

Regulations for Finance Trading Lab (CYT 409) Facilities

General

The aim of the Finance Trading Lab (FIN Lab) is to facilitate teaching and promote research and training in finance.

Please closely observe the following laboratory regulations, which are to ensure optimal and efficient usage of the lab. We request all users to observe the set of Lab Rules, as below and abide by the Rules when using Lab facilities.

Description of the Lab

- 53 desks and chairs
- 11 Bloomberg terminals (1 more in CYT410 (PC#76))
- 11 Thomson Reuters terminal (EIKON) (1 more in CYT410 (PC#76))
- 4 large flat panels

Lab Opening hours

Term time:

Monday – Friday	08:45 – 21:30
Saturday	08:45 – 17:30
Sunday & Public holidays	Closed

Term break and University holidays:

Monday – Friday	08:45 – 17:30
Saturday, Sunday & Public holidays	Closed

****Important** — Use of computer**

Install software/programs: Only legal and licensed software is allowed to be installed onto the lab computers and should be removed after the lab booking finished.

Lab Usage Rules

All users must adhere to the following house rules when in the lab. Violation of the rules may lead to suspension of the user's access to the lab in the future.

1. The FIN Lab is for the use of BA staff and BA students under a governed mechanism, and the access right is granted either on request or course-based.

2. Students seeking the permission of the access right to FIN Lab should consult the lecturers of concerned course(s) and ask him/her to contact us for further discussion and verification.
3. Never move the furniture or equipment around without prior permission. If you are permitted to do so, please make sure that they are returned to their original positions at the end of your study.
4. If you discover that any equipment is broken, malfunctioning or missing, please immediately inform the PC Lab Office and the Department of Finance.
5. Only authorised personnel are allowed to enter the Lab.
6. Please respect other users. Avoid making excessive noises or engaging participants in lengthy irrelevant conversations. Please allow extra time if your time slot is followed by another user's appointment immediately.
7. Use of Venue and Facilities: The tenant will be responsible for any damage, accident, injury or loss which may occur during the rented period of the rented premises and facilities.
8. Food and beverages are strictly prohibited in the Lab.
9. Smoking is strictly prohibited in the laboratory.
10. No whiteboard markers are provided, please bring your own
11. Please switch off lectern computers and TV sets after use.

Booking Rules and Procedures for Group Activities/ Functions

- Reservation of the FIN Lab (CYT 409) is subject to the approval of Finance Trading Laboratory Management Committee.
- Reservation can only be made by BA staff. Priority will be given to the activities of the Department of Finance.
- Reservation Procedures:
 - Check Lab availability at <http://www3.baf.cuhk.edu.hk/pclab/timetable/#409>
 - Send an email to the Convenor of the Finance Trading Laboratory Management Committee to seek the approval for reservation. In the email, please provide the following information:
 - Contact person
 - Department/ Programme
 - Period of time
 - Reason (course code if any)
 - Program Instructor (if any)
 - Number of students (if booking for courses)
 - If the reservation application is approved, download the form from BA Information Technology Office's website, <http://www6.baf.cuhk.edu.hk/pclab/forms-download/> and submit the completed form to Ms. Rika Wong at rikawong@cuhk.edu.hk.
 - Total rental fee (if applicable) is required to be settled within 2 months after the date of event.

Enquiry

Please direct all your questions regarding bookings and/ or the present Lab Rules via email to Ms. Rika Wong at rikawong@cuhk.edu.hk.

Safety

All users must follow the procedures as described by the University Safety Office (visit http://www.cuhk.edu.hk/useo/so/safety_info.html). All users must be aware of the emergency contact number and should immediately report to the relevant call centre in case of any accidents. In addition, the User should inform the Business School in the case of such events.

For further information, please consult the University's Estate Management Office if necessary at <http://www.cuhk.edu.hk/emo/v2/index.html>