Improving Postgraduate Learning

香港中文大學
The Chinese University of Hong Kong

2014 - 2015

Organizer:
The Graduate School

Programme Coordinator:
Centre for Learning Enhancement And Research (CLEAR)

Improving Postgraduate Learning 2014-15

A programme for postgraduate students
  organised by the Graduate School and
  coordinated by the Centre for Learning Enhancement And Research
The Chinese University of Hong Kong

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NB: Contents of this booklet are provided by individual speakers.

Foreword

Zora Neale Hurston (1891-1960), the American anthropologist and writer, once said that

"Research is formalized curiosity. It is poking and prying with a purpose."

Over time different disciplines have developed approaches, methodologies and frameworks to guide the work of researchers with the ultimate goal to facilitate their "poking and prying" and to turn their "formalized curiosity" into valuable research output.

The *Improving Postgraduate Learning* (IPL) programme organized by the Graduate School and administered by the Centre for Learning Enhancement And Research (CLEAR) aims to introduce these approaches, methodologies and frameworks in a formal and structured manner for the benefit of all research postgraduate students. The IPL programme is based on the idea that many research skills apply in a similar way across disciplines. Moreover, cross-disciplinary reflection will not only enhance the understanding of these skills and facilitate their application, but also broaden the horizon of all those who participate in this exercise. The IPL programme consists of 47 short course modules which address issues like searching and analyzing information, computer skills, research ethics, laboratory safety as well as writing and presentation skills.

In principle the modules are optional. However, all research postgraduate students are strongly encouraged to take advantage of the unique opportunities of the IPL programme by attending as many of the IPL courses as possible. Supervisors and the heads of graduate divisions are invited to promote the IPL programme to their students. Furthermore, the course on "Observing Intellectual Property and Copyright Law" is compulsory for all research postgraduate students and the course on "Laboratory Safety" is compulsory for all those who engage in laboratory work.

The Graduate School is grateful and wishes to acknowledge the superb administrative and organizational support to the IPL programme by CLEAR. A special vote of thanks also goes to all colleagues who have kindly agreed to teach any of the modules in the past, present and future thus ensuring the continuing success of the IPL programme.

Professor Lutz-Christian Wolff
Dean, Graduate School
The Chinese University of Hong Kong

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1. Research-related Skills

a. Research skills

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a. Research skills

Research Ethics

Coordinator
Professor Lutz-Christian Wolff
Dean of Graduate School

Designed for

All postgraduate students.

Objective

-   to develop a higher level of sensitivity about ethical issues in research, especially since postgraduate studies are the first stage that leads to independent academic research.

Structure	Seminar & group discussion with speakers from respective discipline
Medium of Instruction	English

Brief Description

Honesty in research, proper records, sharing of credit, originality and plagiarism, research ethics, CUHK policy.

Group 1   Non-clinical research

Speaker
Professor Catherine McBride
Professor, Department of Psychology

Details

University research is a professional practice that has evolved over time, like law, medicine and accounting. All such practices are underpinned by values and codes of ethics, which define what is "good" and what is "unacceptable" within the practice. New practitioners need to learn what the key values and codes of ethics are. The aim of the workshop is to introduce the key values and codes of ethics involved in doing research in the humanities and social sciences at CUHK. Some of the key values discussed will include intellectual honesty, integrity and professionalism, fairness and equity, openness regarding conflicts of interest and care for the well-being of all concerned in the research. Key concerns discussed will include plagiarism, academic fraud,

careless note-taking or data-gathering, abuse of other people's research work or academic property, conflict of interest and unethical practices regarding interviewees. For preparation read http://www.cuhk.edu.hk/rao/rga/prcip.pdf

Group 2   Clinical research

Speaker
Professor Benny Zee
Professor, School of Public Health & Primary Care

Details

The number of clinical research projects and clinical trials continue to increase in Asia in the last decade. Human subject protection has been the focus of much public debate. The role of Independent Ethics Committee (IEC) or Institution Review Board (IRB) for protecting and safeguarding the research participants is becoming an important subject in clinical research. The development of policy together with practical and efficient processes for the ethics review is critical. In this talk, we would introduce the basic historical perspective of the role of IEC/IRB, and summarize the key spirit of the IEC/IRB in the modern era using recent incidences as examples. We would discuss how clinical researchers, hospitals administrators and the public work together to accomplish our current Clinical Research Ethics Committee (CREC) infrastructure.

Observing Intellectual Property and Copyright Law during Research

Coordinators
University Library System

Designed for

Compulsory for **ALL RESEARCH** postgraduate students. Students must complete this online course before graduation.

Objectives& Brief Description

It is very important for students to know how to avoid infringing the Intellectual Property and Copyright of others. This course will introduce CUHK research students to updated issues in Intellectual Property and Copyright which are applicable in academic circles. To link the issues to global research, the subject of 'Plagiarism' is also included.

Structure   Web-based course and Assessment

Medium of Instruction: English

Completion requirements

To complete this compulsory module, student must:
1) go through **ALL** the online materials, **AND**
2) pass the assessment.

Remark:
An email with login information will be sent to individual registrant one week before the start day of each group.

Exemption:
Students who have attended this IP compulsory course in their previous study may apply for exemption by submitting a **declaration form** to CLEAR.

Qualitative Research Methods - Ethnographic Approaches

Speaker
Professor Joseph Bosco
Associate Professor, Department of Anthropology

Designed for

Postgraduate students in the faculties of Arts, Business Administration, Education, Medicine and Social Science who need to understand peoples' cultural points of view for their research.

Objective
- to introduce ethnographic research methods.

Structure   2.5-hour lecture and discussion

Medium of Instruction   English

Brief Description

Ethnographic research involves collecting data that describe a culture or part of a culture. Especially important is understanding culture from the informants' points of view. Ethnographic description and understanding can be a goal in and of itself, or can be the first step before quantitative and comparative studies. Methods include participant observation, person-centered interviewing, direct systematic observation of behavior, and cultural domain analysis.

Qualitative Research Methods- History, Heritage, the Past, a Past: Researching 'History'?

Speaker
Professor Ian Morley
Assistant Professor, Department of History

Designed for

All postgraduate students.

Objective

- to introduce researching "History".

Structure   2.5-hour lecture

Medium of Instruction   English

Brief Description

Much research engages itself with the past although not necessarily the study of History. Therefore how may a student know how to approach the past when not schooled in the methods, theories, and ideals of historical study? In light of this question, this lecture introduces students to History, and its techniques, its contrasts from matters of heritage, and issues of academic construction: was the past as it happened what gets written as 'history'? Or, does the past as it happened instead become constructed into 'a past' - an image that engages with matters of the truth of how people lived and how events occurred, yet modified to suit our beliefs as to what we think life was like before us rather than what it actually was?

Quantitative Research Methods - Survey Research

Speaker
Professor Ting Kwok Fai
Professor, Department of Sociology

Designed for

All postgraduate students.

Objective

-    to introduce the practice of survey research.

Structure   2.5-hour lecture

Medium of Instruction   English

Brief Description

This seminar is a brief introduction on the practical issues of survey research. Discussion will focus on the basic features of survey studies and their common pitfalls. The presentation emphasizes the importance of preparation work before conducting the survey, particularly on the conceptualization of the research questions. Implications of sampling procedures on valid inferences and the sample size issue will also be discussed. Finally, the talk will cover selected issues on questionnaire design and statistical analysis. Discussions will be supplemented with examples.

Elementary Data Analysis for Quantitative Research by SPSS

Speakers
Professor Cheung Siu Hung, Professor, Department of Statistics
Mr Wong Kin-chi, Research Assistant, CLEAR

Designed for

Postgraduate students who need to use SPSS to conduct quantitative analysis.

Objective

At the end of the course, the participant should be able to:
-   use SPSS to conduct elementary data analysis.

Structure   3-hour hands-on workshop

Medium of Instruction   English supplemented with Cantonese and Putonghua

Brief Description

SPSS (Statistical Package for the Social Sciences) is a powerful and user friendly statistical package. In this introductory course, we will help students to learn how to input data in SPSS and conduct some basic data manipulations, including data summary using descriptive statistics, frequencies, cross-tabulation procedures and statistical graphics. Elementary regression procedures will also be introduced.

Statistical Consultation

The Statistical Consulting Services of the Department of Statistics is to encourage the proper use of statistical methodology and to provide statistical expertise. Students who have statistical enquiries can consult staff from 2 to 5 pm on every Friday afternoon on a walk-in basis during normal 1st and 2nd semester teaching period. The statistical laboratory is located at Rm 120 Lady Shaw Building. For enquiries, please send email to consult@sta.cuhk.edu.hk

b. *Information search skills*

Coordinator
Miss Li Lai Fong
Sub-Librarian, University Library System

Locating Information

Designed for

All postgraduate students.

Objective

At the end of the course, the participant should be able to:
- conduct effective search of information in and beyond the Library.

Structure   3-hour workshop

Medium of Instruction   English

Brief Description

- Techniques and hands-on training in using the Library Catalogue, electronic databases and Internet search tools to locate books, theses, conference proceedings, journal articles, multimedia materials and free Internet resources
- Introduction to ways of access to information sources in the campus libraries and beyond

Group 1 - Arts

Speaker
Mr Leo Ma, Assistant Librarian

Special features
Introduction to major databases including ProQuest, EBSCOhost, JSTOR, Dissertations & Theses and Chinese Databases

Group 2 - Business Administration

Speaker
Miss LF Li, Sub-Librarian

Special features
Introduction to advanced searches in major business and financial databases such as Business Source Complete, Factiva, Mergent Online, Passport, Datastream Professional, as well as full-text business dissertations, e-journals and e-books.

Group 3 - Education

Speaker
Ms YW Chau, Assistant Librarian

Special features
Introduction to subject-based electronic resources including ERIC, Education Full-text, ProQuest Education Journals as well as finding dissertations and ebooks.

Group 4 - Engineering

Speaker
Mr Dominic Chan, Assistant Librarian

Special features
Introduction to major resources including IEEE Xplore, INSPEC, ISI Web of Science, Scopus, databases for dissertations & theses and electronic journals.

Group 5 - Medicine

Speaker
Dr CP Yu, Assistant Librarian

Special features
Introduce key electronic resources in health sciences including MEDLINE and how to access these resources. Learn the basic techniques in locating relevant literature, managing results, and receiving updates in health sciences research.

Group 6 - Science

Speaker
Mr Dominic Chan, Assistant Librarian

Special features
Introduction to major resources including ISI Web of Science, Scopus, SciFinder Scholar, BIOSIS, INSPEC, MathSciNet and other major science databases.

Group 7 - Social Science

Speaker
Miss Kitty Siu, Assistant Librarian

Special features
Learn how to search for social statistics, and introduction to major electronic resources including EBSCO Databases, ProQuest Social Science Journals, and ISI Web of Science.

Group 8 - Law (on CU Campus)

Speaker
Mr John Bahrij, Sub-Librarian

Special features
Introduction to advanced legal research training using Lexis and Westlaw and various other case law and journal databases.

Group 9 - Law (at Graduate Law Centre)

Speaker
Mr John Bahrij, Sub-Librarian

Special features
Introduction to advanced legal research training using Lexis and Westlaw and various other case law and journal databases.

Group 10- Chinese Law (at Graduate Law Centre)

Speaker
Ms Lily Ko, Assistant Librarian

Special features
Introduction to Chinese legal research training using pkulaw, Lexis, Westlaw China, CNKI and other journal databases.

Remark:
The University Library System organises Library orientations for postgraduate students in August and September 2014. Other Library skills seminars would also be organised throughout the academic year. The schedules would be posted on the [CUHK Library home page](#) and on the Library's notice boards.

Managing and Creating Reference Citations with RefWorks

Coordinator
Miss Li Lai Fong
Sub-Librarian, University Library System

Speaker
Mrs Maggie Choi, Assistant Librarian, University Library System

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Designed for

All postgraduate students.

Objective

At the end of the course, the participant should be able to:
- create in-text references and bibliographies for their papers using RefWorks, a campus-wide Bibliographic Management Tool maintained by the Library.

Structure   2.5-hour practice session

Medium of Instruction   English

Brief Description

- Setting up a RefWorks Account
- Creating folders
- Importing references from databases
- Creating a bibliography in a variety of format / styles
- Downloading and using Write-n-Cite

c. Computer skills

Coordinator
Dr Or Siu Hang
Lecturer, Department of Computer Science and Engineering

LaTeX Basics - Professional Document Preparation

Speakers
Group 1:   Dr Cheong Chi Hong, Assistant Lecturer
Group 2:   Dr Wong Tsz Yeung, Lecturer
            Department of Computer Science and Engineering

Designed for

Postgraduate students in Science and Engineering disciplines who will use LaTeX for preparing documents such as papers and reports.

Objective

-    to enable students to acquire the basic skills of using LaTeX to prepare documents.

Structure   3-hour practice session

Medium of Instruction   English

Brief Description

LaTeX is a very powerful type-setting software for professional document preparation. It is very popular in the computer, engineering and science communities such that most conferences, journals as well as publishers accept publications prepared with it. In this course, we will demonstrate and practise the basic LaTeX commands with examples.

Remark:
Students should obtain ITSC (Information Technology Services Centre) computer accounts and passwords before attending the class. The accounts are already created for registered students without application. The account information and password can be collected in person with CU Link Card at the Consultation Room, ITSC User Area (Rm 109a of Pi Ch'iu Building) during office hours. Details can be found here.

Reference:
A LaTeX template for thesis writing has been put on the web for your quick reference: LaTeX template

LaTeX Advanced - Thesis Preparation

Speakers
Group 1:   Dr Wong Tsz Yeung, Lecturer
Group 2:   Dr Law Yat Chiu, Lecturer
                Department of Computer Science and Engineering

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Designed for

Postgraduate students in **Science and Engineering** disciplines who will use LaTeX for preparing documents such as papers and reports. Participants are strongly advised to attend the course "LaTeX Basics - Professional Document Preparation" beforehand to acquire solid experience with LaTeX.

Objective

At the end of the course, the participant should be able to:
-   use LaTeX to prepare a special kind of document: thesis.

Structure   3-hour practice session

Medium of Instruction   English

Brief Description

Have you ever read the University's regulations on the format of MPhil and PhD thesis? A set of LaTeX macros has been prepared that fit the University's requirements. Having already acquired basic skills of type-setting a LaTeX document, you will be able to practise using the templates and make your thesis type-setting a simple task. The process of thesis creation could be as easy as typing in the text, inserting the figures (image files prepared separately in PostScript format), formatting the tables as well as including the references, with everything from the title page, acknowledgements, contents, to bibliography tailored to fit the requirements. The talk will be particularly useful for graduating postgraduates.

Remark:
Students should obtain ITSC (Information Technology Services Centre) computer accounts and passwords before attending the class. The accounts are already created for registered students without application. The account information and password can be collected in person with CU Link Card at the Consultation Room, ITSC User Area (Rm 109a of Pi Ch'iu Building) during office hours. Details can be found here.

Reference:
A LaTeX template for thesis writing has been put on the web for your quick reference: LaTeX template

Effective Use of Learning Management System

Speaker
Dr Or Siu Hang
Lecturer, Department of Computer Science and Engineering

Designed for

Postgraduate students of all disciplines, especially those who perform teaching assistant duties in departments.

Objective

- to enable students to acquire the skills needed for effective learning management through the eLearning platform provided by CUHK.

Structure   3-hour practice session

Medium of Instruction   English

Brief Description

eLearning management skills such as sharing of teaching materials, collecting homework through online assignment dropbox etc, will be introduced. Collaborative learning through discussion forums and peer reviews among students are also discussed. We will demonstrate and practice the skills using CUHK eLearning platform technologies.

Remark:
Students should obtain ITSC (Information Technology Services Centre) computer accounts and passwords before attending the class. The accounts are already created for registered students without application. The account information and password can be collected in person with CU Link Card at the Consultation Room, ITSC User Area (Rm 109a of Pi Ch'iu Building) during office hours. Details are available online here.

Information Security - Protecting You and CU

Speaker
Dr Cheong Chi Hong
Assistant Lecturer, Department of Computer Science and Engineering

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Designed for

All postgraduate students.

Objectives

- to make students understand security issues in using various digital information technologies
- to enable students to develop a correct attitude and acquire basic skills for protective measures.

Structure   2-hour practice session

Medium of Instruction   English

Brief Description

Information Technology is pervasive in almost all areas of the modern world. Especially, it is a powerful tool for researchers. However, there are lots of pitfalls and traps lying in information security, from as simple as a faulty memory stick, to complex scenarios such as web phishing attack. The cost of such incidences would be loss of valuable personal and research data, or even serious liabilities, for example, in the case of illegal disclosure of personal data for research purpose. The workshop will go through and evaluate various data security risk factors ranging from using plug-and-play hardware to surfing the Internet. We will also demonstrate and practice the basic defending skills such as configuration of anti-virus software and firewall, installation of digital certificates, password-protecting data, etc.

Remark:
Students should obtain ITSC (Information Technology Services Centre) computer accounts and passwords before attending the class. The accounts are already created for registered students without application. The account information and password can be collected in person with CU Link Card at the Consultation Room, ITSC User Area (Rm 109A of Pi Ch'iu Building) during office hours. Details are available online here.

Innovative Technology for Professional Life

Speakers
Professor Paul Lam, Associate Professor
Mr Kevin Wong, Research Assistant
Centre for Learning Enhancement And Research

Designed for

All postgraduate students who would like to learn more about the latest computer and mobile technology that can be used to enhance information exchange, communication and social networking, and thus can make professional life more productive.

Objectives

The module introduces postgraduate students to useful computer and mobile applications that can be used in their professional life, both before and after graduating with a higher degree. The introduction will cover:

1) latest computer or mobile applications that are designed for learning and for work; and
2) tips on how to use some cloud applications in professional circumstances.

Structure   2-hour workshop

Medium of Instruction   English

Brief Description

Mobile technology can be used to enhance information exchange, communication and social networking which in turn can make professional life more productive. The module introduces postgraduate students to some of these latest computer and mobile applications that can be very useful for professional advancement. The introduction will cover latest applications such as eBooks, as well as tips on how some cloud applications can be used in a work setting. The module aims at informing students about the latest developments rather than teaching specific skills.

In the workshop, the teachers will explain and demonstrate various computer and mobile applications. The module aims at informing students about the latest developments but not specifically teaching the skills in using them. There will be class discussions but there will NOT be hands-on tasks.

d. Laboratory safety

Coordinator
Mr S K Lam
Director of University Safety
Tel: 3943 7864
Fax: 2603 6862
Email: sklam@cuhk.edu.hk

IMPORTANT NOTES TO STUDENTS

Safety Examinations
Students who have been advised by their supervisors or departments to take safety courses (excluding the Animal Experimentation at CUHK) are required to pass corresponding examinations. Each examination is 45-minute in length, and students can select an examination date that best suit their schedules.

The examination schedule is listed together with the course schedule here.

Passing the Safety Examinations
Postgraduate Students engaged in laboratory works need to comprehend a broad range of safety related concepts. It is absolutely important for them to be familiar with safe working and basic emergency procedures while conducting laboratory activities that carry safety risks.

The courses offered are to ensure as much as reasonably practicable that students have, and contribute to a safe working environment. Further aim of the courses is to encourage students to be safety conscious so that the opportunity of accident and the severity should one happen can be minimized. The University and students have legal and moral duties to abide by safety rules, and offenders have to face grave consequences, including suspension of research activities, body injuries or even prosecutions by the authority.

Students may choose to acquire the necessary safety knowledge from the web sites instead of coming to the classes as the majority of information is now on the USO Homepage. However, it is believed that attendance at classes can increase the likelihood of passing the examinations. As assurance that students possess the minimum safety knowledge, the examinations must be passed.

Applying for Exemptions
Students may apply for exemptions from certain safety examinations by writing to the Director. For example, it is not normally required for a chemist to pass the biological safety examination or a robotics student to pass in chemical safety. A reasonable approach will be taken in considering all exemption applications.

Summer safety training courses for undergraduate students are simplified versions of the proper safety courses to prepare students for their final year projects. These summer trainings are not eligible qualifications to apply for exemption from safety examination for postgraduate student.

Further Information

The CUHK lab safety manual and safety policy is [here](#) (accessible via Intranet).

Students are advised to consult their supervisors or departments (or the University Safety Office) to check if they need to take certain safety course.

General Safety

Designed for

ALL research students doing laboratory work.
It is **COMPULSORY** for the above students to pass the corresponding safety examination; therefore completion of this safety module is **HIGHLY RECOMMENDED**[1].

Objectives

- to assist students in understanding the CUHK laboratory safety policies, guidelines and emergency procedures
- to promote laboratory safety concepts to students and to encourage them to incorporate safety considerations in their laboratory works

Structure   Part A: 1.5-hour illustrated presentation
                      Part B: 1.5-hour illustrated presentation

Medium of Instruction   Different sessions offered in English, Cantonese, and Mandarin.
                            See course schedule for details

Brief Description

Part A:
- Safety laws, policy and why safety is important
- Fire safety and emergency procedures
- Risk assessment
- Safety information resources including MSDS

Part B:
- Practising safe science (video)
- Use of personal protective equipment

Remark:
  1) Read notes on p.22.

Chemical Safety

Designed for

ALL research students doing laboratory work.
It is **COMPULSORY** for the above students to pass the corresponding safety examination; therefore completion of this safety module is **HIGHLY RECOMMENDED**[1].

Objectives

At the end of Part A, the participant should be able to:
- know how to safely store different classes of chemicals
- dispose chemical waste safely and comply with legislation
- know how to deal with chemical spillage

At the end of Part B, the participant should be able to:
- recognise the hazards in working with chemicals
- know how to work safely with chemicals
- have a high level of awareness on chemical safety

Structure	Part A: 1.5-hour illustrated presentation
	Part B: 1.5-hour illustrated presentation

Medium of Instruction	Different sessions offered in English, Cantonese, and Mandarin.
	See course schedule for details

Brief Description

Part A:
- Introduction to legislation in Hong Kong on the safe use and disposal of chemicals
- Chemical storage, waste disposal procedures and chemical spillage control procedure

Part B:
- Ventilation: local exhaust and general safety ventilation problems
- The safe use of chemical fumehood

Remark:
  1) Read notes on p.22.

Biological Safety

Designed for

ALL research students performing procedures which may handle biological material or have associated biological hazard AND others who work in those laboratories.
It is **COMPULSORY** for the above students to pass the corresponding safety examination; therefore completion of this safety module is **HIGHLY RECOMMENDED**[1].

Objective

- to enable students to develop a high level of awareness on biological hazards and knowledge on biological safety procedures.

Structure   Part A: 2-hour illustrated presentation
              Part B: 2-hour illustrated presentation

Medium of Instruction   English

Brief Description

Part A:
- Basic Principle of Biological Safety
- Risk Group & Biosafety Level
- Biosafety Practices at levels 1 and 2
- Biohazards from Equipment and Techniques

Part B:
- Special topics: Biosafety Cabinet and Sterilization
- Biorisk assessment

Remark:
 1) Read notes on p.22.

Use of Biological Safety Cabinets

Designed for

ALL research students performing procedures which may have an associated biological hazard e.g. bacterial and virus OR which requires clean environment for cell cultures.

Objective

- to help students develop a high level of awareness on biological hazards and knowledge on biological safety procedures.

Structure   2.5-hour practice session on using Biological Safety Cabinets

Medium of Instruction   to be determined based on enrolment

Brief Description

- Classification to biosafety cabinet
- Correct use of biosafety cabinet
- General maintenance
- Selection of biosafety cabinet

Places in each group are strictly limited to 4. To register, please obtain a registration form from the speaker after the Biological Safety class. Please complete and return the form to CLEAR for processing. Registrations are entertained on a first-come-first-served basis.

Ionizing Radiation

Designed for

ALL ionizing radiation users.
It is **COMPULSORY** for the above students to pass the corresponding safety examination; therefore completion of this safety module is **HIGHLY RECOMMENDED**[1].

Students who use **unsealed radioactive sources**, e.g., H3, C14, S35, P32, P33, Fe55, I125, should take **Part A-I and Part B**;
students who use **sealed radioactive sources and x-ray machines** should take **Part A-II and Part B**.

Objectives

At the end of the session, the participant should be able to:
- know the safety procedures on using ionizing radiation (radioactive substances)
- understand the legal requirements in working with ionizing radiation
- know the safety procedures on using X-ray machines (*Part A-II only*)

Structure	Part A (I or II)	1.5-hour illustrated presentation
	Part B	1.5-hour illustrated presentation

Medium of Instruction   English

Brief Description

Part A-I   Unsealed Sources

- What is ionizing radiation and its hazards
- Units in radiation
- Principle and methods of protection
- Safety rules and University rules
- Techniques in handling unsealed sources (video)
- Rules on purchasing, using and transportation of radioactive sources
- Decontamination methods
- Waste disposal rules

Part A-II   Sealed Sources & X-Ray

- What is ionizing radiation and its hazards
- Units in radiation
- Principle and methods of protection
- Safety rules and University rules
- Rules on purchasing, using and transportation of radioactive sources

Part B

- Introduction to radiation monitoring
- Using portable radiation monitors
    - Monitors for radiation level and contamination
    - Interpretation of readings
    - Calibration
- Personal radiation monitoring device (TLD)
    - Introduction
    - Interpretation of readings
- Wipe test

Remark:
  1) Read notes on p.22.

LASER Safety

Designed for

Experimentalists using of lasers and equipment with lasers.
It is **COMPULSORY** for the above students to pass the corresponding safety examination;
therefore completion of this safety module is **HIGHLY RECOMMENDED**[1].

Objective

- to introduce the hazards of lasers and the means of controlling the hazards.

Structure   1.5-hour illustrated presentation

Medium of Instruction   English

Brief Description

- The classification of lasers
- The potential hazards associated with lasers
- Means for controlling the hazards
- Administrative aspects of the campus laser safety program

Remark:
  1) Read notes on p.22.

Animal Experimentation at CUHK

Speaker
Dr Dewi Rowlands
Acting Director, Laboratory Animal Services Centre

Designed for

All postgraduate students carrying out animal experimentation.

Objective

- to give students an understanding about the ethics of animal experimentation, the correct methods of handling and treating an animal and the important aspects of safely working with animals.

Structure   1.5-hour illustrated presentation

Medium of Instruction   English

Brief Description

Animal experimentation, if it is to be successful, requires the experimenter to have knowledge about the HUMANE treatment of animals being used in experiments. This requires the experimenter to be conscious of the ethics that underlies research using animals, it also requires the experimenter to know how to safely work with animals and how to treat them, whether for injections or blood collection or euthanasia.

2. Writing and Presentation Skills

a. *Thesis writing*

- Introduction to Research & Thesis Writing

  Group I – *for students in Arts, BA, Education, Law & Social Science*
  Group II – *for students in Engineering, Medicine & Science*

- Thesis Writing Workshop

  Group I – *for students in Arts, BA, Education, Law & Social Science*
  Group II – *for students in Engineering, Medicine & Science*

b. *Presentation skills*

- Communications Skills Workshop
- Presentation Skills Workshop
- Power of Voice
- Features of Spoken English I: International Phonetic Alphabet
- Features of Spoken English II: Improving Pronunciation and Oral Delivery Skills

a. Thesis writing

Introduction to Research & Thesis Writing
Group I – *for students in Arts, BA, Education, Law & Social Science*

Speaker
Professor Benzi Zhang
Professor, Department of English

Designed for

First year postgraduate research students in Arts, Business Administration, Education, Law and Social Science.

Objective

- to identify and understand the common purpose and distinctive nature of scholarly essays.

Structure　　　　　　　　3-hour lecture including a Q&A session with invited supervisors

Medium of Instruction　　English

Brief Description

Important procedures in writing theses and scholarly essays; specific format and rules commonly adopted for bibliographic references and citation notes.

Follow-up Workshop

Participants are greatly encouraged to attend the Thesis Writing Workshop for more intensive training during their second year of study or when they have a research proposal already prepared.

Introduction to Research & Thesis Writing
Group II – *for students in Engineering, Medicine & Science*

Speaker
Professor Huang Jianwei
Associate Professor, Department of Information Engineering

Designed for

First year postgraduate research students in Engineering, Medicine and Science.

Objective

- to identify key issues involved in selecting a research topic and in thesis writing in reference to resources available.

Structure   2.5-hour lecture including a Q&A session

Medium of Instruction   English

Brief Description

Choosing a topic, literature review, writing for the audience, styles, references, scientific writing.

Follow-up Workshop

Participants are greatly encouraged to attend the Thesis Writing Workshop for more intensive training during their second year of study or when they have a research proposal already prepared.

Thesis Writing Workshop
Group I – *for students in Arts, BA, Education, Law & Social Science*

Speaker
Ms Pauline Tam
Lecturer, English Language Teaching Unit

Designed for

Postgraduate students in Arts, Business Administration, Education, Law & Social Science who are in the process of writing their theses. This workshop is particularly suitable for students who have already prepared a research proposal, and are in the second or later years of their graduate degree programs.

Objectives & Description

At the end of the workshop, participants will be able to:

- describe the basic structure and function of different chapters of a thesis;
- summarise, paraphrase, synthesise and quote sources in the correct academic style;
- adopt a formal style and tone in academic writing;
- apply a variety of strategies for improving lexis, sentence complexity, and grammar accuracy;
- apply a variety of strategies and editing techniques for clear and concise writing;
- analyse and critique samples of published academic writing; and
- use online resources for self-initiated language learning.

Structure   3-hour workshop

Medium of Instruction   English

Remark:
Please click here for other thesis writing courses offered by the English Language Teaching Unit.

Thesis Writing Workshop
Group II – *for students in Engineering, Medicine & Science*

Speaker
Dr Jose Lai
Director, English Language Teaching Unit

Designed for

Postgraduate students in Engineering, Medicine & Science who are in the process of writing their theses. This workshop is particularly suitable for students who have already prepared a research proposal, and are in the second or later years of their graduate degree programs.

Objectives & Description

For Engineering students:

- to introduce the basic structure of a thesis
- to identify the basic structure and function of a general introduction
- to identify the language features of the results and general discussion sections
- to analyse the form and function of the thesis title and summary or abstract
- to introduce some key writing strategies for clear and concise writing

For Medicine and Science students:

- to introduce the basic structure of a thesis.
- to practise writing effective thesis titles, hypotheses and research questions
- to identify the basic structure and function of a general introduction
- to identify the language features of the results and general discussion sections
- to analyse the form and function of the summary or abstract
- to introduce some key writing strategies for clear and concise writing

Structure   3-hour workshop

Medium of Instruction   English

Remark:
Please click here for other thesis writing courses offered by the English Language Teaching Unit.

b. Presentation skills

Communication Skills Workshop

Speaker
Dr Peter Jakubowicz
Senior College Tutor, Chung Chi College

Designed for

All postgraduate students, especially those for whom English is not a first language.

Objective

-   to help students to improve their communication skills when using English.

Structure   3-hour workshop

Medium of Instruction: English

Brief Description

-   to increase awareness of personal communication strengths and weaknesses
-   to enhance the effectiveness of our communication
-   to avoid communication breakdown
-   to develop listening skills
-   to learn more about non-verbal communication

Remarks:
-   For students who wish to apply for grants to make presentations in conferences, priority will be given to those who have attended one of these Presentation / Communication Skills Workshops.
-   This is one of the four optional modules for Professional Development Course for Teaching Assistants (see p.42).

Presentation Skills Workshop

Speakers
Group 1:   Ms Olive Cheung, Senior Lecturer, English Language Teaching Unit
Groups 2-4:   Mr Allen Ho, Lecturer, English Language Teaching Unit
Groups 5-6:   Dr Liu Ngar Fun, Lecturer, English Language Teaching Unit

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Designed for

All postgraduate students who want to acquire or improve presentation skills.

Objective

- to introduce some essential elements of an effective presentation and let participants practise public speaking skills.

Structure   3-hour workshop

Medium of Instruction   English

Brief Description

- to discuss key elements of a successful presentation for general purposes
- to evaluate the performance of some public speakers
- to practise giving a mini-speech in groups to an audience

Remarks:
- For students who wish to apply for grants to make presentations in conferences, priority will be given to those who have attended one of these Presentation / Communication Skills Workshops.
- This is one of the four optional modules for Professional Development Course for Teaching Assistants (see p.42).

Power of Voice

Speaker
Mr Dean Fisher
Part-time Instructor, English Language Teaching Unit

Designed for

All postgraduate students.

Objectives

- to explore some of the physiological and psychological factors involved in voice projection;
- to discuss common challenges of teaching in CUHK classrooms;
- to consider the pros and cons of microphone use, and
- to practise simple breathing and voice-projection techniques.

Structure   2-hour interactive lecture

Medium of Instruction   English

Brief Description

A clear and commanding voice is a tremendous asset to those who have to perform teaching duties. This two-hour interactive lecture will help students to fine-tune their voice as an asset in their teaching assistants' career. Participants will be expected to engage in a range of activities.

Remark:
This is one of the four optional modules for Professional Development Course for Teaching Assistants .

Features of Spoken English I: International Phonetic Alphabet

Speaker
Ms Olive Cheung
Senior Lecturer, English Language Teaching Unit

Designed for

All postgraduate students.

Objectives

- to enhance understanding of our vocal organs of speech
- to introduce International Phonetic Alphabets (IPA)
- to familiarise learners with English sounds (vowels and consonants)
- to practise pronouncing easily confused sounds/ words (minimal pairs)

Structure   3-hour interactive lecture

Medium of Instruction   English

Brief Description

Basic phonetic knowledge is useful for those who desire to improve their English pronunciation and speaking performance in the long run. This three-hour interactive lecture aims to enhance students' understanding of English pronunciation and speech system with the help of diagrams and phonetic symbols. Participants will be expected to engage in a range of activities.

This lecture focuses on sound/ phoneme-level of oral delivery and is suitable for those who wish to learn the International Phonetics Alphabets (IPA) for the English language. Learners who are already equipped with IPA knowledge may consider participating *in Features of Spoken English II: Improving Pronunciation and Oral Delivery Skills* instead.

Features of Spoken English II: Improving Pronunciation and Oral Delivery Skills

Speaker
Ms Olive Cheung
Senior Lecturer, English Language Teaching Unit

Designed for

All postgraduate students.

Prerequisite

Participants are expected to have basic knowledge of International Phonetic Alphabets (IPA). Students without previous IPA training may consider first attending the *workshop Features of Spoken English I: International Phonetic Alphabet*.

Objectives

- to reinforce knowledge of International Phonetic Alphabets (IPA)
- to introduce the basic features of spoken English—sounds, syllables and stress
- to identify and avoid common pronunciation errors among Hong Kongers
- to enhance understanding of weak forms and strong forms
- to practise chunking and focusing to enhance the impact of communication

Structure   3-hour interactive lecture

Medium of Instruction   English

Brief Description

The effectiveness of oral delivery (in the form of speeches, conversations, formal presentations, etc.) can be greatly enhanced through accurate pronunciation, clear articulation, and appropriate use of stress, weak and strong forms as well as chunking and focusing. This three-hour interactive lecture will help students refine their communication skills by introducing some of these useful oral delivery techniques. In particular, attention will be drawn to common pronunciation errors often observed among Hong Kong speakers. Participants will be expected to engage in a range of activities.

3. Teaching and Learning

a. Becoming an Excellent TA: Professional Development Course for Teaching Assistants

Research students with teaching duties are required to complete professional development programme offered by CLEAR or other comparable programmes recognised by her/his own department.

The CLEAR Professional Development Programme for TAs comprises three parts. In order to fulfil the university's requirements of professional development, TAs are required to complete Part I to Part III of the programme.

Part I (within each department)
- How to run tutorials/ How to supervise laboratory work
  (with sharing sessions from Experience TAs from the departments)

Part II (at least one of the below IPL courses)
- Communication Skills Workshop   (see p.37)
- Presentation Skills Workshop   (see p.38)
- Power of Voice   (see p.39)
- Introduction to Teaching & Learning   (see p.43)

Part III (assessment done by department)
- Departments assess students on their presentation and teaching skills by means of individual presentations, seminars or class observation.

Registration

Part I – TAs will be registered by their own department
Part II – Enrol in courses through the IPL registration system
Part III – Consult department for details

b. Other courses

Introduction to Teaching and Learning

Speaker
Professor Paul Lam
Associate Professor, Centre for Learning Enhancement And Research

Designed for

Postgraduate students of all disciplines who would like to learn more about the nature of teaching and learning at university level. This will enable the teaching assistants to understand the strategies they can use in the role of both teachers and students at this university.

Objectives

The module prepares postgraduate students to perform more effectively as tutors. Students will learn about the nature of university teaching and learning, consider various strategies to make teaching and learning effective, and apply principles to solve actual teaching and learning challenges.

Structure   2-hour workshop

Medium of Instruction   English

Brief Description

Teaching is not merely about the delivery of factual knowledge from teachers to students but is more about facilitating students' understanding of knowledge and their ability to apply knowledge into real situations. Students will consider the goals of university education and reflect on their own achievements. They will also chart their own approaches to learning, and consider the sorts of teaching and learning strategies that maximize a deep approach to learning. Lastly, students will apply these learning principles to cases of common challenges in and out of the classroom. This will provide students with the opportunity to reflect upon their own teaching and learning skills.

In the workshop, the teacher will explain and illustrate the key concepts and strategies regarding effective teaching and learning at university level, such as students' approaches to learning, and how learning activities and assessment can be arranged for active learning. Students are required to participate in a number of in-class activities.

Remark:
This is one of the four optional modules for Professional Development Course for Teaching Assistants.

4. Other Supporting Courses

Practical Cantonese Course 2014-15

Organised by the Postgraduate Halls and the Office of Student Affairs (OSA)

Medium of Instruction　　Cantonese and Mandarin

Course Details in Chinese below

實用廣東話課程 2014-2015

籌辦者	研究生宿舍辦事處	學生事務處（來港生組）
目標	協助研宿宿生熟習常用廣東話	協助研究生熟習常用廣東話
內容包括	廣東話發音要訣及日常生活用語	
課程日期	暫定於 2014 年 8 月中至 9 月	暫定於 2014 年 9 月至 2015 年 2 月
模式	分五節,連續於五星期舉行。每節二小時。	
講授語言	廣東話及普通話	
教員	資深粵語導師	
每班人數	三十人	
費用	港幣四百二十元 （如出席四節或以上,個別學位課程會對其學員給予資助,該費用則於課程完結後退還,詳情請於報名時向籌辦單位查詢）	
報名辦法	有興趣的研宿宿生請於八月五日九時三十分至八月七日往研宿辦事處報名。亦可於八月初致電辦事處施小姐(3943-3123)查詢。	有興趣的研究生請留意來港生組的宣傳電郵（聯絡電郵： leos@cuhk.edu.hk）及網頁 （www.cuhk.edu.hk/osa/iss/news.html）

Schedule, Registration, Notes

Schedule

A complete schedule of IPL courses in PDF is available here.

Registration

For first-timers:
You are required to check and fill in personal details the first time you log-in. Please make sure you enter your preferred email address for correspondence, especially if it is not your CUHK address – correspondence about class details will be made via email.

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Please register online here
Use your CWEM ID and password to login.
****

To add course:
Click "Add New Course". Select the class and group, then click OK. Details of your chosen class and group will be displayed below the selection table.

To drop course:
After your first log-in, your registration record will show up automatically every time you log-in. Click "Delete" to the right of the registered class that you want to drop. If you are on the "Add New Course" page, click "View Registered Courses" at the bottom left-hand corner to you're your registration record.

Registration Period

(First Semester Courses)   1 Aug 2014 – 3 days before course start
(Second Semester Courses)   15 Dec 2014 – 3 days before course start

Waiting list:

Registration is first-come-first-served. You will automatically be placed on an ordered waiting list for courses that are already full. If you were able to register for the course eventually, you will receive a notification via email.

Notes

To print attendance record:

You may also print your own attendance record in the registration system. After logging in, click "View and Print Course Attendance Record" at the bottom and follow the instructions. Attendance records of only the current academic year can be retrieved from the system.

Bad weather arrangement

See here