

SharePoint User Manual For Undergraduate Business Students

Prepared by the Undergraduate Office (UGO), CUHK Business School

Last update in September 2017

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1. Log in SharePoint

1.1 Go to <https://mycuhk.sharepoint.com/sites/faculty.BA.UGO>

1.2 Input your “Email” and “Password”, click  to access the SharePoint site. (Ref.: Pic 1)

Pic 1

CUHK LOGIN

For Office 365, @Link and more

Login with
 Student: *Student-ID@link.cuhk.edu.hk*
 Staff: *alias@cuhk.edu.hk*
 Password: OnePass (CWEM) Password

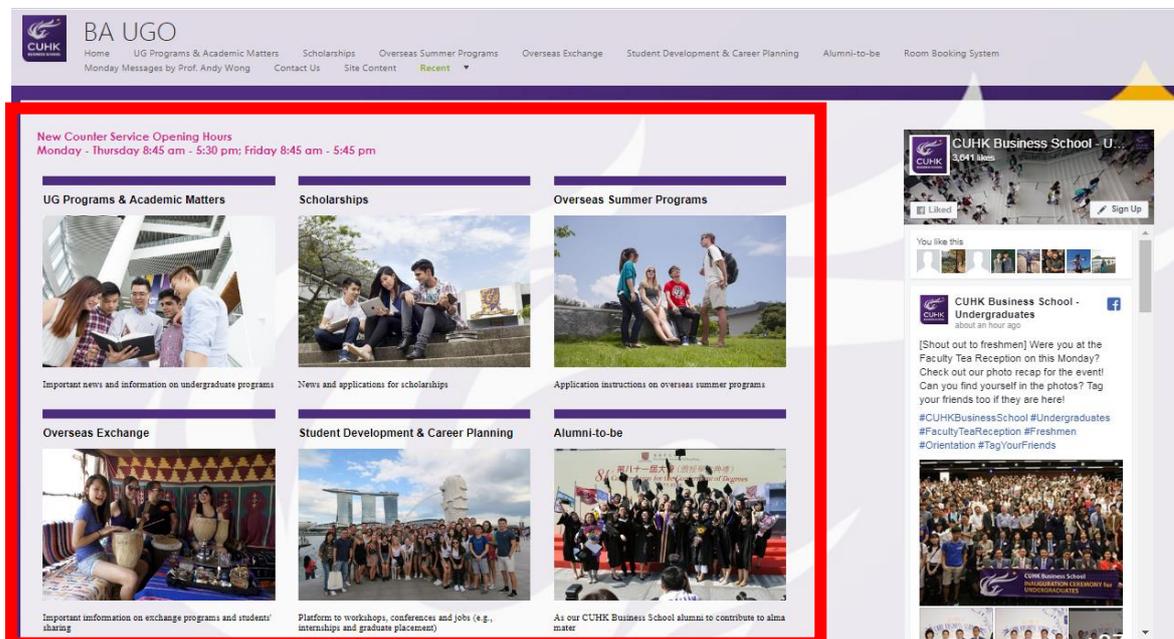
Student ID@link.cuhk.edu.hk / Staff's-alias@cuhk.edu

OnePass (CWEM) Password**

2. UGO SharePoint Homepage

After login, you will be in the UGO SharePoint Homepage. There are six (6) boxes under categories (i.e., UG Program & Academic Matters, Scholarships, Overseas Summer Program, Overseas Exchange, Student Development & Career Planning and Alumni-to-be) shown in the landing page (Ref.: Pic 2).

Pic 2



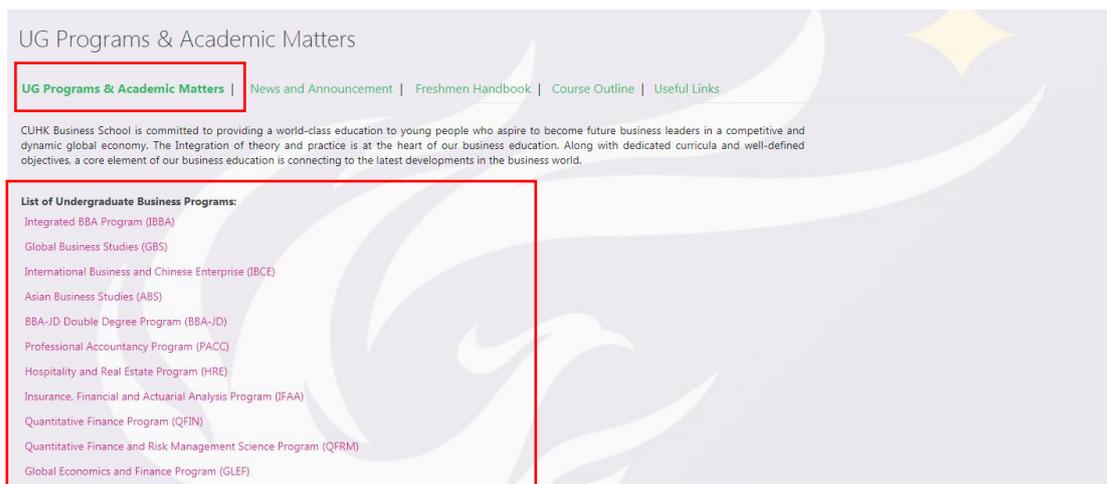
You may click any of the six pictures to go into the pages and read information under the specific categories.

2.1 UG Programs & Academic Matters

2.1.1 UG Programs & Academic Matters

In this page, you can find the list of undergraduate programs offered by our School. Clicking the links of each program name will redirect you to the program’s websites (Ref.: Pic 3).

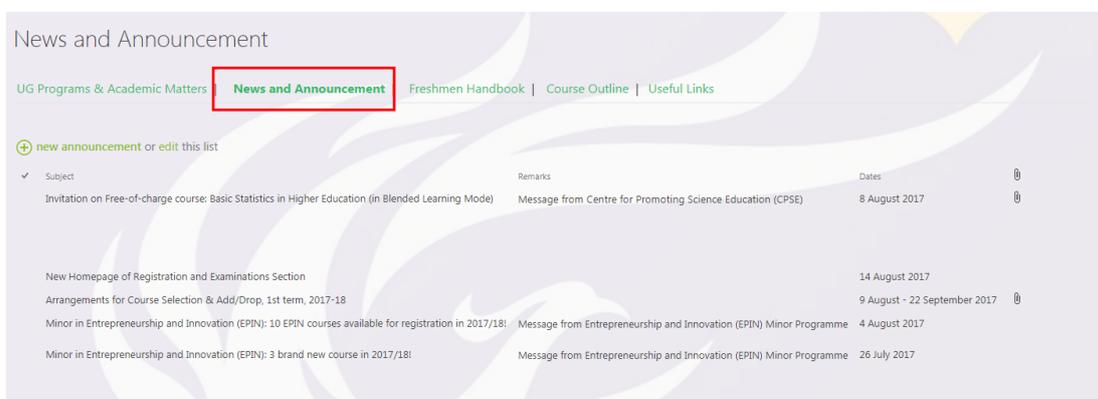
Pic 3



2.1.2 News and Announcement

In the “News and Announcement” page, you can see the news and announcement posted by UGO. Clicking the title of each post, it will direct you to the detailed page. A symbol  indicates that the post has an attachment (Ref.: Pic 4, 5 & 6).

Pic 4



Pic 5

News and Announcement_UG Programs & Academi...

Subject Arrangements for Course Selection & Add/Drop, 1st term, 2017-18

Date 8/9/2017

Dates 9 August - 22 September 2017

Remarks

Description For details, please refer to the RES's website: <http://www.res.cuhk.edu.hk>.

Attachments **Pre-add-drop-timetable_20170719.pdf**

Created at 7/26/2017 10:15 AM by UGO (ACADEMIC AFFAIRS AND STUDENT SUPPORT)

Last modified at 8/2/2017 12:32 PM by UGO (ACADEMIC AFFAIRS AND STUDENT SUPPORT)

Close

Pic 6

Pre-add-drop-timetable_ x

https://mycuhk.sharepoint.com/sites/faculty.BA.UGO/Lists/News%20and%20Announcement_UG%20Programs%20%20Academic%20Matter/Attachments/5/course%...

Apps Outlook Web App Sign In Office 365 BA UGO Incoming Exchange

Undergraduate Office, CUHK Business School
Information on 1st Term Course Selection & Add/Drop 2016-17 (As at 2 August 2016)

As informed by the Registration and Examinations Section (RES), there is an enhancement of the CUSIS starting from Term 1 of 2016-17, with a wait list to be set up for each class under CUSIS. The purpose of setting up wait lists is to respond to Student Unions' requests for obtaining information on the number of students on wait list for each class. If you fulfill the course enrolment rule(s) and decide to wait for a seat in a class by putting yourself on the wait list when the class is full, you will be able to know your queue position such that you can make timely decisions on your course enrolment.

In view of this new arrangement, the BA Add/Drop will be phased out with effect from 2016-17. Please therefore follow the University's course selection and add/drop timelines as follows. The timeline for administrative units to handle special cases after the CUSIS e-add/drop is from 19 September (Monday) till 23 September (Friday).

Date / Time	Course Selection and Add/Drop	Remarks
10 Aug (*10am – 10pm) (for Year 4 or above and final year students, Year 3 or above students admitted with Advanced Standing and Year 2 or above students admitted to senior-year places) 11 Aug (10am – 10pm) (for Year 3 students and Year 2 students admitted with Advanced Standing) 16 Aug (10am – 10pm) (for Year 2 students) 26 Aug (*10am – 10pm) (for Year 1 students)	Course selection via CUSIS	
12 Sept (8:30pm) – 18 Sept (8:30pm) (for All students)	CUSIS e-Add/Drop	
19 – 23 Sept (for All students)	Add/Drop after CUSIS e-Add/Drop	Approach Undergraduate Office for DSME, FINA, MGNT and MKTG courses. Approach School of Accountancy for ACCT courses. Approach School of Hotel and Tourism Management for HTMG courses.
On or after 26 Sept (for All students)	Late Add/Drop	Approach respective Schools/Programme Offices of major programmes.

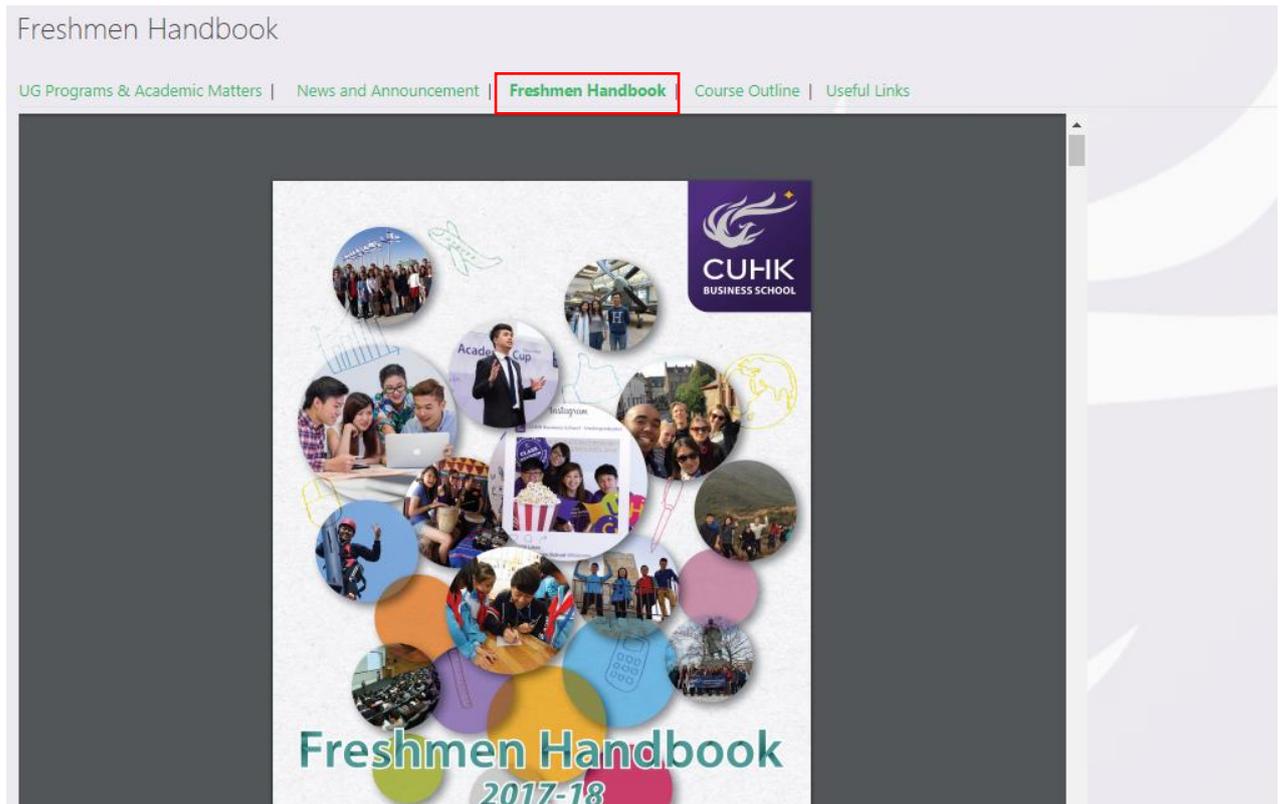
* Login time is from 10:00 a.m. for Year 5 or above students, Year 4 or above students admitted with Advanced Standing and Year 3 or above students admitted to senior-year places. Other students' login time is from 11:00 a.m.
 † Login time is from 10:00 a.m. for new students admitted with Advanced Standing or admitted to senior-year places and those admitted to Medical Year 2 or above. Other students' login time is from 11:00 a.m.

For details, please refer to the RES's website: http://rsnt.rqs.cuhk.edu.hk/res_prd_life/re_menu/ctf_115050125.asp.

2.1.3 Freshmen Handbook

Freshmen handbook is shown here as a PDF file. You can read useful information for new students admitted in 2017-18 (Ref.: Pic 7).

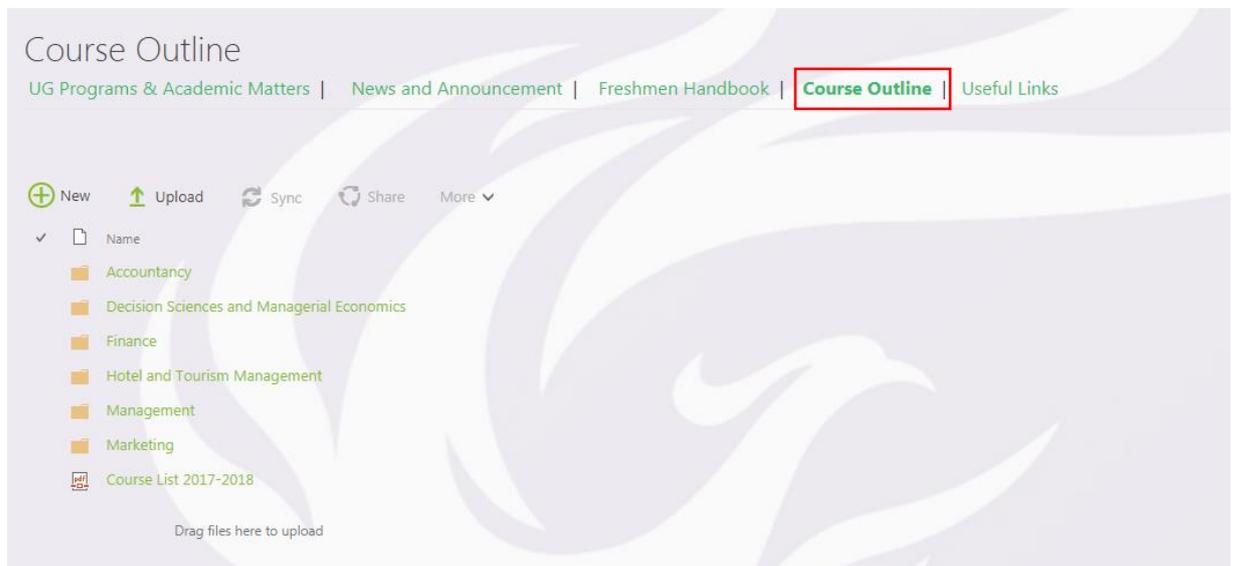
Pic 7



2.1.4 Course Outline

Under this section, you will be able to locate all undergraduate business course outlines. (Ref.: Pic 8)

Pic 8



2.1.5 Useful Links

You can find practical and useful links related to your studies at CUHK here. Clicking each of the link will redirect you to their webpages. For example, when you click “Teaching Timetable”, you will visit the webpage of the Registration and Examinations Section (RES) (Ref.: Pic 9 & 10)

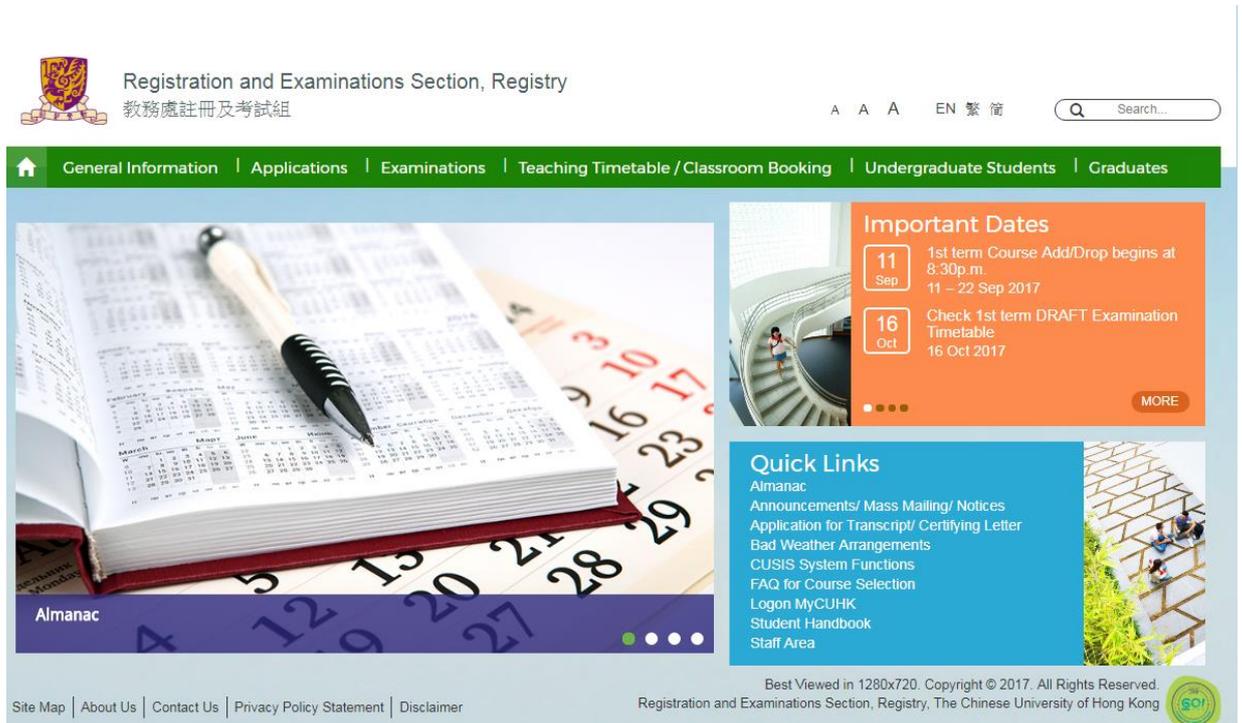
Pic 9

Useful Links

[UG Programs & Academic Matters](#) |
 [News and Announcement](#) |
 [Freshmen Handbook](#) |
 [Course Outline](#) |
 [Useful Links](#)

[Undergraduate Student Handbook](#)
[Chinese University Student Information System \(CUSIS\)](#)
[Registration and Examinations Section \(RES\)](#)
[Teaching Timetable](#)

Pic 10




Registration and Examinations Section, Registry
 教務處註冊及考試組

A A A EN 繁體

[Home](#) |
 [General Information](#) |
 [Applications](#) |
 [Examinations](#) |
 [Teaching Timetable / Classroom Booking](#) |
 [Undergraduate Students](#) |
 [Graduates](#)



Almanac

Important Dates

11 Sep 1st term Course Add/Drop begins at 8:30p.m. 11 – 22 Sep 2017
16 Oct Check 1st term DRAFT Examination Timetable 16 Oct 2017

[MORE](#)

Quick Links

- [Almanac](#)
- [Announcements/ Mass Mailing/ Notices](#)
- [Application for Transcript/ Certifying Letter](#)
- [Bad Weather Arrangements](#)
- [CUSIS System Functions](#)
- [FAQ for Course Selection](#)
- [Logon MyCUHK](#)
- [Student Handbook](#)
- [Staff Area](#)

Site Map | [About Us](#) | [Contact Us](#) | [Privacy Policy Statement](#) | [Disclaimer](#)

Best Viewed in 1280x720. Copyright © 2017. All Rights Reserved.
 Registration and Examinations Section, Registry, The Chinese University of Hong Kong

2.2 Scholarships

2.2.1 Scholarships

You will be introduced to the page about scholarships offered by the University. After clicking the “list of scholarships” located at the bottom, you will be directed to page which available scholarships are listed (Ref.: Pic 11).

Pic 11



The screenshot shows a webpage titled "Scholarships". At the top, there are two navigation links: "Scholarships" (highlighted with a red box) and "List of Scholarships". Below the navigation, a paragraph states: "Our students are among the best at CUHK, and many of them are awarded scholarships from the Faculty, the University or the Colleges. Scholarships that have been awarded to our students include, but are not limited to:". This is followed by a bulleted list of 14 scholarship names. At the bottom of the list, a note says: "For details, please refer to the [list of scholarships](#)."

Scholarships

[Scholarships](#) | [List of Scholarships](#)

Our students are among the best at CUHK, and many of them are awarded scholarships from the Faculty, the University or the Colleges. Scholarships that have been awarded to our students include, but are not limited to:

- Bank of China (Hong Kong) Scholarship
- Bank of East Asia Scholarship
- Centaline Eagle Club Exchange Scholarship
- Chung Chan Wai Lim Scholarships
- Hang Seng Bank Community Service Scholarship
- HSBC Hong Kong Scholarship
- Kai Chong Tong Scholarships
- Li Po Chun Charitable Trust Fund Undergraduate Scholarships
- Shun Hing Mong Man Wai Scholarships
- Sir Edward Youde Memorial Scholarships
- Swire Scholarships
- The Cheng Foundation Scholarships
- The Hong Kong Jockey Club Scholarships
- To Yuet Lai Scholarships

For details, please refer to the [list of scholarships](#).

2.2.2 List of Scholarships

In this page, you can view a list of available CUHK scholarships. Clicking the name of each scholarship will direct you to the detailed page of application instruction (Ref.: Pic 12 & 13)

Pic 12

List of Scholarships

Scholarships **List of Scholarships**

[+ new item](#) or [edit this list](#)

Scholarship Name	Target Students	Application Deadline	Remarks
Li Po Chun Charitable Trust Fund Undergraduate Scholarships 2017/18	*** Full-time first-year undergraduate students	9/8/2017	Interested and eligible students should submit the Nomination Form with supporting documents to the Undergraduate Office
*The Rhodes Scholarship 2018 for Hong Kong - Information Session (Registration Deadline extended to 12:00 noon, 4 September 2017)	*** All CUHK students in any discipline or year of study and graduates are welcome to join this information session	9/4/2017	Interested and eligible students should complete and submit by 12:00 noon, 4 September 2017 an online registration form which is available at https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=3760360
Information Session for The Hong Kong Jockey Club Scholarships 2017/18	*** Year 1 and Year 2 Local and Mainland Students	9/4/2017	
The Hong Kong Jockey Club Scholarships 2017/18 - Mainland	*** All first and second year mainland students in the academic year of 2017/18	9/14/2017	Interested and eligible students should submit the Nomination Form with supporting documents to the Undergraduate Office

Pic 13

Scholarships

Scholarship Name Li Po Chun Charitable Trust Fund Undergraduate Scholarships 2017/18

Application Deadline 9/8/2017

Target Students Full-time first-year undergraduate students

Remarks Interested and eligible students should submit the Nomination Form with supporting documents to the Undergraduate Office

Description

Award
TWO (2) awards of (\$7,000 each)

Eligibility

- Full-time first-year undergraduate students
- Permanent residents of Hong Kong taking UGC-funded programs
- Good entrance academic results and good conduct
- In case two candidates are of equal academic merits, preference shall be given to the candidate who is in greater financial need

Application procedure and deadline

1. Complete the attached application form (Resume of Nominee, see attached) in **ENGLISH** and mark "N.A." for item(s) is/are not applicable.
2. The form should be submitted to the Undergraduate Office (UGO), Faculty of Business Administration (Room 408, Level 4, Cheng Yu Tung Building, No. 12 Chak Cheung Street, Shatin, N.T.) **on or before 8 September 2017, 5:00 p.m.**, with the following supporting documents:
 1. Copies of public examinations report(s) (e.g. HKDSE 1B, GCE AL, etc.)
 2. A copy of both sides of the Permanent HKID card

Selection procedure

BA Faculty will nominate 2 suitable candidates to OAFB

Should you have any enquiry, please contact us at cuhkbba_scholarship@baf.cuhk.edu.hk

Attachments [Resume of Nominee.doc](#)

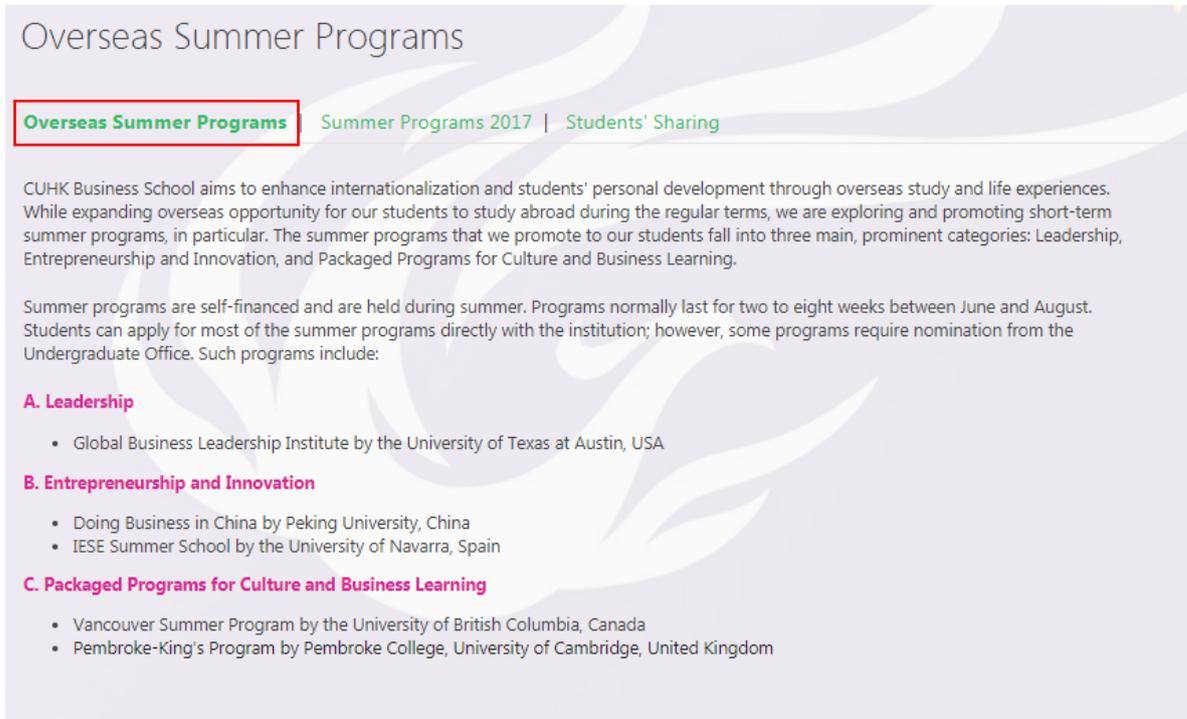
Created at 9/1/2017 10:12 AM by UGO (ACADEMIC AFFAIRS AND STUDENT SUPPORT)
Last modified at 9/1/2017 10:12 AM by UGO (ACADEMIC AFFAIRS AND STUDENT SUPPORT) Close

2.3 Overseas Summer Programs

2.3.1 Overseas Summer Programs

In this page, you can find information related to overseas summer programs. (Ref.: Pic 14)

Pic 14



Overseas Summer Programs Summer Programs 2017 | Students' Sharing

CUHK Business School aims to enhance internationalization and students' personal development through overseas study and life experiences. While expanding overseas opportunity for our students to study abroad during the regular terms, we are exploring and promoting short-term summer programs, in particular. The summer programs that we promote to our students fall into three main, prominent categories: Leadership, Entrepreneurship and Innovation, and Packaged Programs for Culture and Business Learning.

Summer programs are self-financed and are held during summer. Programs normally last for two to eight weeks between June and August. Students can apply for most of the summer programs directly with the institution; however, some programs require nomination from the Undergraduate Office. Such programs include:

A. Leadership

- Global Business Leadership Institute by the University of Texas at Austin, USA

B. Entrepreneurship and Innovation

- Doing Business in China by Peking University, China
- IESE Summer School by the University of Navarra, Spain

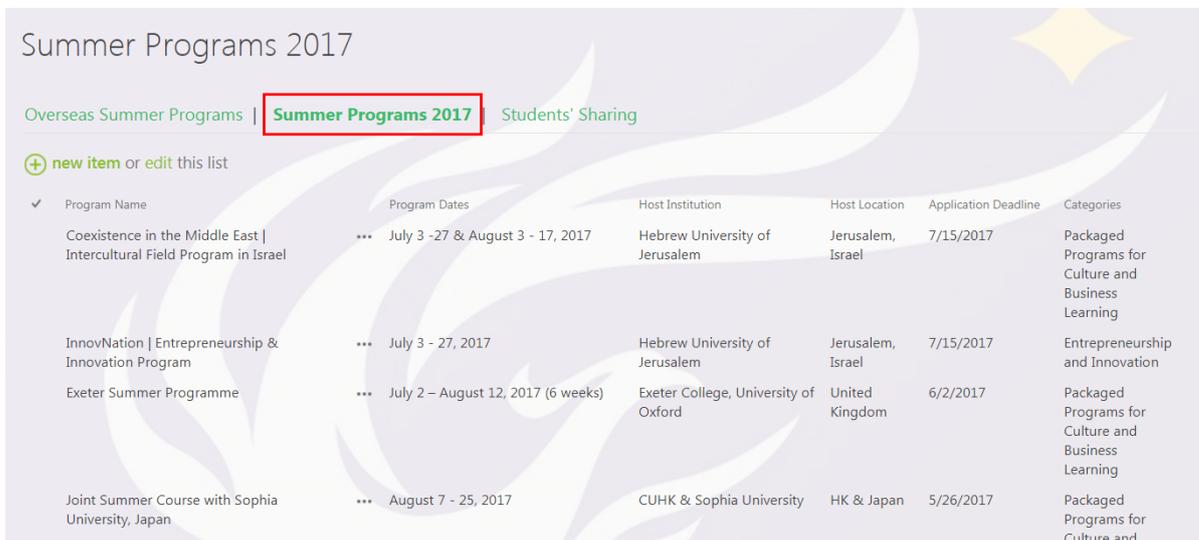
C. Packaged Programs for Culture and Business Learning

- Vancouver Summer Program by the University of British Columbia, Canada
- Pembroke-King's Program by Pembroke College, University of Cambridge, United Kingdom

2.3.2 Summer Programs 2017

You can view the list of summer programs which held in summer 2017. Clicking the title of each post, it will direct you to the detailed page. (Ref.: Pic 15)

Pic 15



Overseas Summer Programs | **Summer Programs 2017** | Students' Sharing

[+ new item or edit this list](#)

Program Name	Program Dates	Host Institution	Host Location	Application Deadline	Categories
Coexistence in the Middle East Intercultural Field Program in Israel	... July 3 -27 & August 3 - 17, 2017	Hebrew University of Jerusalem	Jerusalem, Israel	7/15/2017	Packaged Programs for Culture and Business Learning
InnovNation Entrepreneurship & Innovation Program	... July 3 - 27, 2017	Hebrew University of Jerusalem	Jerusalem, Israel	7/15/2017	Entrepreneurship and Innovation
Exeter Summer Programme	... July 2 – August 12, 2017 (6 weeks)	Exeter College, University of Oxford	United Kingdom	6/2/2017	Packaged Programs for Culture and Business Learning
Joint Summer Course with Sophia University, Japan	... August 7 - 25, 2017	CUHK & Sophia University	HK & Japan	5/26/2017	Packaged Programs for Culture and

2.3.3 Students' Sharing

You will be able to read the sharing from some students who participated in particular summer programs in the past (Ref.: Pic 16)

Pic 16

Students' Sharing

[Overseas Summer Programs](#) | [Summer Programs 2017](#) | **Students' Sharing**

 **"I really enjoyed my summer exchange in Canada..."**
University of British Columbia, Canada - Ms. Eva Nap

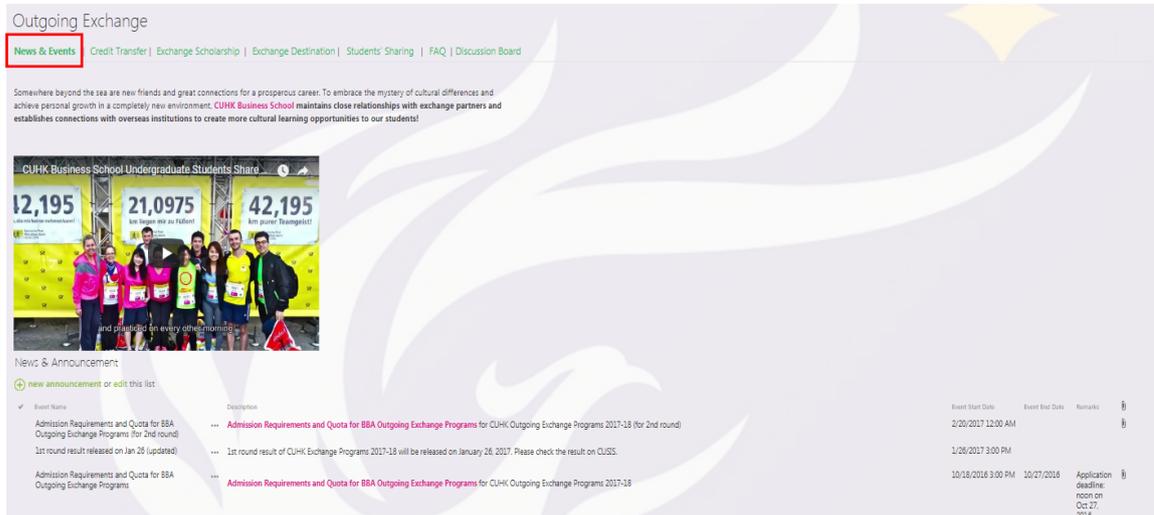
 **"Participating in Global Business Leadership Institute (GBLI) was a fantastic experience..."**
University of Texas at Austin, United States - Ms. Jenny Ou

2.4 Overseas Exchange

2.4.1 News & Events

You can find information related to exchange in this page. Under the “News & Announcement” session, clicking the name of each event will direct you to the detailed page. A symbol  indicates that the post has an attachment (Ref.: Pic 17, 18 & 19).

Pic 17



Outgoing Exchange

News & Events | Credit Transfer | Exchange Scholarship | Exchange Destination | Students' Sharing | FAQ | Discussion Board

Somewhere beyond the sea are new friends and great connections for a prosperous career. To embrace the mystery of cultural differences and achieve personal growth in a completely new environment, CUHK Business School maintains close relationships with exchange partners and establishes connections with overseas institutions to create more cultural learning opportunities to our students!

CUHK Business School Undergraduate Students Share

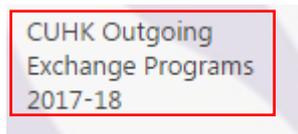
12,195 (cumulative enrollment) | 21,0975 (total number of students) | 42,195 (total number of students)

News & Announcement

[new announcement](#) or edit this list

Event Name	Description	Event Start Date	Event End Date	Remarks
Admission Requirements and Quota for BBA Outgoing Exchange Programs (for 2nd round)	Admission Requirements and Quota for BBA Outgoing Exchange Programs for CUHK Outgoing Exchange Programs 2017-18 (for 2nd round)	2/20/2017 12:00 AM		
1st round result released on Jan 26 (updated)	1st round result of CUHK Exchange Programs 2017-18 will be released on January 26, 2017. Please check the result on CUSS.	1/26/2017 3:00 PM		
Admission Requirements and Quota for BBA Outgoing Exchange Programs	Admission Requirements and Quota for BBA Outgoing Exchange Programs for CUHK Outgoing Exchange Programs 2017-18	10/18/2016 9:00 PM	10/27/2016	Application deadline noon on Oct 27, 2016

Pic 18



CUHK Outgoing Exchange Programs 2017-18

Pic 19



Event Name: CUHK Outgoing Exchange Programs 2017-18

Description: The application for Outgoing Exchange Programs (Summer 2016-17/Regular Term-Time 2017-18) will be open in October. Our Business School has exchange partnerships with 36 institutions. You are most welcome to choose programs / host institutions which are under the partnership with the Office of Academic Links (OAL) - university-wide programs with the College, if eligible.

Event Start Date: 10/24/2016 12:00 AM

Remarks:

Event End Date:

Created at 8/26/2016 6:24 PM by UGO (EXCHANGE)

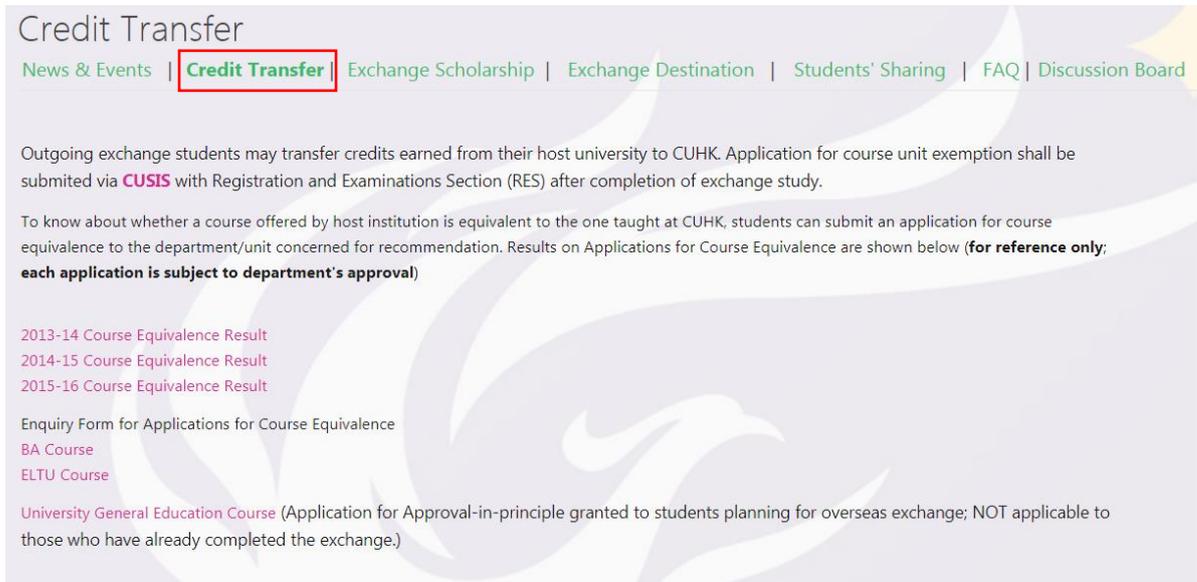
Last modified at 8/26/2016 6:24 PM by UGO (EXCHANGE)

Close

2.4.2 Credit Transfer

In this page, you will have access to the information about application for course equivalence and for course unit exemption. There are forms in links that you can download (Ref.: Pic 20).

Pic 20



The screenshot shows the 'Credit Transfer' page on the CUHK website. The page title is 'Credit Transfer'. The navigation menu includes 'News & Events', 'Credit Transfer' (highlighted with a red box), 'Exchange Scholarship', 'Exchange Destination', 'Students' Sharing', 'FAQ', and 'Discussion Board'. The main content area contains the following text:

Outgoing exchange students may transfer credits earned from their host university to CUHK. Application for course unit exemption shall be submitted via **CUSIS** with Registration and Examinations Section (RES) after completion of exchange study.

To know about whether a course offered by host institution is equivalent to the one taught at CUHK, students can submit an application for course equivalence to the department/unit concerned for recommendation. Results on Applications for Course Equivalence are shown below (**for reference only; each application is subject to department's approval**)

2013-14 Course Equivalence Result
2014-15 Course Equivalence Result
2015-16 Course Equivalence Result

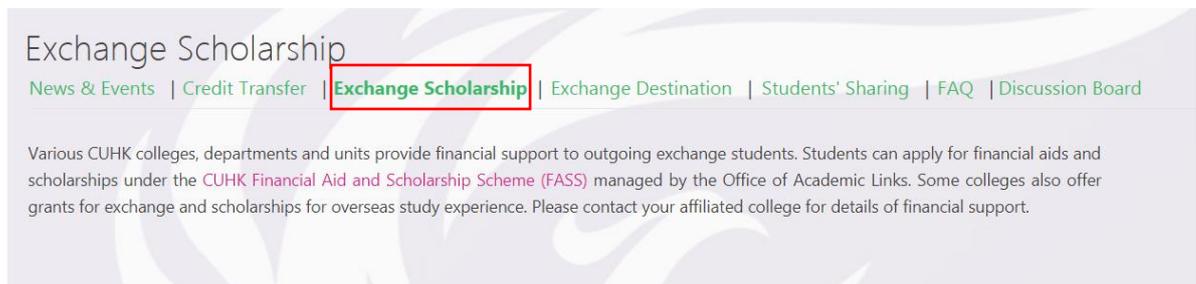
Enquiry Form for Applications for Course Equivalence
BA Course
ELTU Course

University General Education Course (Application for Approval-in-principle granted to students planning for overseas exchange; NOT applicable to those who have already completed the exchange.)

2.4.3 Exchange Scholarship

You will be directed to the web information of CUHK Financial Aid and Scholarship Scheme (FASS) managed by the Office of Academic Links (Ref.: Pic 21).

Pic 21



The screenshot shows the 'Exchange Scholarship' page on the CUHK website. The page title is 'Exchange Scholarship'. The navigation menu includes 'News & Events', 'Credit Transfer', 'Exchange Scholarship' (highlighted with a red box), 'Exchange Destination', 'Students' Sharing', 'FAQ', and 'Discussion Board'. The main content area contains the following text:

Various CUHK colleges, departments and units provide financial support to outgoing exchange students. Students can apply for financial aids and scholarships under the **CUHK Financial Aid and Scholarship Scheme (FASS)** managed by the Office of Academic Links. Some colleges also offer grants for exchange and scholarships for overseas study experience. Please contact your affiliated college for details of financial support.

2.4.4 Exchange Destination

A list of business exchange destination is displayed in this page. Under the list, you can filter results by choosing the regions. For example, when choosing "Europe", you will view our business partner institutions in Europe. You will also be able to direct to the web page of Office of Academic Links for the full list of 200+ exchange programs that our students can choose. (Ref.: Pic 22, 23, 24 & 25)

Pic 22

Exchange Destination

[News & Events](#) |
 [Credit Transfer](#) |
 [Exchange Scholarship](#) |
 Exchange Destination |
 [Students' Sharing](#) |
 [FAQ](#) |
 [Discussion Board](#)

To experience different cultures and academic learning, students are encouraged to take part in exchange programs offered by the university, faculties and colleges. CUHK Business School together with other university offices offer about a thousand exchange places every year for undergraduate students to study at renowned universities around the world. Flexible choices of a full-year or a semester or summer overseas programs facilitate students' academic planning personally. **A full list of exchange programs offered by CUHK can be found in OAL website.**

Business Exchange Programs

CUHK Business School has exclusive exchange agreements with 36 top business schools worldwide to ensure the best overseas study opportunities for our students. Our students enjoy the privilege of more than 130 additional exchange places each year.

*Students shall **not** contact the exchange partners in any circumstances. We welcome students' inquiries and questions pertaining to exchange matter. For assistance please feel free to contact the Undergraduate Office or the Office of Academic Links directly.

Exchange Destinations for Business Students

+ new item or edit this list

Current View ...

Region	Location	Institution	Remarks
North America	Canada	HEC Montréal	
North America	Canada	Western University - Ivey Business School	
North America	Canada	The University of Victoria - Peter B. Gustavson School of Business	
North America	Canada	University of British Columbia - Sauder School	

Pic 23

Exchange Destination

[News & Events](#) |
 [Credit Transfer](#) |
 [Exchange Scholarship](#) |
 Exchange Destination |
 [Students' Sharing](#) |
 [FAQ](#) |
 [Discussion Board](#)

To experience different cultures and academic learning, students are encouraged to take part in exchange programs offered by the university, faculties and colleges. CUHK Business School together with other university offices offer about a thousand exchange places every year for undergraduate students to study at renowned universities around the world. Flexible choices of a full-year or a semester or summer overseas programs facilitate students' academic planning personally. **A full list of exchange programs offered by CUHK can be found in OAL website.**

Business Exchange Programs

Pic 24

Current View ...

- ✓ Region All
- North America Asia-Pacific
- North America **Europe**
- North America North America

Pic 25

Region	Location	Institution
Europe	France	L'Universite Catholique De Lille
Europe	Germany	WHU-Otto Beisheim School of Management
Europe	Ireland	College of Business, University College Dublin
Europe	Ireland	Trinity Business School, University of Dublin: Trinity College Dublin
Europe	Spain	ESADE Business School, Ramon Llull University
Europe	Sweden	School of Business, Stockholm University
Europe	Sweden	School of Economics and Management, Lund University
Europe	The Netherlands	Rotterdam School of Management, Erasmus University
Europe	United Kingdom	Aston Business School, Aston University
Europe	United Kingdom	Cardiff University Business School, Cardiff University
Europe	United Kingdom	CASS Business School, City University London
Europe	United Kingdom	Manchester Business School, University of Manchester

2.4.5 Students' Sharing

In this page, you can read about some students' experiences during their exchange study. Clicking the pictures will direct you to the full text of sharing. You may click "<Back>" to return to the page of Students' Sharing (Ref.: Pic 26 & 27)

Pic 26

Students' Sharing

[News & Events](#) |
 [Credit Transfer](#) |
 [Exchange Scholarship](#) |
 [Exchange Destination](#) |
 [Students' Sharing](#) |
 [FAQ](#) |
 [Discussion Board](#)



"This is a very good opportunity for us to have international exposure and..."

Queen's University, Canada - Ms. Michelle Choi



"Living abroad during my exchange really opened my eyes to different cultures and..."

University of Alberta, Canada - Ms. Kapo Lo



"I really appreciated that the students there were..."

Cardiff University, United Kingdom - Ms. Jo Ng

Pic 27

Students' Sharing_Queen's University

[News & Events](#) | [Credit Transfer](#) | [Exchange Scholarship](#) | [Exchange Destination](#) | [Students' Sharing](#) | [FAQ](#) | [Discussion Board](#)

"This is a very good opportunity for us to have international exposure and experience something different. It's also good to be one of the members of the host university and experience the different teaching and learning style as compared with at home. Practising English in a native environment is a lot more effective and efficient."

Michelle Choi, Exchange to Queen's University, Canada

[<Back>](#)

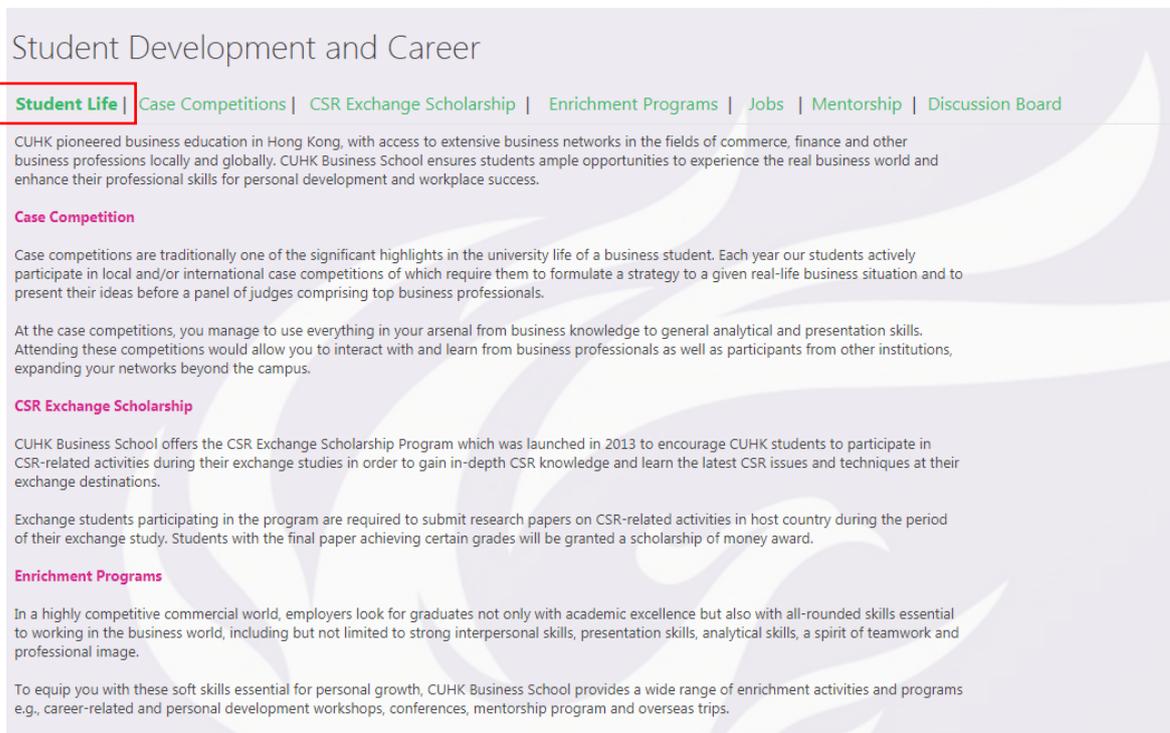


2.5 Student Development & Career Planning

2.5.1 Student Life

In this page, it gives a brief introduction of the competitions, scholarships, and enrichment programs. You can find information related to jobs, mentorship programs, CSR exchange scholarships, and case competitions in this category. (Pic 28)

Pic 28



Student Development and Career

[Student Life](#) | [Case Competitions](#) | [CSR Exchange Scholarship](#) | [Enrichment Programs](#) | [Jobs](#) | [Mentorship](#) | [Discussion Board](#)

CUHK pioneered business education in Hong Kong, with access to extensive business networks in the fields of commerce, finance and other business professions locally and globally. CUHK Business School ensures students ample opportunities to experience the real business world and enhance their professional skills for personal development and workplace success.

Case Competition

Case competitions are traditionally one of the significant highlights in the university life of a business student. Each year our students actively participate in local and/or international case competitions of which require them to formulate a strategy to a given real-life business situation and to present their ideas before a panel of judges comprising top business professionals.

At the case competitions, you manage to use everything in your arsenal from business knowledge to general analytical and presentation skills. Attending these competitions would allow you to interact with and learn from business professionals as well as participants from other institutions, expanding your networks beyond the campus.

CSR Exchange Scholarship

CUHK Business School offers the CSR Exchange Scholarship Program which was launched in 2013 to encourage CUHK students to participate in CSR-related activities during their exchange studies in order to gain in-depth CSR knowledge and learn the latest CSR issues and techniques at their exchange destinations.

Exchange students participating in the program are required to submit research papers on CSR-related activities in host country during the period of their exchange study. Students with the final paper achieving certain grades will be granted a scholarship of money award.

Enrichment Programs

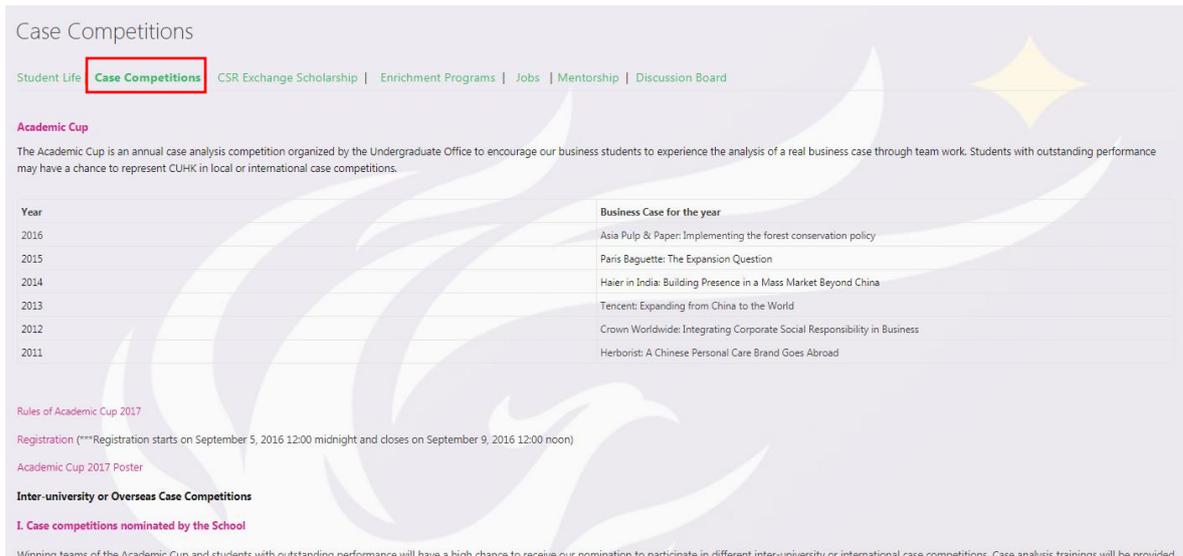
In a highly competitive commercial world, employers look for graduates not only with academic excellence but also with all-rounded skills essential to working in the business world, including but not limited to strong interpersonal skills, presentation skills, analytical skills, a spirit of teamwork and professional image.

To equip you with these soft skills essential for personal growth, CUHK Business School provides a wide range of enrichment activities and programs e.g., career-related and personal development workshops, conferences, mentorship program and overseas trips.

2.5.2 Case Competitions

You can find information about case competitions in this page. Clicking the hyperlink of “Registration” will direct you to the registration page (The form is available only during the registration period) (Ref.: Pic 29).

Pic 29



Case Competitions

Student Life | **Case Competitions** | CSR Exchange Scholarship | Enrichment Programs | Jobs | Mentorship | Discussion Board

Academic Cup

The Academic Cup is an annual case analysis competition organized by the Undergraduate Office to encourage our business students to experience the analysis of a real business case through team work. Students with outstanding performance may have a chance to represent CUHK in local or international case competitions.

Year	Business Case for the year
2016	Asia Pulp & Paper: Implementing the forest conservation policy
2015	Paris Baguette: The Expansion Question
2014	Haier in India: Building Presence in a Mass Market Beyond China
2013	Tencent: Expanding from China to the World
2012	Crown Worldwide: Integrating Corporate Social Responsibility in Business
2011	Herborist: A Chinese Personal Care Brand Goes Abroad

Rules of Academic Cup 2017

Registration (***)Registration starts on September 5, 2016 12:00 midnight and closes on September 9, 2016 12:00 noon)

Academic Cup 2017 Poster

Inter-university or Overseas Case Competitions

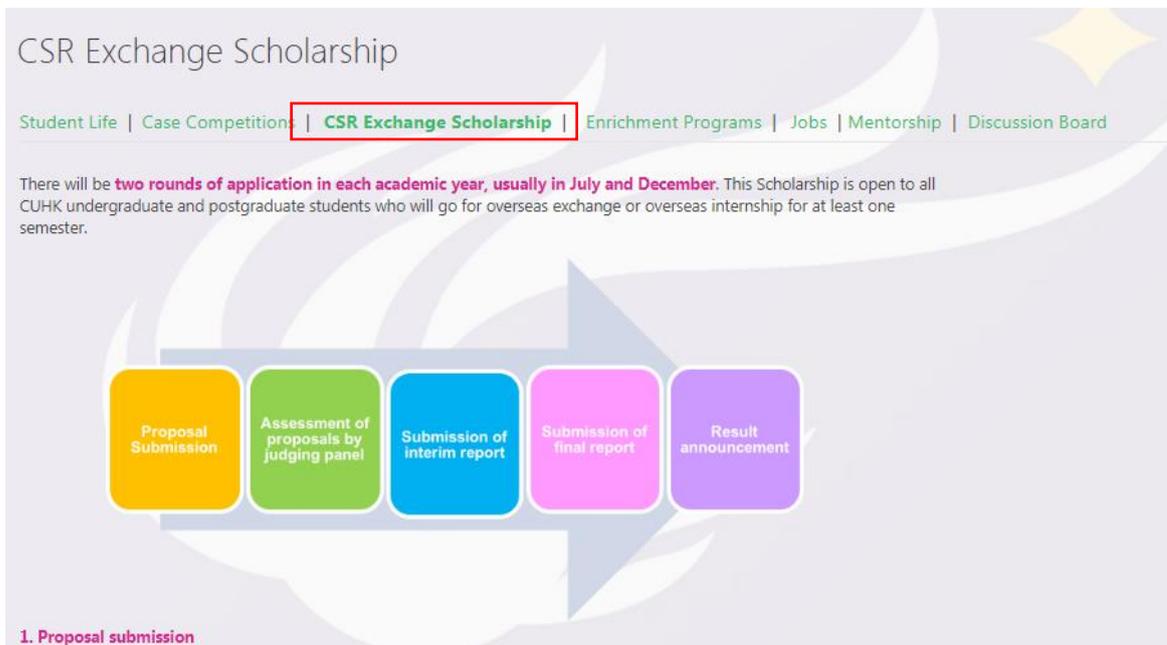
I. Case competitions nominated by the School

Winning teams of the Academic Cup and students with outstanding performance will have a high chance to receive our nomination to participate in different inter-university or international case competitions. Case analysis trainings will be provided.

2.5.3 CSR Exchange Scholarship

In this section, you will learn about the application procedure and information on the CSR exchange scholarship (Ref.: Pic 30)

Pic 30



CSR Exchange Scholarship

Student Life | Case Competition | **CSR Exchange Scholarship** | Enrichment Programs | Jobs | Mentorship | Discussion Board

There will be **two rounds of application in each academic year, usually in July and December**. This Scholarship is open to all CUHK undergraduate and postgraduate students who will go for overseas exchange or overseas internship for at least one semester.

1. Proposal submission

- Proposal Submission
- Assessment of proposals by judging panel
- Submission of interim report
- Submission of final report
- Result announcement

2.5.4 Enrichment Programs

There is a list of enrichment activities (e.g., workshops, conferences, talks, competitions etc.) currently available or open for registration/application. By clicking the name of each event, it will direct you to the detailed page. The symbol  indicates that the event has an attachment (Ref.: Pic 31).

Pic 31

Enrichment Programs

Student Life | Case Competitions | CSR Exchange Scholarship | **Enrichment Programs** | Jobs | Mentorship | Discussion Board

+ new announcement or edit this list

Categories	Event	Event Date	Time	Venue	Application Deadline
Career	Recruitment talk: Deloitte Touche Tohmatsu	8 Sep 17 (Fri)	2:30 pm	LT7, Lee Shau Kee Building (LSK)	9/7/2017 12:00 AM
Enrichment Program	Future Camp HK	Sept 6 - 16, 2017	-	-	9/8/2017 11:55 PM
Career	Recruitment talk: Oliver Wyman	11 Sep 17 (Mon)	12:30 pm	LT1, Yasumoto International Academic Park (YIA)	9/10/2017 12:00 AM
Career	Recruitment talk: KPMG	11 Sep 17 (Mon)	4:30 pm	LT1, Yasumoto International Academic Park (YIA)	9/10/2017 12:00 AM
Career	HSBC Hong Kong Graduate Recruitment Information Session - HSBC Securities Services and Global Liquidity and Cash Management	13 Sep 17 (Wed)	6:00pm	HSBC Main Building, Central	9/10/2017 11:00 PM
Career	Recruitment talk: Fidelity International	12 Sep 17 (Tue)	12:30 pm	LT6, Lee Shau Kee Building (LSK)	9/11/2017 12:00 AM
Career	Recruitment talk: Haitong International Securities Group Limited	12 Sep 17 (Tue)	3:30 pm	LT6, Lee Shau Kee Building (LSK)	9/11/2017 12:00 AM
Career	Recruitment talk: Bank of America Merrill Lynch	12 Sep 17 (Tue)	6:00 pm	LT6, Lee Shau Kee Building (LSK)	9/11/2017 12:00 AM
Career	Deutsche Bank- Panel Discussion and Networking Event	13 Sep 17 (Wed)	6:30pm - 8:30pm	Deutsche Bank Hong Kong Office, ICC	9/11/2017 12:00 AM
Career	Recruitment talk: Citi	13 Sep 17 (Thu)	12:30 pm	LT5, Yasumoto International Academic Park (YIA)	9/12/2017 12:00 AM
Career	Recruitment talk: Hang Seng Bank Ltd	13 Sep 17 (Thu)	5:00 pm	LT5, Yasumoto International Academic Park (YIA)	9/12/2017 12:00 AM

2.5.5 Jobs

You can view or apply for a job (i.e., full-time, part-time, summer and graduate position) through this page. Clicking the name of each listed company, it will allow you to view the detailed page of the job (Ref.: Pic 32 & 33).

Pic 32

Jobs

Student Life | Case Competitions | CSR Exchange Scholarship | Enrichment Programs | **Jobs** | Mentorship | Discussion Board

Tips to refine your job search with the filter function [Click here]

Students plan to apply for **full-time internship**, please read the [guideline](#) carefully.

[New!] [jobsDB Fresh Graduates Job Hunting Guide 2017](#)

List of Job Placement

Placement Company	Position	Job nature	Job Type	Recommended to	Application Deadline	School Nomination
Kuoni (Travel Circle International Limited)	PART-TIME INTERNSHIP - Student Intern (Part-time)	Administration / Management	Part-time	Year 2,Year 3,Year 4	9/7/2017 11:55 PM	No
Orichal Partners	PART-TIME INTFRNSHIP	Banking / Finance	Part-time	Year 2,Year 3,Year 4	9/10/2017 11:55 PM	Yes

Pic 33

List of Job Placement

Placement Company Orichal Partners

Employer's Information Orichal Partners is a multi-strategy cryptocurrency investment firm, founded by seasoned professionals with previous experience at top tier financial and regulatory institutions such as BlackRock, J.P. Morgan, Balyasny Asset Management, and SAFE. Orichal Partners aspires to advocate and invest in the blockchain technology and the digital asset ecosystem. The firm is looking for a Quantitative Analyst (QA) to assist in providing critical quantitative solutions for its investment portfolio. Tasks include data acquisition and analysis, backtesting, technical modeling, program automation, documentation of methodology and results. Subject models serve as critical input to Orichal Partners' investment and risk management process. The Quantitative Analyst will work closely with our co-founders, who will provide invaluable resources and mentorship for the incoming Analyst throughout his or her career.

Location : Wan Chai Office, Hong Kong

Position PART-TIME INTERNSHIP - Quantitative Analyst

Job Type Part-time

Job Descriptions A successful candidate will ideally have some hands on and related experience, and have demonstrated the following skills (not in priority order):

- Studies in statistics, mathematics, operations research,

2.5.6 Mentorship

You can learn about the mentorship programs in this page (Ref.: Pic 34)

Pic 34

Mentorship

[Student Life](#) |
 [Case Competitions](#) |
 [CSR Exchange Scholarship](#) |
 [Enrichment Programs](#) |
 [Jobs](#) |
 Mentorship |
 [Discussion Board](#)



CUHK Business School co-organizes with the CUBBA Alumni Association to offer the "Undergraduate Mentorship Program" for business students in Year two or above. Business leaders who graduated from CUHK Business School and are serving a wide range of sectors, are invited to serve as mentors, of which they will share their precious experience with current students and give them advice on their career and personal development.

2.6 Alumni-to-be

2.6.1 Alumni and Corporate Affairs Office

In this page, you will learn about the Alumni and Corporate Affairs Office, which aims at helping strengthen a robust network of business school alumni. When you click the link which is shown at the bottom of the page, it will direct you to the website of the Office (Ref.: Pic 35& 36).

Pic 35



Pic 36



Username:

Password:

Remember Login

[Retrieve Password](#)

2.6.2 Lifetime Email Service

This page will introduce the lifetime email service - @ Link for Alumni. The web link shown will direct you to the application website for life-long email address (Ref.: Pic 37 & 38)

Pic 37

Alumni and Corporate Affairs Office | **Lifetime Email Service**

From 1 Jun, 2015, eligible students / alumni can opt in to a life-long email service, @Link for Alumni. With this service, you could use the tools below:

- @Link mailbox in 50 GB and e-mail address (including the files stored inside if you opt in BEFORE your graduation),
- Collaboration Tool of @Link, including Calendar and task lists
- Office 365 OneDrive in 1 TB (including the files stored inside if you opt in BEFORE your graduation)

Please visit <http://www.cuhk.edu.hk/itsc/o365/alumni/email.htm> for details of alumni email service.

Pic 38

Life-long Email Service, @Link for Alumni

1. Overview
2. Eligibility
3. Procedure to Opt in
4. Service Details
5. Service Support

1. Overview

From 1 Jun, 2015, eligible students / alumni can opt in to a life-long email service, @Link for Alumni. With this service, you could use the tools below:

- @Link mailbox in 50 GB and e-mail address (including the files stored inside if you opt in BEFORE your graduation),
- Collaboration Tool of @Link, including Calendar and task lists
- Office 365 OneDrive in 1 TB (including the files stored inside if you opt in BEFORE your graduation)

Please refer to <http://www4.cuhk.edu.hk/aaof/index.php/en/alumni-community/alumni-benefits> for details of alumni service.

2. Service Application

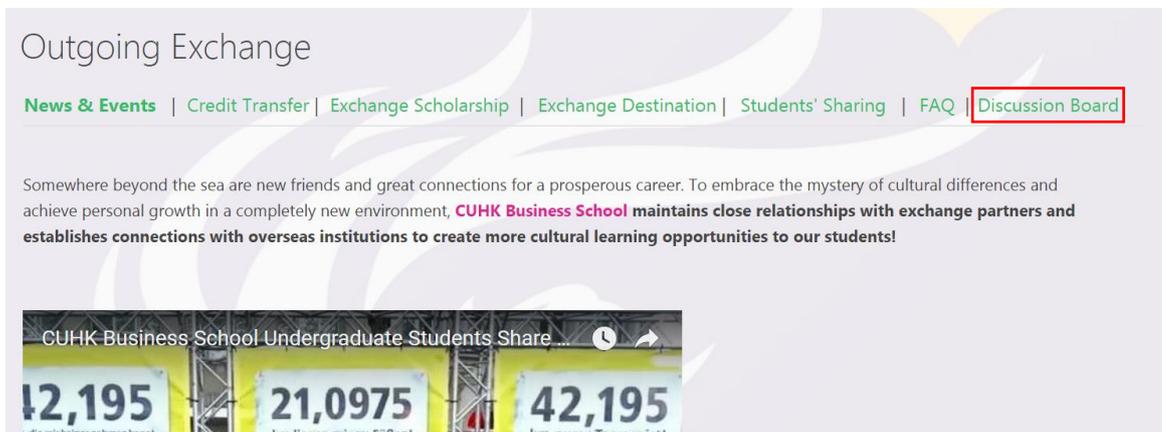
You may opt in this service before / after your graduation. If you have important files stored in your current @Link mailbox / OneDrive, you should opt in BEFORE graduation. Otherwise, the mailbox and OneDrive will be emptied after your graduation.

For Students (Before Graduation)	For Alumni (After Graduation)
<p>Eligibility</p> <ul style="list-style-type: none"> • Being CUHK Alumni within 90 days (graduated with CUHK University Degree or above qualifications, including Postgraduate Diploma in Education Programs, PGDE); and • With alias for @Link (alias@link.cuhk.edu.hk) defined; and • With "Procedure to Opt In Before Graduation" completed <p>If you fail to meet any point stated above, your current @Link account and 1 TB OneDrive, including the data stored, will be deleted after your graduation.</p>	<p>Eligibility</p> <ul style="list-style-type: none"> • Being CUHK Alumni with CUHK University Degree or above qualifications, including Postgraduate Diploma in Education Programs, PGDE * • With "Procedure to Opt In After Graduation" completed <p>* This service is now opened for graduates of / after 2015. We are working to open it up to all CUHK alumni in the coming phases.</p>
<p>Procedure to Opt In Before Graduation</p>	<p>Procedure to Opt In After Graduation</p>

2.7 Discussion Board

The Discussion Board on SharePoint allows students' to discuss with fellow students on various topics, such as career, exchange and experiential learning. Students can access to the Discussion Board under the “Overseas Exchange” and “Student Development and Career” sections. (Ref.: Pic 39 & 40).

Pic 39

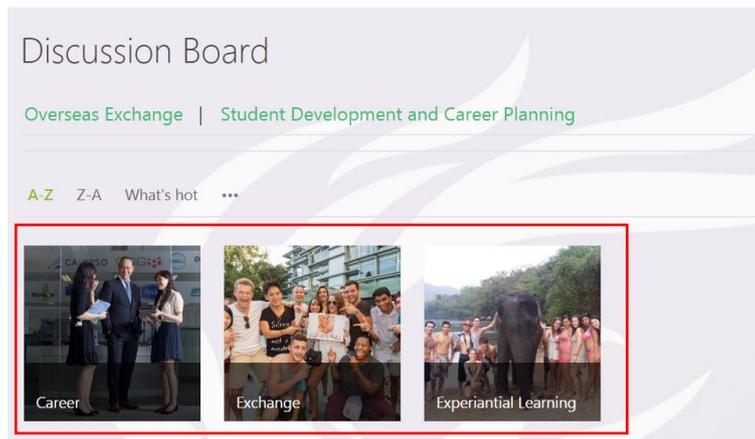


Pic 40

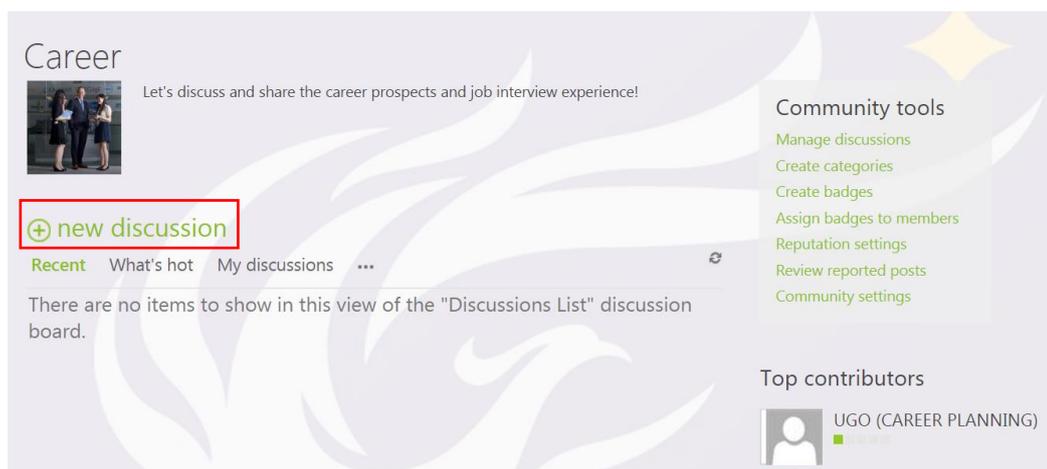


After getting into the Discussion Board, you will see three topics, which are “Career”, “Exchange” and “Experiential Learning” (Ref.: Pic 42). By clicking one of these topics, you will be directed to the respective discussion board. To start a new discussion, just click “+ new discussion” and save your post after filling the boxes (Ref.: Pic 43 & 44).

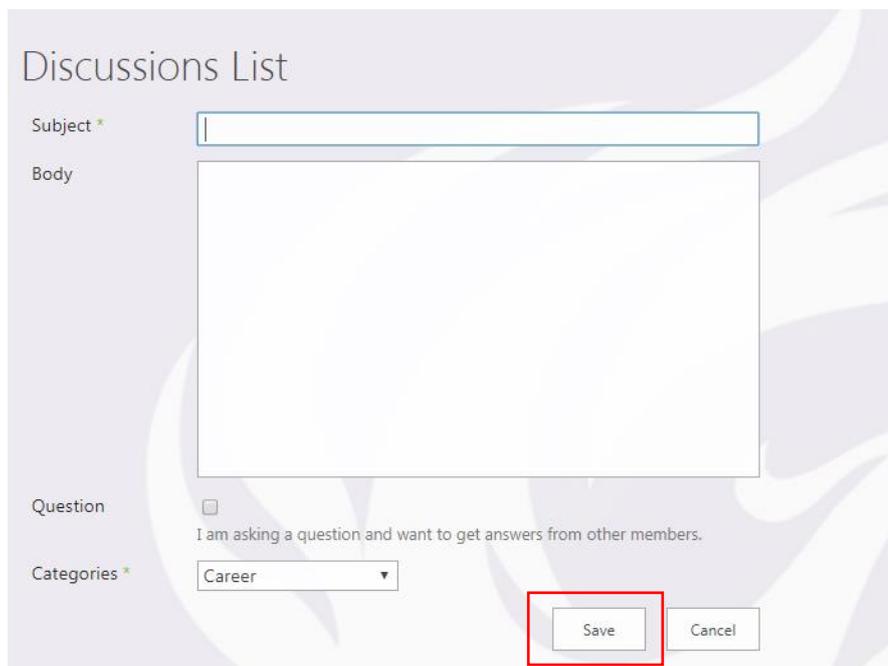
Pic 42



Pic 43



Pic 44



3. SharePoint “Search” function

1. SharePoint Search allows users to quickly distinguish search results based on their types. The results would list out top links on which site users often click to view.
2. By default, certain types of related results are displayed in groups. Each group contains a small subset of results that are related in a particular way.
3. This search engine helps users quickly locate important pages and documents by remembering what they have previously viewed and clicked. The results of previously searched and clicked items are displayed as query suggestions located at the top of the result page (Ref.: Pic 45).

Pic 45

