

Notice Board Reallocation

(Biennial Exercise)

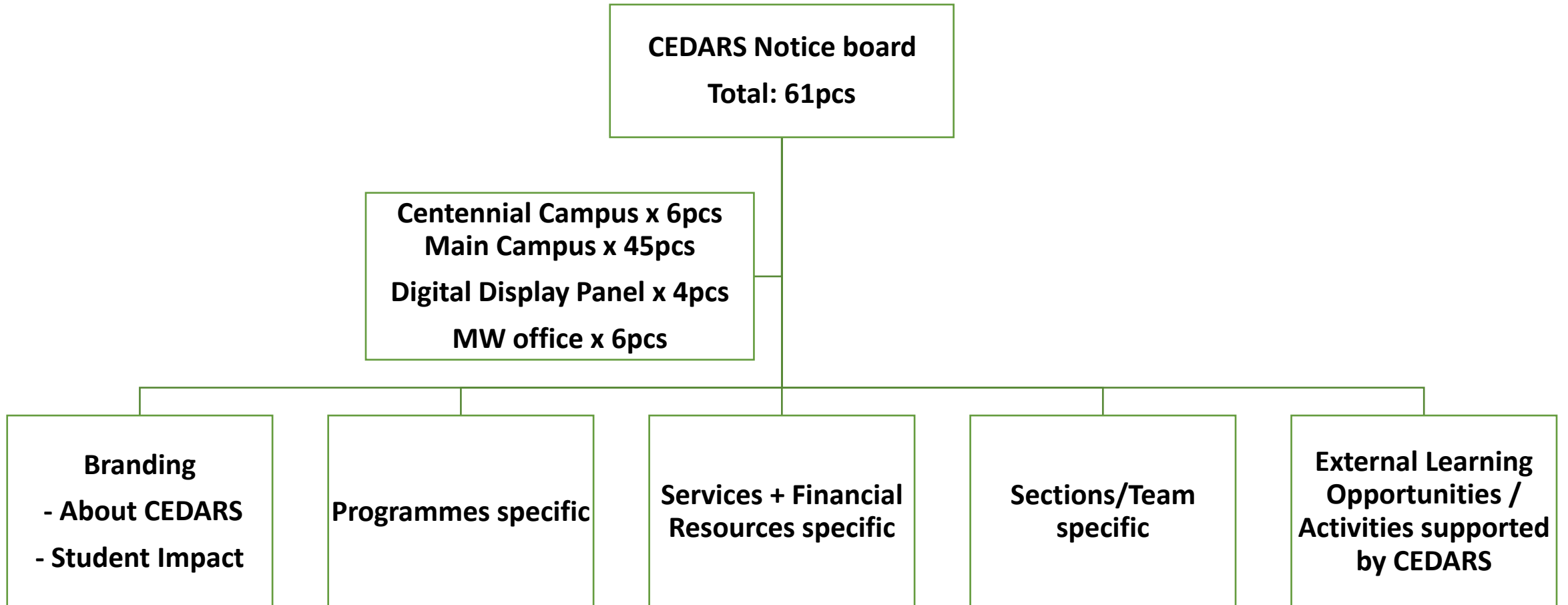
with effectiveness from Jan 2025

Updates on 14 Jan 2025

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



Key Services/ Programmes (Examples)

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

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 have the responsibility to dismantle the expired posters on boards. If colleagues of other Sections/Team find expired posters on boards, they should notify relevant colleagues of relevant 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. Social media and website information are at the bottom.

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

Centre of Development and Resources for Students

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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) & LBJ 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 Chillyx - Street Handcraft Market as a market artist, with the support of HKU 61 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 (MBS), 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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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!”

Know about CEDARS Reward Scheme

Check out the awardees of Recognition Ceremony



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 HKU-CEDARS

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- Promotion of Students' achievement

All Services + Financial Resources

All Programmes

Updated

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Student Support and Financial Resources

- Meet at the Center 2-4 Oct
- Startup Job Fair
- HKU FRESH \$3000 TO COVER IMMEDIATE EXPENSES
- UNIVERSITY FINANCIAL ASSISTANCE
- Self-care Videos for Students in Quarantine

Co-curricular Programmes for your Out-of-classroom Learning

- Community Engagement Programme
- CO-CREATORS OF CHATNCILL
- STUDENT HOST PROGRAMME
- THE WAY TO SUCCESS

(Sample)

HW3

External Learning Opportunities/ Activities Supported by CEDARS

External Learning Opportunities/
Activities Supported by CEDARS



More External
Learning Opportunities



RRS2

Including,

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

(Sample)

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: 6pcs)

G/F



CC 1 – Programmes



CC 2 – Services + Financial Resources

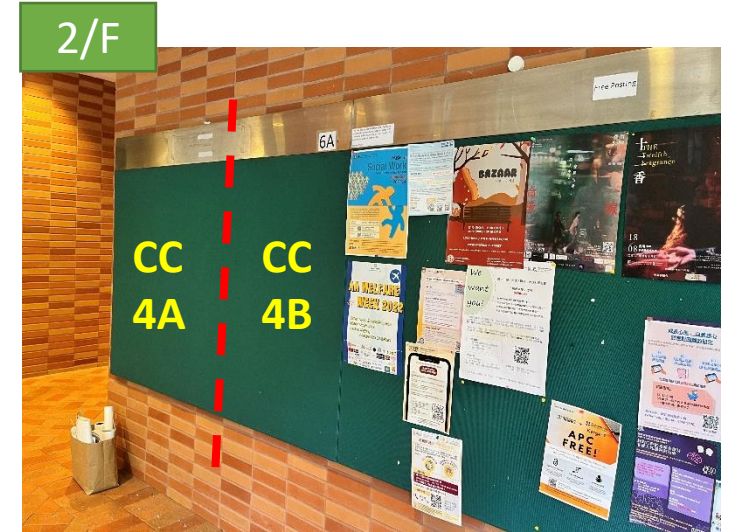
1/F



CC 3A – CL

CC 3B – CP

2/F



CC 4A – GE

CC 4B – CoPE

Run Run Shaw Podium (total: 9pcs)



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: 8pcs)

G/F



CYM 1 – CoPE



CYM 2A – Programmes

CYM 2B – ELO

1/F



CYM 3A – CL

CYM 3B – Services + Financial Resources



CYM 4 – CP



CYM 5 – CoPE

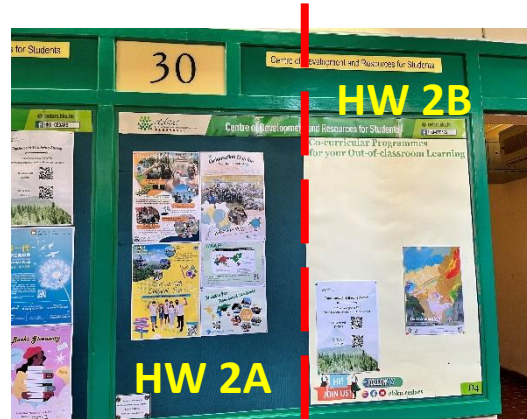


CYM 6 – GE

Haking Wong Building (total: 7pcs)



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: 5pcs)

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: 7pcs)



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: 9pcs)

Updated

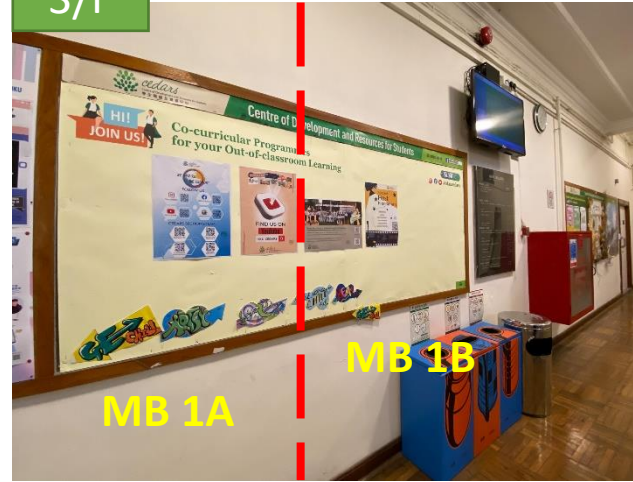
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MB 8

MB 8 – CoPE (SEN Office; New in 2024)

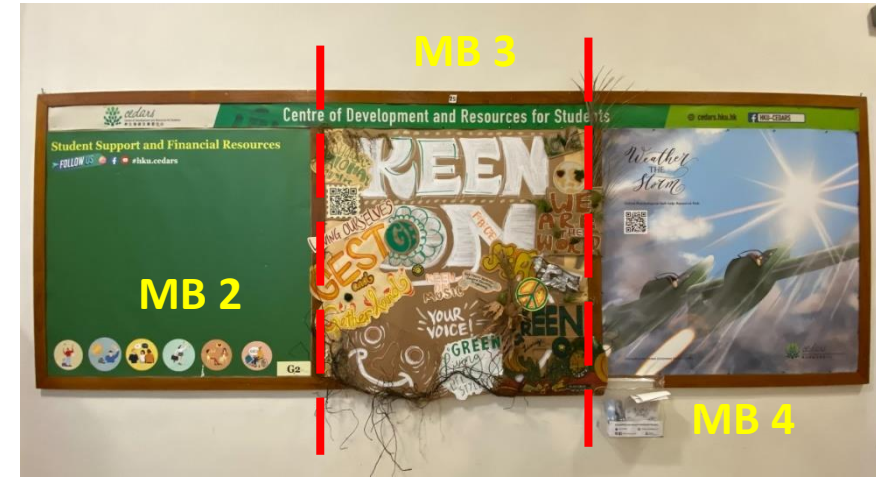
3/F



MB 1A

MB 1B

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



MB 2

MB 3

MB 4

MB 2 – CL
MB 3 – CP MB 4 – CoPE

2/F



MB 5

MB 5 – GE



MB 6

MB 6 – GE



MB 7

MB 7 – Branding

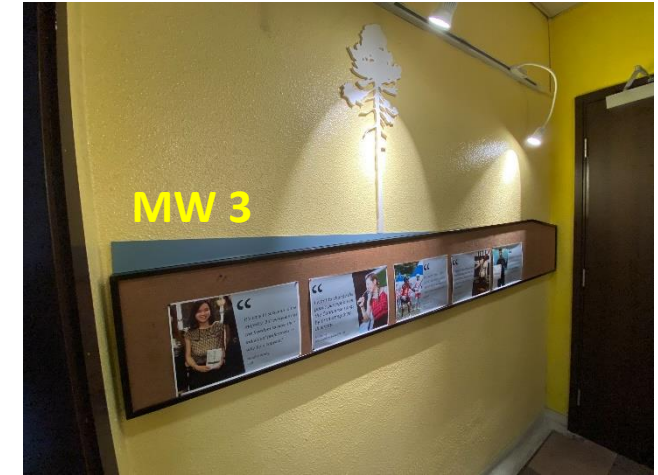
MW (total: 6pcs)



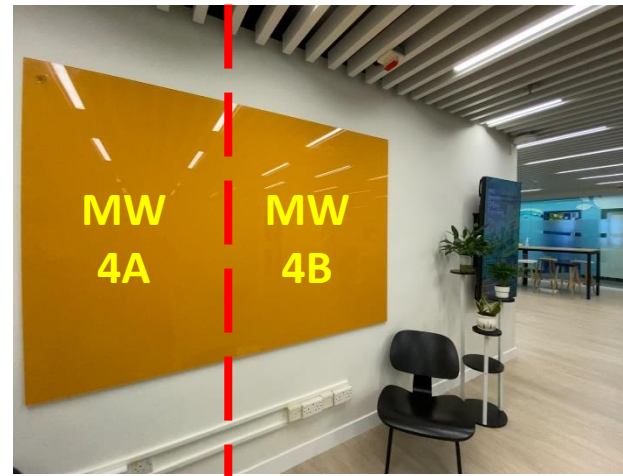
MW 1A – CP
MW 1B – CL



MW 2 – Branding (Social Media)

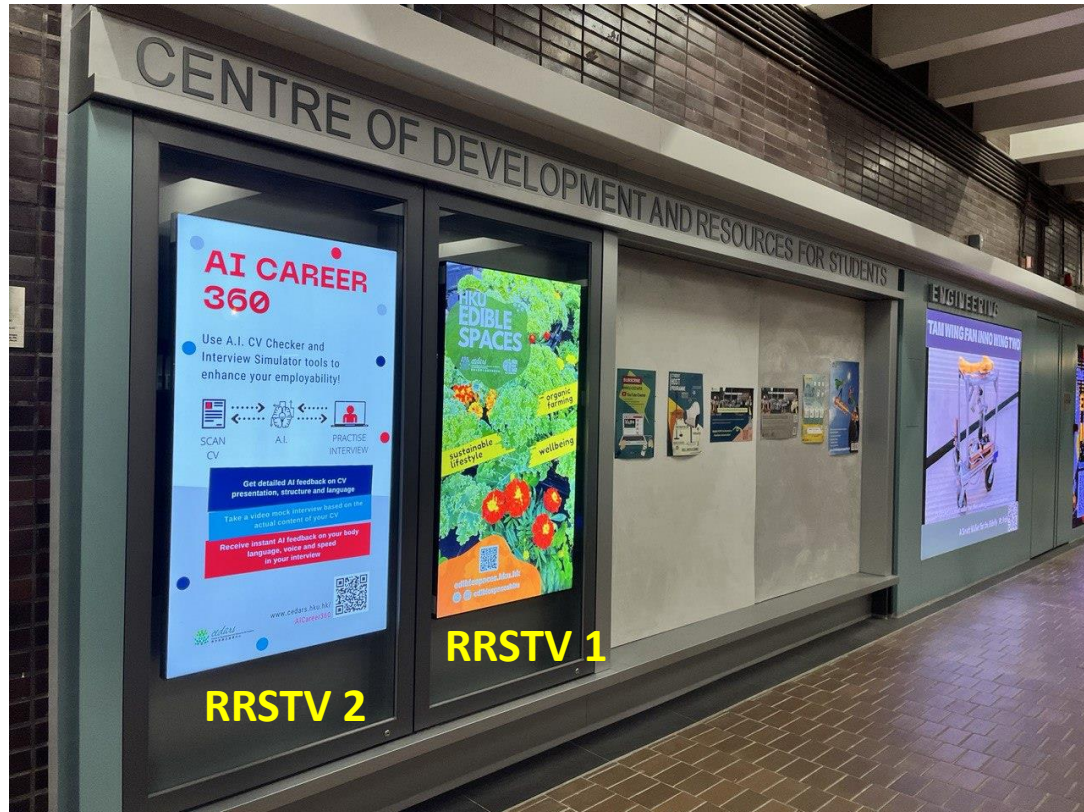


MW 3 – Branding (Student Stories)



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

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



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>