

Notice Board Reallocation

(Biennial Exercise)

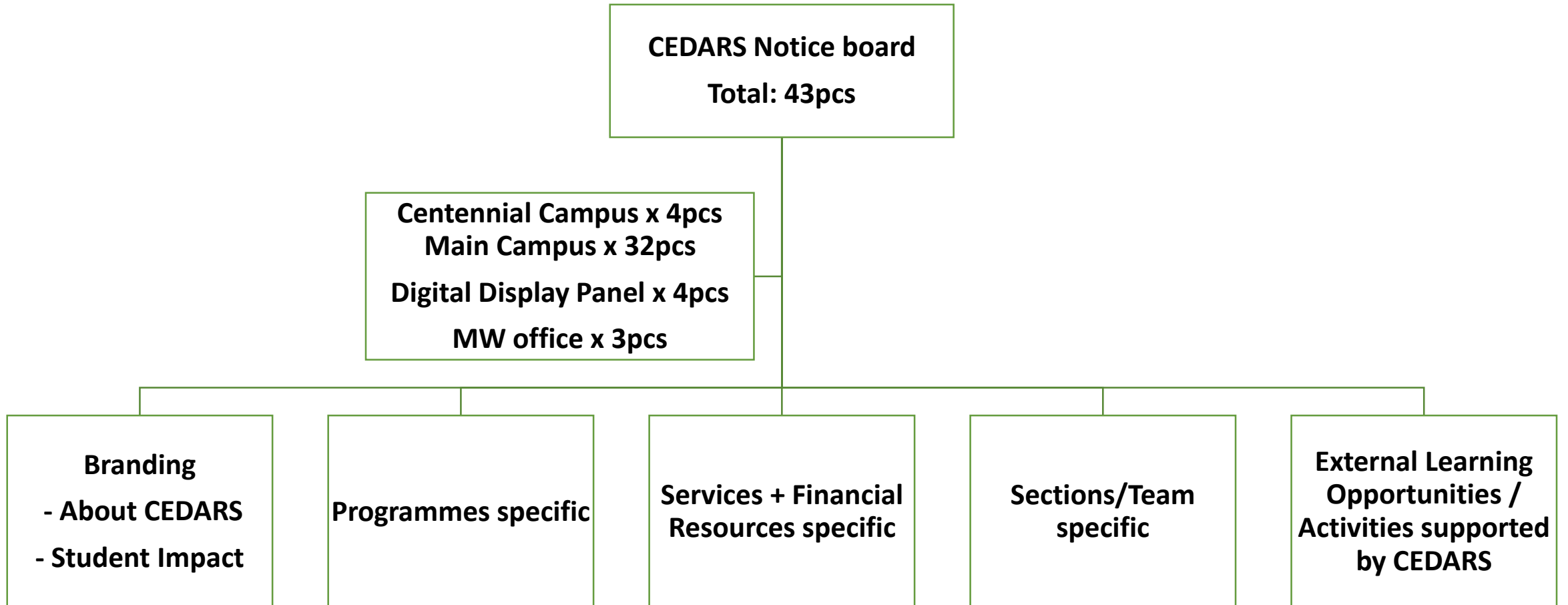
with effectiveness from Jan 2023

Updates on 11 Jan 2023

Objectives

- To organise coverage of CEDARS services and programmes around the campus
- To enhance CEDARS branding (One-CEDARS) and student impact

Overview of New Allocation



No. of Key Services/ Programmes

	Services and Financial Resources (8)	Programmes (9)
Dean's office	Support to Student Groups	Student Impact (Student Host Programme, Recognition Ceremony) UNI-Y programmes
CL	Financial Resources Housing Catering Amenities Centres Support to student societies	Weeks of Welcome Financial Talks/ workshops
Careers	Careers	Careers
CoPE	Counselling SEN Financial Resources (FIFE Fund & K.B. Chen and Henry Chan Inclusive Education Fund)	Person Enrichment Programmes Programme for Peer Support & Empowerment
GE	Financial Resources (FACE Subsidy)	General Education Programmes

Ownership and Responsibilities

	Branding	Services/ Financial Resources/ Programme Specific	Sections/Team Specific	External Learning Opportunities / Activities Supported by CEDARS
Ownership	Dean's office	Dean's office	Sections/Team	Dean's office
Board Design & Production	Dean's office	Dean's office	Sections/Team	Dean's office
Poster Design & Production	Dean's office	Sections/Team	Sections/Team	External parties
Put up	Dean's office	Office Assistant (twice per semester) Sections/Team (in between the submission time)	Sections/Team	All
Dismantling	Dean's office	Sections/Team	Sections/Team	All
Daily Maintenance	Dean's office	All	Sections/Team	All

Logistics for Central Notice Boards (Services/ Financial Resources/ Programme Specific)

Submission by Sections/Team:
At least one poster in each board
Poster Update:
At least once per academic year

Sections/Team could replace the posters on the boards in between the submission time – given that Sections/Team shall only replace their current posters on board.



Sections/Team had the responsibility to dismantle the expired posters on boards. If colleagues of other Sections/Team found expired posters on boards, they should notify relevant colleagues of that Sections/Team before dismantling

* We may need to adjust the week numbers / make the schedule flexible in future to fit semester commencement, as this is a peak time.

Working Schedule

	1 st Semester		2 nd Semester		Summer Semester	
Submission of request (by filling out the excel)	2 nd week of Aug	2 nd week of Oct	Mid-Dec	2 nd week of Mar	2 nd week of May	2 nd week of July
Vetting by Dean's office	3 rd week of Aug	3 rd week of Oct	Late Dec	3 rd week of Mar	3 rd week of May	3 rd week of July
Poster submission	4 th week of Aug	4 th week of Oct	*1 st / 2 nd week of Jan	4 th week of Mar	4 th week of May	4 th week of July
Posting	1 st week of Sept	1 st week of Nov	*2 nd / 3 rd week of Jan (before /at semester commencement)	1 st week of Apr	1 st week of June	1 st week of Aug

Branding (About CEDARS)

The graphic features a central tree with branches labeled 'Undergraduates', 'Postgraduates', 'New Students', and 'Non-locals'. To the left, under 'Co-curriculum', are icons for leadership, community service, mental health, arts, and intercultural competency. To the right, under 'Student Support', are icons for housing, campus integration, counselling, SEN support, careers, and financial resources. A QR code and social media links are at the bottom center.

cedars
Centre of Development and Resources for Students
學生發展及資源中心

Centre of Development and Resources for Students

cedars.hku.hk

We Support All Students !

Co-curriculum

- Leadership and life skill in novel situations
- Community and service learning
- Mental health and psychological wellbeing
- Arts, culture and general education
- Intercultural, social and career competency

FOR MORE DETAILS

FOLLOW US [#hku.cedars](https://www.instagram.com/hku_cedars)
[cedars.hku.hk](https://www.cedars.hku.hk)

Student Support

- Housing
- Integration on Campus
- Counselling
- SEN Support
- Careers
- Financial Resources

- Overview of CEDARS services, resources and programmes (to be updated if necessary)

Branding (Student Impact)

Students Inspiring Students

We capture students' achievement and support students to make an impact.



Read student stories



Submit your story



Sports are for everyone! Chris (BBA, Law) & L.B. initiated a project called "Play for Equality" with the support of HKU Class of '96 Social Inclusion Fund to promote gender equality through Quidditch.



Chris Chan (BSW) conducted educational workshops for the children in the 10-day Green Refugee Service Trip organized by University YMCA (HKU). The experience was memorable and he was deeply touched by the locals who spent their time and money to help the needy.



Oyungjoo Kim (BEcon&Fin) learnt to be confident from her first MC experience at non-local student orientation in which she spoke in front of 900 students. Her tip sharing is -- as a professional MC, to always prepare for things that do not happen on the script!



Daniel Yu (MSW) joined Chलिए · Street Handcraft Market as a market artist, with the support of HKU 91 Inclusion Fund. Daniel and his team used natural materials to make handicrafts and realized that even a streak of mother nature can offer a sense of peacefulness to busy people.



Thandwe Moyo (MJ) took one more step closer towards her dream of being a humanitarian journalist by participating in the University Scholars Leadership Symposium. This five-day programme offered her extensive knowledge and network with other humanitarian enthusiasts.



Rex Hui (MBSB), an award recipient of the Chief's Student Excellence Scheme, committed himself to medical research. The experience of presenting his own research at APASL Annual Meeting was invaluable and impactful!



- Showcase of student stories

Branding (Student Impact)



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Know about CEDARS Reward Scheme

Check out the awardees of Recognition Ceremony



Professor Samson TSE
Dean of Student Affairs

"Congratulations to all our students on their well-deserved success. Join us to honour and celebrate the outstanding achievements of our finest students!"

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 HKU-CEDARS

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- Promotion of Students' achievement

All Programmes

All Services + Financial Resources

HI! JOIN US! Co-curricular Programmes for your Out-of-classroom Learning **FOLLOW US** #hku.cedars

GRADUATION TALENT ACADEMY 2021

STUDENT HOST PROGRAMME

THE WAY TO SUCCESS Workshops and Internship Programme

CO-CREATORS OF CHATNCHILL Sign up by September 20

Community Engagement Programme Dedicated to the memory of Cikou and Chu Kuo-Ling

RESILIENCE AND MENTAL HEALTH Person Enrichment Programme 2020 – 21 (Semester 1)

- In Contact with Self and Others: A Zentangle Experience
- Caring Your Self-critical Mind with Kindness & Compassion
- Accent and Intelligibility: Breaking through your Communication Barriers
- How to Deal with Bullying Among Friends

(Sample)

Student Support and Financial Resources **FOLLOW US** #hku.cedars

Startup Job Fair

GOVERNMENT FINANCIAL ASSISTANCE SCHEME

HKU FRESH \$3000

UNIVERSITY FINANCIAL ASSISTANCE

Self-care Videos for Students in Quarantine

SUPPORT TO STUDENT GROUPS

ONE-ON-ONE CAREER ADVISING SERVICE

CEDARS STUDENT LEARNING ACTIVITY FUND

DETAILS AND ENQUIRIES: https://www.cedars.hku.hk/CSLAP

(Sample)

External Learning Opportunities/ Activities Supported by CEDARS

**External Learning Opportunities/
Activities Supported by CEDARS**

廣政大傑出 2020/21
ICAC Ambassador Programme

邵逸大獎 2020
SHIU YEE AWARD 2020

Hong Kong Youth Photography Competition 2020
香港青年攝影比賽 2020
曙光

ACCA Hong Kong Business Competition 2020-21
Rewiring our future
LEADING DIGITAL INNOVATION AND SUSTAINABLE SUCCESS
Business transformation that embraces sustainability and social responsibility
About the Competition

We're recruiting
T T O R S
Yes, U!

不容錯過的社創年度盛事
Call for Registration
19-21.11.2020
網上舉行 | 費用全免
Online | Free

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More external learning opportunities:
C3

Including,

- External learning opportunities
- Student groups/projects supported under “Support to Student Groups”
- Other departments’ activities

Sections/Team's Boards



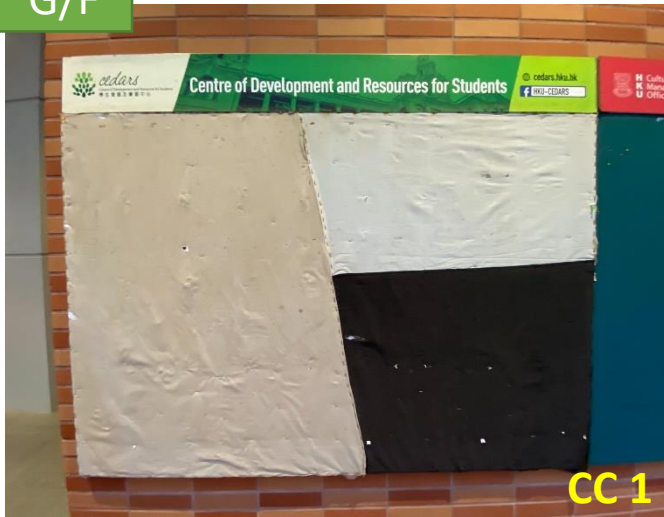
(Sample)

- CEDARS banner is mandatory.
- Individual design is prepared by responsible Sections/Team
- A title for the board is required.
 - e.g. Support for Non-Local Students / Campus Life / Careers and Placement / Counselling and Person Enrichment / General Education
- Word of “section” or “team” shall be omitted in the title

Centennial Campus (total: 4pcs)

Updated

G/F



CC 1 – Programmes



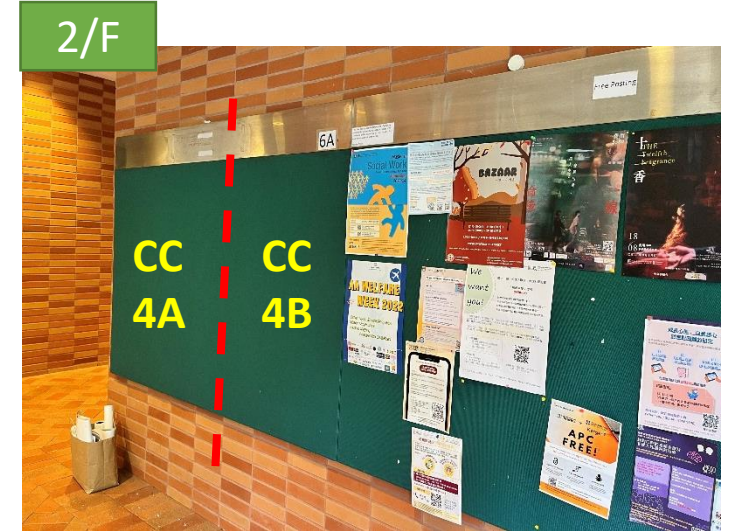
CC 2 – Services + Financial Resources

1/F



CC 3A – CL
CC 3B – CP

2/F



CC 4A – GE
CC 4B – COPE

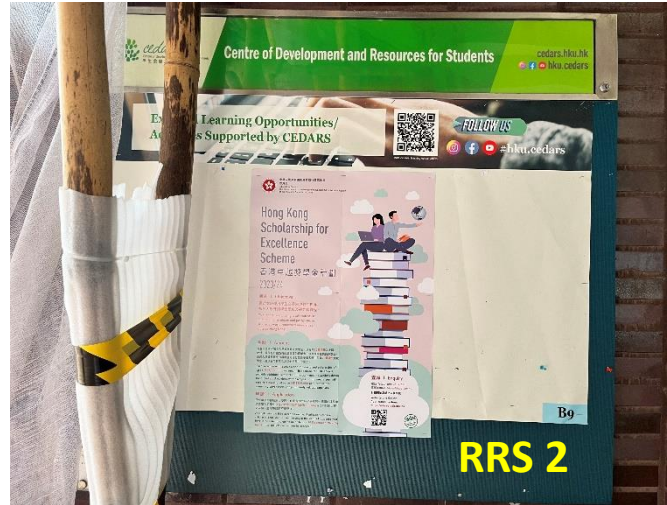
Run Run Shaw Podium (total: 6pcs)

Updated



RRS 1A – Programmes

RRS 1B – Services + Financial Resources



RRS 2 – ELO



RRS 3 – GE

RRS 4A – GE

RRS 4B – CoPE



RRS 5A – CP

RRS 5B – CL



RRS 6 – Branding

CYMAC (total: 6pcs)

Updated

G/F



CYM 1 – CoPE

1/F



CYM 3A – CL

CYM 3B – Services + Financial Resources



CYM 2A – Programmes

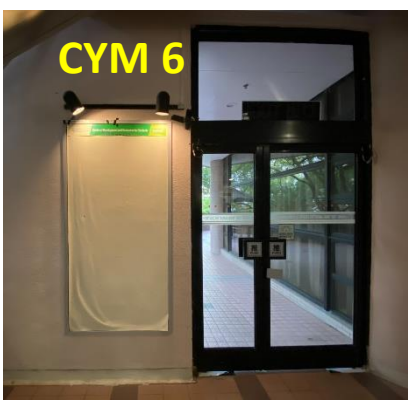
CYM 2B – ELO



CYM 4 – CP



CYM 5 – CoPE



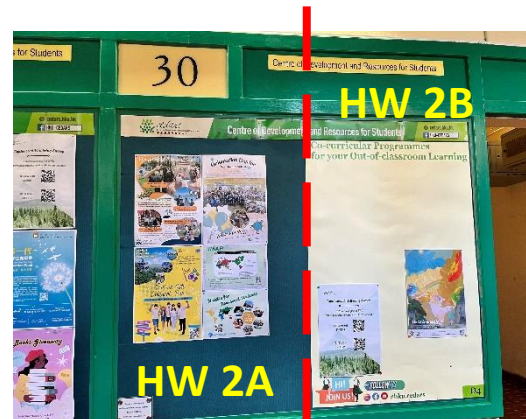
CYM 6 – GE

Haking Wong Building (total: 4pcs)

Updated



HW 1A – CP
HW 1B – CL



HW 2A – CoPE
HW 2B – GE



HW 3A – Services + Financial Resources
HW 3B – Programmes



HW 4 – Branding

FSCAC (total: 4pcs)

Updated

G/F



FSC 1 – Services + Financial Resources

1/F



FSC 2 – Programmes

2/F



FSC 4 – CL

1/F



FSC 3A – CP

FSC 3B – CoPE

1/F



KK Leung Building (total: 4pcs)

Updated



KKL 1 – ELO



KKL 2A – Services + Financial Resources
KKL 2B – Programmes



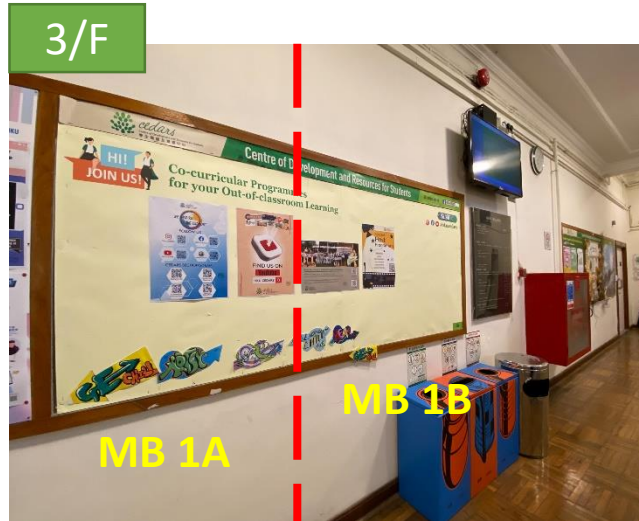
KKL 3A – GE
KKL 3B – CL



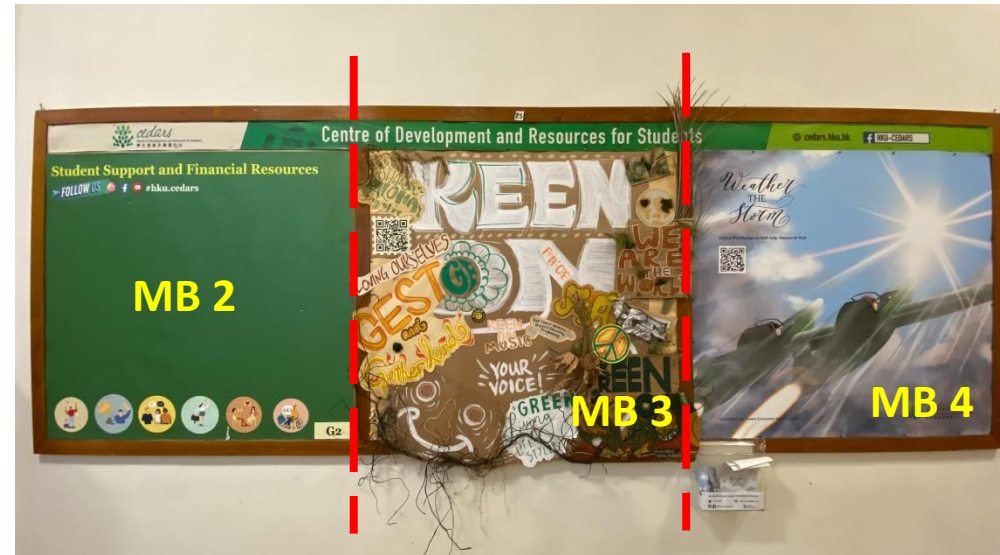
KKL 4A – CP
KKL 4B – CoPE

Main Building (total: 7pcs)

Updated



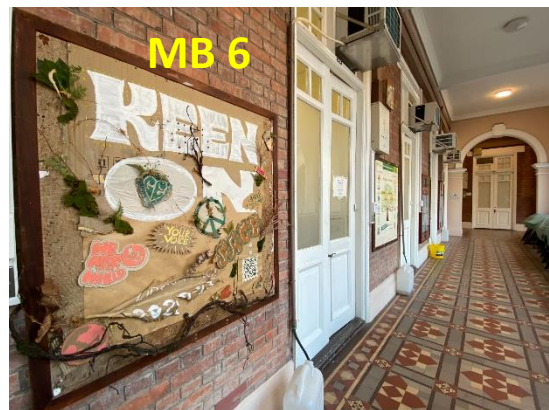
MB 1A – Services + Financial Resources
MB 1B – Programmes



MB 2 – CL
MB 3 – CP
MB 4 – CoPE



MB 5 – GE



MB 6 – GE



MB 7 – Branding

MW (total: 4pcs)

Updated



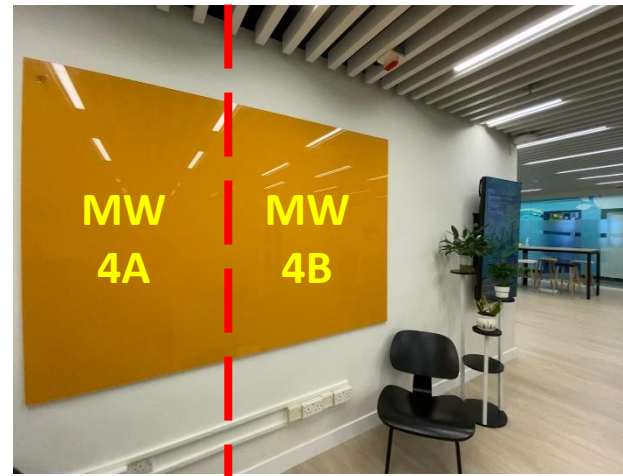
MW 1A – CP
MW 1B – CL



MW 2 – Branding (Social Media)



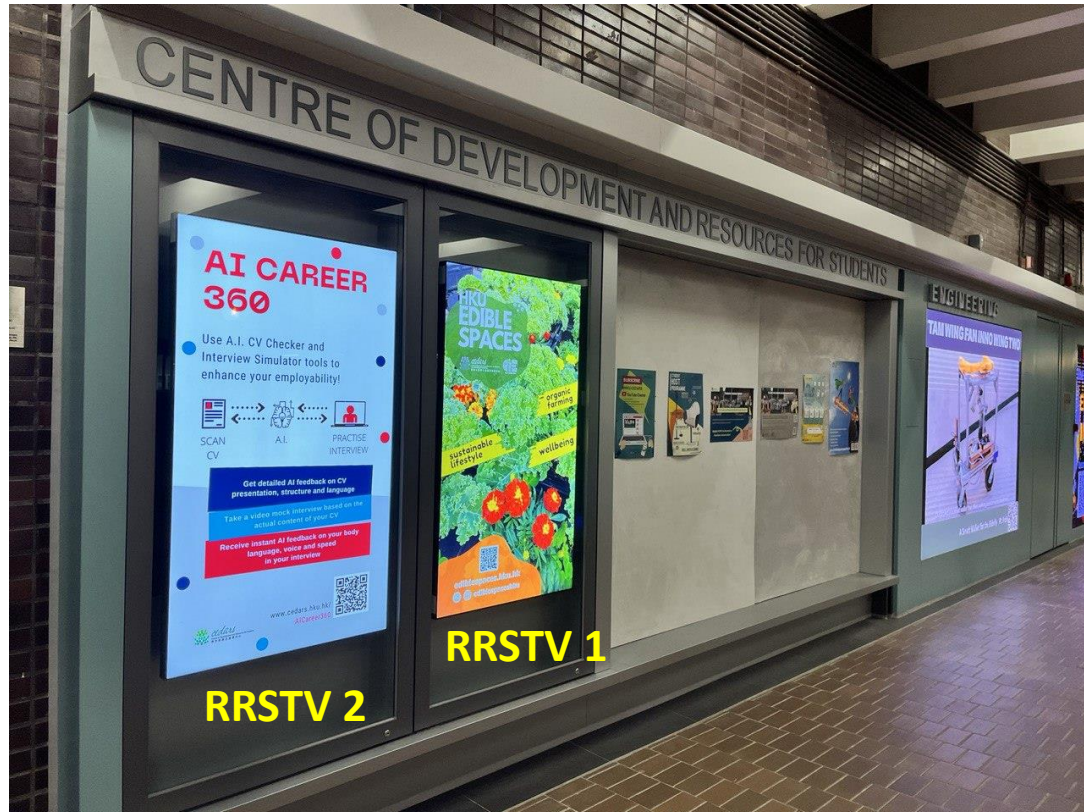
MW 3 – Branding (Student Stories)



MW 4A – Services + Financial Resources
MW 4B – Programmes

Digital Display Panels at Run Run Shaw Podium, CEDARS Main Office and CoPE Office (total: 4pcs)

Updated



RRSTV 1 (TV Panel) → **Services + Financial Resources**
RRSTV 2 (TV Panel) → **Programmes**



MWTV 1 (TV Panel) → **Programmes, Services + Financial Resources**



MBTV 1 (TV Panel) → **Programmes, Services + Financial Resources**

Digital Display Panels at Run Run Shaw Podium, CEDARS Main Office and CoPE Office (total: 4pcs)

- Dimensions of e-poster images: 1080 (W) x 1920 (H) pixels
- File format of e-poster images: JPG, MP4
- Update frequency: Once per week
- Batch display period:
 - RRSTV 1 and RRSTV 2: Monday to Sunday, 08:30 – 21:30 (13 hrs)
 - MWTV 1 and MBTV 1: Monday to Friday, office hours
- Posters should be displayed for **no more than 4 consecutive weeks**
- Please upload files to the folder on TEAMS
- Cut-off time: Every Thursday at 10am
- A maximum of **6** Throughout-the-Semester Posters from each Section/Team is allowed
- Dean's Office will ensure the display of Throughout-the-Semester Posters at least once a month
- For more information about the Digital Display Panel, please refer to: <https://www.cedars.hku.hk/ddp>