

Finance Trading Lab (CYT 409) Regulations

Last Updated: May 31, 2025

1. Overview

- The Finance Trading Lab (FIN Lab) is established to support learning and teaching in the field of finance. Users are required to adhere strictly to the following regulations to ensure optimal, efficient, and responsible usage of the facilities.

2. Lab Description

- Total seating: 61 desks and 61 chairs
- Bloomberg Terminals: 14 (plus 1 additional in CYT 410, PC#76)
- LSEG Workspaces: (available on lectern computer and computers in the first four rows)

3. Opening Hours

a. During Term Time

- Monday – Friday: 08:45 – 21:30
- Saturday: 08:45 – 17:30
- Sunday and Public Holidays: Closed

b. During Term Breaks and University Holidays

- Monday – Friday: 08:45 – 17:30
- Saturday, Sunday, and Public Holidays: Closed

4. **Prohibited Activities**

- a. **Installation of any software or programs on lab computers is strictly forbidden.**
- b. **Remote control of lab computers is a serious misconduct and will be reported directly to the Disciplinary Committee.**
- c. Food, beverages, and smoking are strictly prohibited inside the lab.

5. Lab Usage Rules

- a. Furniture and equipment must not be moved without prior approval.
- b. Report any broken, malfunctioning, or missing equipment immediately to the PC Lab Office and the Department of Finance.
- c. Only authorized users are allowed to enter or use the lab.
- d. Maintain a respectful environment—avoid loud noises and unrelated conversations.
- e. Users are liable for any damage, injuries, or losses occurring during their use of the lab.
- f. Users must shut down lectern computers after use.

6. Student Access

- a. Students may request access to the FIN Lab through their Programme Office.
- b. Upon approval, a 3-month access period will be granted.
- c. Students must check the lab schedule to ensure there are no existing reservations.
- d. Lab timetable: <https://www3.baf.cuhk.edu.hk/pclab/timetable/timetable.php?roomSelection=409>

7. Departmental Reservation

- a. Reservations can only be made by BA staff.
- b. Check availability: <https://www3.baf.cuhk.edu.hk/pclab/timetable/timetable.php?roomSelection=409>
- c. Please note: The actual availability of the lab may differ from the schedule shown on the website.
- d. Submit a reservation request by sending an email to charlotte.cheng@cuhk.edu.hk with a completed reservation form
- e. <https://pclab.baf.cuhk.edu.hk/staff/forms.html>

8. Safety Guidelines

- a. All users must adhere to safety procedures outlined by the University Safety Office:
- b. <https://useo.cuhk.edu.hk/about/general-information>

9. Enquiries

- a. For questions related to lab bookings, please contact: Ms. Charlotte Cheng
- b. Email: charlotte.cheng@cuhk.edu.hk