

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
教務處註冊及考試組
Registration and Examinations Section, Registry

2025-26

借用課室申請表(只供學系/校內部門之用)
Classroom Booking Form (For the use of Dept/Admin office of the University only)

備註:

Notes:

- 此申請表只適用於借用鄭裕彤樓 LT1A (CYT LT1A)、鄭裕彤樓 LT1B (CYT LT1B)、李兆基樓 LT6 (LSK LT6) 或康本國際學術園 (YIA LT1 及 YIA LT2)。借用其他班房必須透過網上借用課室系統 (WRB) 申請。
This booking form is only applicable for booking CYT LT1A & LT1B, LSK LT6 and YIA LT1 & LT2. Booking of other communal classrooms MUST be submitted via WRB.
- 為配合「中大走塑校園」運動, 使用大學課室舉辦活動時, 不應提供發泡膠飯盒或少於 1 公升的樽裝水予任何場地使用者。
To support Plastic-free Campus to discourage the use of plastic disposables on campus, please observe that no polyfoam meal container or plastic bottled water (1L or below) should be provided at the event.
- 請以電郵遞交此申請表及附件一到註冊及考試組。本組將以電郵回覆聯絡人。
Please return this form and Appendix I to the Registration and Examinations Section by email: roombooking@cuhk.edu.hk. Reply will be sent by e-mail to the contact person.

*請在適當位置加「✓」號。

Please tick as appropriate.

課室 (請留意備註 1) Classroom (Please see note 1)	
日期 Date	
時間 Time	
參與人數 Expected no. of participants	
參與人士 Participants	<input type="checkbox"/> *中大教職員 CU staff <input type="checkbox"/> *中大學生 CU students
	*如參與者非校內人士, 請註明: _____ Please specify if participants are not CU staff and/or students:
其他資料 Other Information	<p>(CUSIS 科目編號 CUSIS course code/ 用途 Purpose)</p> <p>如與校外團體/機構合辦此活動, 請提供下列資料。 If the activity is co-organized together with an external organization, please supply details below.</p> <p>校外團體/機構名稱: Name of External Organization: _____</p> <p>合辦方式: Mode of Operation: _____</p> <p><input type="checkbox"/> *牟利機構。 Profit-making organization.</p> <p><input type="checkbox"/> *非牟利機構。 Non-profit-making organization.</p>
#因應財務處要求, 如沒有提供 CUSIS 科目編號, 借用部門必須填妥及交回附件一。借用部門須按大學教學設施收費表支付有關租用課室之費用(如適用)。課室管理辦公室將聯絡部門有關收費事宜。 Applications without course code must be accompanied by a completed Appendix I, as required by the Finance Office. Users need to pay the venue booking fees according to the charging scale of the University Teaching Facilities (if applicable). Classroom Management Office will contact concerned office for payment.	
備註 Remarks	



*學系/部門確認活動舉辦期間不會提供發泡膠飯盒或少於 1 公升的樽裝水予任何場地使用者。(見備註 2)
Department / Unit confirmed that no polyfoam meal container or plastic bottled water (1L or below) will be provided at the event. (Please see note 2)

聯絡人

Contact Person: _____

聯絡電話

Contact Tel. No.: _____

職位

Post: _____

電郵地址

E-mail: _____

部門主管/系主任/學院院長核准

Endorsement of Unit Head/Department Chairman/School Director

簽署

Signature: _____

日期

Date: _____

姓名

Name: _____

職位

Position: _____

學系/部門

Department/Office: _____

Types of Activities and Funding Information for Classroom Booking

1. Type of activities* that will take place in the room: (Please tick one)

Main Academic Activities

- ACAD001 - Delivery of teaching
- ACAD002 - Teaching / class preparation
- ACAD003 - Supervision of Research Postgraduates
- ACAD004 - Programmes / course planning and development
- ACAD005 - Assessment and examination
- ACAD006 - Research and other creative outputs

External Activities

- EXTN001 - Public lectures not organised by the institution
- EXTN002 - Research projects not conducted by the institution
- EXTN003 - Corporate recruitment events not organised by the institution
- EXTN004 - Conferences not organised by the institution

Other Institutional Activities

- OTHR001 - Public services
- OTHR002 - Consultancy that is contracted to the institution
- OTHR003 - Service provided to hospitals
- OTHR004 - Outside practice
- OTHR005 - Institutional administration
- OTHR006 - Renovation and maintenance
- OTHR007 - Student activities
- OTHR008 - Staff training
- OTHR009 - Promotion
- OTHR010 - Orientation / Ceremonies

2. Funding Source

(a maximum of 3 funding splits can be entered, must add up to 100%)

Cost Centre	Project	Internal Order	Percentage

For details about the information to be collected for CAG, please contact CAG@cuhk.edu.hk.

*Please turn over for the explanatory notes on types of activities, if necessary.

Explanatory Notes on Type of Activities:

Main Academic activities

Teaching – *teaching or preparation of teaching of students on taught programmes*

Delivery of teaching:

- holding lectures, seminars and tutorials (including remedial classes);
- dissertation, project, workshop, laboratory, field work supervision;
- placement organisation and visit;
- student contact time on educational matters.

Teaching / class preparation:

- preparing and updating teaching material for existing/new programmes.

Supervision of Research Postgraduates:

- coaching research post graduates students on research methodologies, research progress and thesis preparation and writing.

Programmes / course planning and development:

- conducting programme / course review and preparing new programme / course proposals;
- participating in curriculum and teaching methodologies review, planning and development;
- timetabling;
- preparing prospectuses.

Assessment and examination:

- continuous assessment of different forms of student work including dissertation, essays and projects;
- preparation and conduct (including invigilation) of written and oral examinations and the marking of examination papers;
- other forms of scholarly and / or administrative work related to teaching not covered by the above.

Research and other creative outputs – *creative work of research and experimental development undertaken on a systematic basis*

- conduct of research that are academic research oriented and the production of papers, reports, conference papers and scholarly books thereof;
- conduct of institutional contract research and consultancies;
- attending conferences, seminars and society meetings that are research project oriented;
- research-oriented academic collaboration with departments within or outside of each institution;
- supervision of research staff (including recruitment of research staff where applicable) and projects;
- editorship or serving on editorial boards of academic publications;
- preparatory work for research grants application;
- preparatory work for research assessment and review;
- work associated with technology transfer / invention, including patents application;
- other creative outputs not mentioned above such as performances, works of art, textbooks, case studies, scholarly translations, software, and multimedia works.

External Activities

External Activities – events organised by third parties outside of the institution. This includes a variety of activities. Examples of such include:

- public lectures;
- research projects not conducted by the institution;
- corporate recruitment events;
- conferences.

Other Institutional Activities

Other Institutional Activities – *activities that consume institution resources and / or time that are not teaching or research.*

This includes:

- public services – services to the community that are of professional or general in nature;
- consultancy that is contracted to the institution, including time spent on drafting proposals and supporting bids for consultancy works;
- service provided to hospitals by departments of clinical medicine and dentistry;
- outside practice that consumes institution resources and time;
- institutional administration e.g. internal meetings.