall's website: <<https://www.srrsh.cuhk.edu.hk>>.

Office of the Arts Administrator

The Manager of Sir Run Run Shaw Hall is concurrently appointed as the Arts Administrator of the University. His duties include, in addition to the presentation of arts programmes, the promotion and coordination of campus-wide arts activities, and the provision of educational opportunities in the arts for the University's students in relation to their aesthetic development. The Office of the Arts Administrator publishes

a monthly Chinese University arts calendar *Embark*, which is mailed to all departments and units, and is obtainable at libraries, student hostels and canteens, and other prominent spots on campus. Copies of *Embark* can be mailed to individuals on request. The electronic version of *Embark* and related information are available at the Office of the Arts Administrator website <<http://www.cuhk.edu.hk/cuoaa/>>.

Scholarships and Financial Aid to Students

To help needy students meet part of the cost of their university education, the Government has made provisions for grants and loans under its Tertiary Student Finance Scheme (previously known as “Local Student Finance Scheme”) and Non-means Tested Loan Schemes for local students who are taking full-time exclusively University Grants Committee-funded/publicly-funded programmes and student places. The University and its constituent Colleges also administer their own scholarships, bursaries, loans and student campus work schemes. Further details on the various scholarships and financial aid schemes are available at the Office of Admissions and Financial Aid (website: <<http://www.cuhk.edu.hk/adm/>>; phone: 2609 7204) of the University and Dean of Students’ Offices of the Colleges.