

# THE UNIVERSITY OF HONG KONG

## Five-day Work Week: Opening Hours of Faculties and Departments/Centres/Units

### I. Faculties & Departments

Opening Hours	Monday to Thursday	Friday	Saturday
<b><u>Architecture, Faculty of</u></b>			
Architecture Faculty Office	<b>Monday</b> 9:00 am – 6:00 pm	<b>Tuesday to Friday</b> 9:00 am – 5:45 pm	Closed * Technical Support Unit will be on duty during term-time: 9:00 am – 5:45 pm
Architecture, Department of			
Real Estate and Construction, Department of			
<b><u>Arts, Faculty of</u></b>			
Arts Faculty Office	9:00 am – 5:45 pm	9:00 am – 6:00 pm	Closed
Chinese, School of			
General Office	9:00 am – 5:30 pm		9:00 am – 12:30 pm
Chinese Language Centre	9:00 am – 5:30 pm		9:00 am – 12:30 pm
Chinese Language Enhancement Programme	9:00 am – 5:00 pm		9:00 am – 1:00 pm
Centre for Applied English Studies	8:30 am – 5:30 pm		Closed
Humanities, School of	9:00 am – 5:30 pm		Closed
Modern Languages and Culture, School of	9:00 am – 5:30 pm		Closed
<b><u>Business and Economics, Faculty of</u></b>			
Business and Economics Faculty Office	9:00 am – 5:40 pm * Counter will be closed at 5:15 pm		Closed
Business, School of	9:00 am – 5:30 pm		Closed
Economics and Finance, School of	9:00 am – 5:45 pm	9:00 am – 6:00 pm	Closed
APEC Study Centre	9:00 am – 5:45 pm	9:00 am – 6:00 pm	Closed
Asia Case Research Centre	9:00 am – 6:00 pm		Closed
Hong Kong Institute of Economics and Business Strategy	9:00 am – 5:45 pm	9:00 am – 6:00 pm	Closed
<b><u>Dentistry, Faculty of</u></b>			
Dentistry Faculty Office	9:00 am – 5:30 pm		Closed

<b>Opening Hours</b>	<b>Monday to Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b><u>Education, Faculty of</u></b>			
Education Faculty Office	9:00 am – 5:30 pm		9:00 am – 1:00 pm
Division of Speech and Hearing Sciences	8:30 am – 5:15 pm		9:00 am – 12:30 pm
INSTEP Office	9:00 am – 5:30 pm		9:00 am – 1:00 pm
Office of Research	<b><u>Monday to Wednesday &amp; Friday</u></b> 8:35 am – 5:35 pm	<b><u>Thursday</u></b> 8:35 am – 7:00 pm	9:00 am – 1:00 pm
Programme Office	8:35 am – 5:30 pm * Office hours will be extended to 7:00 pm during certain teaching weeks		9:00 am – 1:00 pm
Comparative Education Research Centre	9:00 am – 6:00 pm		Closed
Hong Kong Putonghua Education and Assessment Centre	9:00 am – 5:00 pm		9:00 am – 12:00 noon
Information Technology in Education, Centre for	9:00 am – 5:35 pm		9:00 am – 1:00 pm
<b><u>Engineering, Faculty of</u></b>			
Engineering Faculty Office	9:00 am – 5:30 pm * Counter will be closed at 5:00 pm		9:00 am – 12:30 pm
Civil Engineering, Department of	8:45 am – 5:10 pm		8:45 am – 1:00 pm
Computer Science, Department of	8:45 am – 5:15 pm		9:00 am – 1:00 pm
Electrical and Electronic Engineering, Department of	9:00 am – 5:15 pm		9:00 am – 12:00 noon
Industrial and Manufacturing Systems Engineering, Department of	9:00 am – 5:25 pm		9:00 am – 1:00 pm
Mechanical Engineering, Department of	8:45 am – 5:20 pm		9:00 am – 1:00 pm
Jockey Club Magnetic Resonance Imaging Centre	9:00 am – 5:35 pm		9:00 am – 12:15 pm
<b><u>Law, Faculty of</u></b>			
Law Faculty Office	9:00 am – 5:45 pm	9:00 am – 6:00 pm	9:00 am – 1:00 pm
Law, Department of	9:00 am – 5:45 pm		9:00 am – 1:00 pm
Professional Legal Education, Department of	9:00 am – 5:45 pm	9:00 am – 6:00 pm	9:00 am – 1:00 pm
<b><u>Medicine, Li Ka Shing Faculty of</u></b>			
Medicine Faculty Office	9:00 am – 5:45 pm	9:00 am – 6:00 pm	Closed
Anaesthesiology, Department of	9:00 am – 5:00 pm		9:00 am – 1:00 pm
Anatomy, Department of	9:00 am – 5:00 pm		9:00 am – 1:00 pm
Biochemistry, Department of	9:00 am – 6:00 pm		9:00 am – 1:00 pm
Clinical Oncology, Department of	8:45 am – 5:30 pm		Closed

<b>Opening Hours</b>	<b>Monday to Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Diagnostic Radiology, Department of	9:00 am – 5:45 pm	9:00 am – 6:00 pm	Closed
Medicine, Department of	9:00 am – 5:30 pm	9:00 am – 5:15 pm	9:00 am – 1:00 pm
Family Medicine and Primary Care, Department of	9:00 am – 6:00 pm	9:00 am – 5:00 pm	Closed
Microbiology, Department of	9:00 am – 5:30 pm		9:00 am – 1:00 pm
Nursing Studies, Department of	9:00 am – 5:45 pm	9:00 am – 6:00 pm	9:00 am – 1:00 pm
Obstetrics and Gynaecology, Department of	9:00 am – 5:30 pm		9:00 am – 12:30 pm
Orthopaedics and Traumatology, Department of	9:00 am – 5:30 pm		9:00 am – 12:00 noon
Paediatrics and Adolescent Medicine, Department of	9:00 am – 5:30 pm		9:00 am – 1:00 pm
Pathology, Department of	9:00 am – 5:30 pm		9:00 am – 1:00 pm
Pharmacology, Department of	9:00 am – 5:50 pm		Closed
Physiology, Department of	9:00 am – 5:45 pm	9:00 am – 6:00 pm	Closed
Psychiatry, Department of	9:00 am – 5:45 pm	9:00 am – 6:00 pm	Closed
Public Health, School of	8:45 am – 5:30 pm		9:00 am – 12:00 noon
Surgery, Department of	9:00 am – 5:30 pm		9:00 am – 1:00 pm
Chinese Medicine, School of	9:00 am – 6:00 pm		Closed
<b><u>Science, Faculty of</u></b>			
Science Faculty Office	9:00 am – 6:00 pm		Closed
Biological Sciences, School of	9:00 am – 5:45 pm		Closed
Chemistry, Department of	9:00 am – 6:00 pm		Closed
Earth Sciences, Department of	9:00 am – 5:45 pm	8:45 am – 5:45 pm	Closed
Mathematics, Department of	8:40 am – 5:30 pm		Closed
Physics, Department of	9:00 am – 6:00 pm		Closed
Statistics and Actuarial Science, Department of			
General Office	9:00 am – 5:50 pm		Closed
Computer Lab	9:00 am – 5:50 pm		9:00 am – 1:00 pm
Applied Geoscience Centre	9:00 am – 5:45 pm		Closed
Swire Institute of Marine Science	8:45 am – 5:30 pm	8:45 am – 5:45 pm	Closed
<b><u>Social Science, Faculty of</u></b>			
Social Science Faculty Office	9:00 am – 6:00 pm		Closed
Geography, Department of	9:00 am – 5:00 pm		9:00 am – 1:00 pm

<b>Opening Hours</b>	<b>Monday to Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Politics and Public Administration, Department of	On teaching days: On non-teaching days:	9:00 am – 7:00 pm 9:00 am – 6:00 pm	10:30 am – 2:30 pm Closed
Psychology, Department of	8:45 am – 5:30 pm		9:00 am – 1:00 pm
Social Work and Social Administration, Department of	9:00 am – 7:00 pm		9:00 am – 12:00 noon
Sociology, Department of	9:00 am – 5:45 pm	9:00 am – 6:00 pm	Closed
Behavioural Health, Centre on	9:00 am – 5:00 pm		Closed
HKU Family Institute	10:00 am – 8:00 pm		10:00 am – 4:00 pm
Hong Kong Jockey Club Centre for Suicide Research and Prevention, The	9:00 am – 6:00 pm		Closed
Sau Po Centre on Ageing	9:00 am – 6:00 pm		Closed

## II. Non-Faculty Academic Units, Research Centres and Institutes

<b>Opening Hours</b>	<b>Monday to Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Advancement of University Teaching, Centre for the	9:00 am – 5:30 pm		Closed
Buddhist Studies, Centre of	9:30 am – 6:30 pm		9:30 am – 1:00 pm * Close during semester breaks
E-Business Technology Institute	9:00 am – 6:00 pm		Closed
Electron Microscope Unit	9:00 am – 5:50 pm		9:00 am – 1:00 pm
Genome Research Centre	<u>Monday to Wednesday &amp; Friday</u> 9:00 am – 5:45 pm	<u>Thursday</u> 9:00 am – 6:00 pm	Closed
Graduate School	9:00 am – 5:45 pm * Counter and telephone enquiry service will be closed at 5:00 pm		9:00 am – 12:30 pm
HKU School of Professional and Continuing Education	9:00 am – 5:30 pm		*Closed Clinics and some enrolment counters will remain open
Hong Kong Institute for the Humanities and Social Sciences	9:00 am – 5:45 pm	9:00 am – 6:00 pm	Closed
Human Performance, Institute of Academic Office	9:00 am – 5:00 pm		Closed
General Office	8:30 am – 5:45 pm		9:00 am – 12:30 pm
Journalism and Media Studies Centre	<u>Monday, Wednesday &amp; Friday</u> 9:00 am – 5:30 pm	<u>Tuesday &amp; Thursday</u> 9:00 am – 7:00 pm	Closed

<b>Opening Hours</b>	<b>Monday to Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Kadoorie Agricultural Research Centre	8:30 am – 5:30 pm		Closed
Poon Kam Kai Institute of Management	9:30 am – 6:00 pm		9:30 am – 1:00 pm
Urban Planning & Environmental Management, Centre of	<u>Monday to Wednesday</u> 8:45 am – 5:15 pm	<u>Thursday &amp; Friday</u> 8:45 am – 5:00 pm	9:00 am – 12:00 noon * Open during teaching weeks only

### **III. Support, Administrative and Service Departments**

<b>Opening Hours</b>	<b>Monday to Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Amenities Centres (Offices)			
Chong Yuet Ming Amenities Centre	9:00 am – 7:00 pm		9:00 am – 1:00 pm
Fong Shu Chuen Amenities Centre	9:00 am – 7:00 pm		9:00 am – 1:00 pm
Hsu Long Sing Amenities Centre	9:00 am – 7:00 pm		9:00 am – 1:00 pm
Pokfulam Amenities Centre	9:00 am – 7:00 pm		9:00 am – 1:00 pm
Development and Alumni Affairs Office	9:00 am – 6:00 pm		Closed
Development and Resources for Students, Centre of	9:00 am – 5:45 pm	9:00 am – 6:00 pm	9:00 am – 1:00 pm
Equal Opportunity Unit	9:00 am – 5:30 pm		Closed
Estates Office			
Head Office	8:30 am – 5:30 pm		9:00 am – 12:00 noon
Main Campus Branch Office	8:30 am – 5:30 pm		9:00 am – 12:00 noon
Campus Services Centre	8:45 am – 5:15 pm		9:00 am – 12:00 noon
Maintenance & Operations Unit (Main Campus and Off Campus)	8:30 am – 5:30 pm		8:30 am – 12:30 pm
Security Control Centre	Monday to Sunday (including Public Holidays): 24 hours		
Finance and Enterprises Office	9:00 am – 5:00 pm		9:00 am – 12:00 noon
General Education Unit	9:30 am – 1:00 pm 2:00 pm – 6:15 pm		Closed

<b>Opening Hours</b>	<b>Monday to Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Graduate House	9:00 am – 5:30 pm		9:00 am – 12:00 noon
Halls			
Lee Hysan Hall	8:45 am – 5:30 pm		Closed
Lee Shau Kee Hall	9:00 am – 6:00 pm		Closed
Madam S.H. Ho Residence for Medical Students	8:30 am – 5:00 pm		8:30 am – 12:00 noon
Morrison Hall	9:00 am – 6:00 pm		Closed
R.C. Lee Hall	8:45 am – 5:30 pm		Closed
Simon K.Y. Lee Hall	9:00 am – 6:00 pm	9:00 am – 5:00 pm	Closed
Suen Chi Sun Hall	9:00 am – 6:00 pm		Closed
Swire Hall	8:45 am – 5:30 pm	8:45 am – 5:45 pm	Closed
Wei Lun Hall	9:00 am – 5:45 pm		Closed
Hong Kong University Press	8:30 am – 5:30 pm	8:30 am – 4:30 pm	Closed
Information Technology Services General Office Enquiry Counter	9:00 am – 1:00 pm 2:00 pm – 5:45 pm		Closed
Help Desk	9:00 am – 5:30 pm		9:00 am – 12:30 pm
Internal Audit Office	8:50 am – 5:40 pm		Closed
Jao Tsung-I Petite Ecole	9:00 am – 6:00 pm		Closed
Registry			
Academic Services Office	9:00 am – 5:30 pm		Closed
Enquiry Office (KB UG05)	9:00 am – 5:30 pm		9:00 am – 12:30 pm
Human Resources Section	9:00 am – 6:00 pm		Closed
Knowles Building 10/F reception counter	9:00 am – 5:30 pm	9:00 am – 6:00 pm	Closed
Knowles Building 9/F reception counter	9:00 am – 5:30 pm		Closed
Mail/Gown Room (KB UG06)	9:00 am – 5:30 pm		Closed
All other offices	9:00 am – 6:00 pm		Closed
Safety Office	<b>Monday</b> 8:30 am – 5:30 pm	<b>Tuesday to Friday</b> 8:30 am – 5:15 pm	Closed
Technology Support Centre	8:35 am – 5:00 pm		8:35 am – 12:15 pm
University Archives	8:45 am – 5:45 pm (by appointment only)		Closed
University Health Service			
Dental Service	8:40 am – 5:00 pm		8:25 am – 12:45 pm
Medical Service	8:25 am – 5:00 pm		8:25 am – 12:45 pm

<b>Opening Hours</b>	<b>Monday to Thursday</b>	<b>Friday</b>	<b>Saturday</b>
University Libraries Administration Office	8:45 am – 5:45 pm		Closed
Collection Development Office	8:30 am – 5:30 pm		Closed
Librarian's Office	8:45 am – 5:45 pm		Closed
Systems Office	8:45 am – 5:45 pm		Closed
Technical Services Office	8:45 am – 5:45 pm		Closed
Libraries	<a href="http://lib.hku.hk/general/hours/index.html">http://lib.hku.hk/general/hours/index.html</a>		
University Museum and Art Gallery	Monday to Saturday : 9:30 am – 6:00 pm Sunday: 1:30 pm – 5:30 pm		
President's Office	8:45 am – 5:30 pm	8:45 am – 5:45 pm	Closed