



香港城市大學
City University of Hong Kong



Cornell University

**Jockey Club
College of Veterinary Medicine
and Life Sciences**
in collaboration with Cornell University

Jockey Club College of Veterinary Medicine and Life Sciences
賽馬會動物醫學及生命科學院

Bachelor of Veterinary Medicine

獸醫學學士



Student Handbook
2018-2019

Jockey Club College of Veterinary Medicine and Life Sciences

賽馬會動物醫學及生命科學院

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This student handbook is applicable to the 2018/19 cohort. It may be subject to review from time to time. Students are advised to visit the College's website (<http://www.cityu.edu.hk/cvmls>) and other relevant websites for updated information.

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1. Dean's Welcome


Dear BVM students of 2018/19 cohort,

Welcome to the Jockey Club College of Veterinary Medicine and Life Sciences of City University of Hong Kong. This student handbook gives you, amongst others, an overview of the 6-year Bachelor of Veterinary Medicine programme that is tailored to provide a comprehensive, evidence-based veterinary training leading to the Day One Competences needed by graduating veterinarians in order to meet international accreditation standards.

An important feature of our undergraduate programme, and part of our quality assurance procedures, is the emphasis on Day One Competences as stipulated by the World Organisation for Animal Health (OIE) and the Royal College of Veterinary Surgeons (RCVS) and adopted by the Australasian Veterinary Boards Council. The College also aims to be nurturing the “One Health” paradigm to support sustainable development.

Pedagogically, part of the curriculum will be taught in an innovative Problem-Based Learning (PBL) format, modelled on the veterinary curriculum developed by our strategic partner Cornell University' College of Veterinary Medicine. In relation to the practical exposure, the programme will give you abundant opportunities to gain hands-on experience at our world-class clinical facilities, our small animal specialist teaching clinic, Peace Avenue Veterinary Clinic; the Veterinary Diagnostic Laboratory; our aquaculture facilities; and affiliated livestock and equine facilities. Throughout the curriculum, you will have access to state-of-the-art training facilities and genuine casework under the supervision of veterinary specialists and other qualified staff, and to be engaged in a full range of training experiences via different clinical platforms.

Last but not least, you will be the very unique group of locally-trained veterinary undergraduate students in the only veterinary school in Hong Kong. The prospects and opportunities that you will have in the veterinary profession, the city and the region will be unprecedented. I trust you will find your time here with us to be both challenging and rewarding, and that you will make the most of this rich and diverse environment. Again, welcome to the College.



Professor Michael Reichel

Dean and Chair Professor in Veterinary Medicine

2. The Jockey Club College of Veterinary Medicine and Life Sciences (JCC)

In 2017, CityU integrated the School of Veterinary Medicine and the Department of Biomedical Sciences and established the College of Veterinary Medicine and Life Sciences (the “College”). The College synergizes the collaborative effort of the two academic units in education and research, and serves as the professional arm of CityU to pursue excellence in infectious diseases prevention and control, physiological and pathological research, and veterinary and human disease diagnostics and therapeutics.

The College offers the first veterinary professional degree in Hong Kong and it is the first of its kind in Asia to seek international accreditation from the Australasian Veterinary Boards Council with a vision to raise the level of animal care and teaching of the veterinary disciplines in the region. Provisional Accreditation status was granted in 2017. Our efforts have won enthusiastic support from the Hong Kong Government, The Hong Kong Jockey Club Charities Trust, generous donors and the community at large. In August 2018, the College was being renamed to Jockey Club College of Veterinary Medicine and Life Sciences.

Guided by One Health core principles, the College is implementing the CityU vision to pioneer excellence in veterinary education and research in Hong Kong, Asia and the world, emphasizing Public health, Food safety, Animal welfare and Aquatic animal health for the well-being of society. Our facilities include the CityU Peace Avenue Veterinary Clinic and CityU Veterinary Diagnostic Laboratory plus other facilities such as the newly acquired dairy farm land in Lam Tsuen in the north of Hong Kong.

After the successful completion of the Bachelor of Veterinary Medicine, graduates may choose to practice as a veterinarian or choose to undertake post-graduate studies. Since 2015, the College has run an interdisciplinary PhD programme with joint supervision by faculty from the College of Veterinary Medicine at Cornell University. Another option is to undertake the training to become a recognized veterinary specialist, and the College provides that training in several specialist disciplines.

The Bachelor of Veterinary Medicine is not the only bachelor’s degree offered by the College. The Department of Biomedical Sciences, incorporated under the College, offers two bachelor degree programmes: a BSc in Biomedical Sciences and a BSc in Biological Sciences.

Ultimately, the College will create new growth points for society and new career paths for our young people, and enable CityU to become an international hub for Public health.

3. The Programme Management

Name/Qualification/Expertise	Tel. No.	E-mail (...@cityu.edu.hk)
<i>Programme Leader</i>		
Professor Michael P. REICHEL Dean and Chair Professor of Veterinary Medicine Veterinary Surgeon, DVPH, DVTM, MVSc, MBA, PhD, FACVSc, FRCVS Veterinary Epidemiology and Public Health Specialist	3442-8869	michael.reichel
<i>Associate Dean (Learning and Teaching)</i>		
Professor Shuk Han CHENG Chair Professor of Molecular Medicine PhD (London)	3442-9027	bhcheng
<i>Admissions Tutor</i>		
Dr. Philip STOTT Associate Professor BVSc, MSc, PhD, DipEd	3442-2202	sphilipg
<i>Extra Mural Studies Coordinator</i>		
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4. The Bachelor of Veterinary Medicine (BVM) Programme

Major (in English) : Veterinary Medicine
(in Chinese) : 獸醫學

Degree (in English) : Bachelor of Veterinary Medicine
(in Chinese) : 獸醫學學士

Award Title[#] (in English) : Bachelor of Veterinary Medicine
(in Chinese) : 獸醫學學士

Period of Study	Year
Normal period of study	6 years
Maximum period of study	8 years

Study Load	Credit Unit
Minimum number of credit units required for the award	252 credits
Maximum number of credit units permitted	273 credits
Maximum and Minimum Study Load per semester	21 credits

4.1 Overview of the Curriculum Structure

The curriculum allows students to gain in-depth knowledge through major studies, and a solid scientific background through college’s specified requirements. The Gateway Education (GE) courses on the other hand assist students to diversify their knowledge for a well-rounded development. The curriculum structure (collectively the “**BVM Degree Requirements**”) is as follows:

BVM Degree Requirements		Normative 6-year Degree
Major Requirements	Core Courses	222 credits
	Elective Courses	N/A
Gateway Education (GE)	University Requirements <ul style="list-style-type: none"> • GE1401 - University English • GE2401 - English for Science • GE1501 Chinese Civilization – History and Philosophy 	9 credits
	Distributional Requirements ¹ <ul style="list-style-type: none"> Area 1: Arts and Humanities Area 2: Study of Societies, Social and Business Organizations Area 3: Science and Technology 	12 credits
	College-specified Requirements <ul style="list-style-type: none"> • PHY1400 - Introductory Physics for Biologists • BCH1100 - Chemistry • BCH 2007B - Principles of Organic Chemistry 	9 credits
Minimum number of credit units required for the award		252 credits

4.2 List of core courses under major requirements

Course Code	Course Title	Credit Units
PHY 2400	Advanced Physics for Biologists	3
BMS 2802	Biology of Populations, Species and Ecosystems	3
BMS 2803	Biology of Cells	3
BMS 2804	Veterinary Microbiology	3
BMS 2805	Biochemistry for Veterinary Science	3
BMS 2806	Genes, Inheritance and Genetic Disorders	3

¹ Students are required to take a minimum of 3 credit units from each of the following specified areas – 1: Arts and Humanities, 2: Study of Societies, Social and Business Organizations, and 3: Science and Technology

VM 2001	One Health	3
VM 2002	Animal Welfare 1	3
VM 2003	Extensive Livestock Farming Systems	3
VM 2100	Statistics for Evidence-based Biological and Veterinary Sciences	3
VM 2101	Marine Aquaculture and Aquatic Animal Health	3
VM 2102	Animal Behaviour and Handling	3
VM 2103	Animal Welfare 2	3
VM 2104	Introduction to Food Safety	3
VM 2105	Introduction to Zoonoses	3
VM 2106	Aquaculture	3
VM 2107	Intensive Animal Husbandry	3
VM 3001	Animal Body I	3
VM 3002	Animal Body II	15
VM 3003	Food Safety and Regulation	3
VM 3004	Evidence Based Veterinary Medicine	3
VM 3010	Veterinary Practice Parts I & II: Physical Examination and Clinical Procedures	3
VM 3100	Function and Dysfunction	18
VM 4000	Host, Agent and Defense	15
VM 4001	Clinical Pharmacology/ Toxicology	3
VM 4002	Conservation Medicine	3
VM 4010	Veterinary Practice Parts III & IV: Veterinary Communication, Business and Professional Development	3
VM 4011	Veterinary Practice Part V: Transition to the Profession	1
VM 4101	Animal Health and Disease: Part I	18
VM 4102	Animal Health and Disease: Part II	18
VM 4103	Zoo and Exotic Animal Diseases	3
VM 4104	Transboundary Animal Diseases	3
VM 4105	Clinical Seminars	1
VM 4201	Aquatic Veterinary Medicine I (Fin fishes)	3
VM 4202	Aquatic Veterinary Medicine II (Invertebrates)	3
VM 4301	Clinical Rotations: Part I	10
VM 4302	Clinical Rotations: Part II	18
VM 4303	Clinical Rotations: Part III	18
VM 4401	Research Project I	3

VM 4402	Research Project II	3
Total credit units		222

4.3 Curricular Milestones (non-credit bearing)

The curricular milestones are compulsory requirements not affiliated with particular courses, but must be satisfactorily completed before a student can advance in the programme. These are:

- (a) an International English Language Testing System overall band score of 7 and 7 in each category prior to commencing the third year of the programme;
- (b) the satisfactory completion of Pre-EMS Animal Handling Skills (VM 1001 Pre-EMS Animal Handling Skills) prior to commencing Animal Husbandry Extra-mural Studies (EMS);
- (c) the satisfactory completion of 12 weeks of Animal Husbandry EMS (VM 1002 Animal Husbandry Extra-mural Studies) during the Summer Terms and/ or teaching breaks prior to commencing the third year of the programme;
- (d) the satisfactory completion of 26 weeks of Clinical EMS (VM 1003 Clinical Extra-mural Studies) during the Summer Terms and/ or teaching breaks prior to graduation; and
- (e) the satisfactory completion of a register of veterinary skills prior to graduation.

4.3.1 International English Language Testing System (IELTS)

To fulfil the AVBC accreditation requirement, students are required to obtain an IELTS overall band score of 7 and 7 in each category within two years prior to the commencement of the third year of the programme. For details about the IELTS and test registration, please visit the IELTS official website at <https://www.ielts.org/>.

4.3.2 VM 1001 - Pre-EMS Animal Handling Skills

Pre-EMS Animal Handling Skills will be taught in an intensive period commencing at or about the beginning of the Summer Term. It will be followed by one clear week before any scheduled Husbandry EMS begins to allow time for remediation and reassessment should any students be judged inadequate in their interactions with some species. It will also leave 12 weeks comprising the Summer Term (which is free of scheduled classes for BVM students), the 'swot vac' and summer examination period and the term break vacation period in which to undertake 6 weeks of Husbandry EMS. The format will be a 'Round Robin' with 5 students in each group under close supervision by a College of Veterinary Medicine and Life Sciences staff member and the activities will take place on a farm or in a kennel, cattery, or stables that has the standard handling facilities for the particular species. Some animal handling skills will be covered in courses conducted prior to Pre-EMS Animal

Handling Skills, particularly in the Animal Behaviour and the Extensive Livestock Farming Systems courses. Small ruminants may be represented by sheep or by goats.

For all species of animal, students will consider on-farm etiquette (or in kennel/cattery), observe the water supply, food supply, and waste disposal in the particular establishment. A staff member will explain the indicators of the temperament of individual animals of the particular species followed by the students' assessment of the breed and temperament of the individual animals presented for the class. After a demonstration by the supervising staff member, and students will undertake animal handling activities several times, and then the competence of each student for the particular exercise will be assessed by the staff member on a 'shows day-one competence' or 'not yet competent' basis.

Students will be required to achieve day-one competence in all activities. There will be an opportunity in the week following the 'round robin' period for remedial teaching, learning, and assessment.

4.3.3 VM 1002 - Animal Husbandry Extra-mural Studies

The completion of this curricular milestone requires 12 weeks of satisfactory performance while engaged in the husbandry and management of dairy cattle, beef cattle, horses, dogs, cats, pigs, poultry and fish. Academic oversight of Animal Husbandry EMS will be provided by the coordinator of one of the animal husbandry courses who will be assisted by a trilingual (English, Cantonese and Mandarin) Husbandry EMS liaison officer. The students will work under the day-to-day direction of the farm/establishment manager and actively participate in the routine management of the herd/flock/kennels. They will make observations as appropriate of the structure of the animal holding facilities and the impact of weather events on animals in those facilities, management of the food and water supply, management of waste, food conversion efficiency, reproductive rates, growth rates, animal identification techniques, and data records and recording.

Students will undertake their Animal Husbandry EMS in one- or two-week blocks with each block being undertaken in a different farm or other animal establishment. Some of the establishments will be outside of Hong Kong.

Animal Husbandry EMS makes a major contribution towards the AVBC Standard 4 requirement for students to have access to, and hands-on experience with, a sufficient number and variety of animals of the main domestic species to ensure that students become competent in their handling and develop knowledge of their husbandry and behaviour. It also makes a major contribution towards the AVBC Standard 9 requirements for students

to develop their competence in animal management and understanding of farm systems and to develop the ability to recognise and advise on normal animal husbandry and management. It also makes a contribution to RCVS competence 17: The ability to handle and restrain animals safely and humanely; and competence 21: The ability to assess the physical condition, welfare, and nutritional status of animals.

4.3.4 VM 1003 - Clinical Extra-mural Studies

The completion of this curricular milestone requires 26 weeks of satisfactory performance while engaged in clinical experience in veterinary practices covering companion animals, dairy cattle, beef cattle, horses, dogs, cats, pigs, poultry and fish. Academic oversight of Clinical EMS will be provided by the coordinator of one of the clinical courses, but the students will work under the day-to-day direction of the head veterinarian of the particular practice and be allocated to work with individual clinicians on a one-to-one basis. Some of the clinical experience will be in static clinics and hospitals, some in in-house veterinary departments of large livestock industry establishments, some in ambulatory services, some in a slaughterhouse or abattoir, and some in a veterinary diagnostic laboratory.

With the permission of the owners, in accordance with the policy of the particular practice, and within the legal constraints of the Veterinary Surgeons' Registration Ordinance, students will participate in a subordinate role to and under the close supervision of a registered veterinary surgeon in the clinical examination, diagnosis, treatment, and surgery of animals and the recording of case data. Students will also make observations as appropriate of the layout of the veterinary clinic/hospital, the services provided by the practice, pharmacy management, pricing, staffing, teamwork, professional behaviour, animal management by nursing and lay staff, and record management.

Students will undertake their Clinical EMS in one- to four-week blocks with each block being undertaken in a different practice. Some of the establishments may be outside of Hong Kong. There are minimum and maximum requirements in terms of the number of weeks in each type of practice but students can follow their personal interests within those boundaries. All students will undertake Basic Equine Practice EMS, but Advanced Equine Practice EMS is only available by invitation.

Clinical EMS makes a major contribution towards the development of the Competences, skills and attributes required by the AVBC of veterinary graduates. It also makes a contribution to the development of the general professional skills and attributes, practical and clinical Competences expected by the RCVS of newly-qualified graduates, except that the student may not happen to experience situations in which Competences 25 (reporting

of notifiable diseases) or 29 (reporting of suspected adverse reactions) apply. Clinical EMS will also contribute to the underpinning knowledge and understanding required by RCVS in relation to the development of effective interpersonal skills and an ethical approach to animals and veterinary practice

4.3.5 Register of veterinary skills

Students will maintain a register of the skills they have acquired during the course of the programme. It is a simple but comprehensive checklist of experiences and observations the requisite is integrated with the Day One Competences (see next section). You will be introduced to the register during the Pre-EMS.

4.4 Aims of Major

The College aims to train veterinarians that fulfil the Day One Competences as stipulated by the Royal College of Veterinary Surgeons (RCVS) and adopted by the Australasian Veterinary Boards Council (AVBC). As a college that strives to be a premier provider of veterinary research, training and service in Asia, the College is also committed to attaining the OIE (World Organisation for Animal Health) Day One Competences (OIE recommendations on the Competences of graduating veterinarians ('Day One graduates')).

Each competency is related to a course learning objective present in the courses of the curriculum which will be mapped against the RCVS Day One Competences. Thus it will not be possible for a student to graduate who has exceeded the pass mark for the course by being very proficient at one aspect but at the same time scoring a very low mark for an aspect directly linked to a Day One competency. To graduate, a student must not only exceed the pass mark for a particular course but also achieve Day One competency in the skills and attributes associated with that course.

The curriculum was designed with five objectives:

- (a) To meet the accreditation standards set by the Australasian Veterinary Boards Council;
- (b) To include courses of particular relevance in east, south-east, and south Asia and arranged in themes
 - Animal Welfare
 - Aquatic Animal Health
 - Emerging Infectious Diseases
 - Food Safety
- (c) To include pre-clinical courses in Year 1 and 2 to prepare students for para-clinical and

- clinical studies in subsequent years;
- (d) To include para-clinical and clinical courses in Years 3 – 6 which are modelled on Cornell’s veterinary medicine curriculum;
 - (e) To meet the University’s undergraduate requirements;

4.5 Intended Learning Outcomes of Major (MILOs)

Upon successful completion of this major, students should be able to:

1. Have an understanding of the scientific principles underlying veterinary medicine;
2. Acquire the basic clinical skills and attitudes necessary to care for the common domestic; animals and other species entrusted to our stewardship;
3. Acquire critical thinking as evidenced by successful problem solving;
4. Demonstrate sound clinical judgment and medical decision-making skills;
5. Show an understanding of the interactions among animals, people, and the environment;
6. Display a commitment to professionalism, including a commitment to animal welfare and to following the best practices in relation to ethical, cultural, global, business management, and legal issues;
7. Subscribe to the need for self-education and lifelong learning skills to promote professional growth;
8. Demonstrate an understanding of the limits of one’s knowledge and skills and the ability to address those limits through effective use of sources of information and expertise;
9. Satisfy a series of Day one Competences; and
10. Have particular knowledge and understanding of the issues related to Emerging Infectious Diseases, Food Safety, Animal Welfare and Aquatic Animal Health.

5. Curriculum Structure of the 6-Year Degree

5.1 Study Plan

Students are required to undertake courses equivalent to 21 credit units in each semester without intermission in order to fulfill the BVM Degree Requirements within the normal study period. Students are expected to follow the below progression pattern of study:

Year of Study	Semester A	Semester B
1	GE1401 – University English	GE2401 - English for Science
	GE1501 - Chinese Civilisation - History and Philosophy	VM2002 - Animal Welfare 1
	VM2001 – One Health	VM2003 - Extensive Livestock Farming Systems
	VM2102 -Animal Behaviour and Handling	PHY1400 - Introductory Physics for Biologists
	BCH1100 - Chemistry	BMS2802 - Biology of Populations, Species and EcoSystems
	GE 1136 - Animal Ethics, Welfare and Law – A Regulatory and Policy Review	Any GE course in Area 1/2/3 to prepare for professional development
	GE1351 - Food Production in the Modern World	A GE course in Area 2 to prepare for professional development
Summer Term	VM 1001 Pre-EMS Animal Handling Skills & VM 1002 Animal Husbandry Extra-mural Studies	
	VM2100 - Statistics for Evidence-based Biological and Veterinary Sciences	BMS2805 - Biochemistry for Veterinary Science
	VM2101 - Marine Aquaculture and Aquatic Animal Health	BMS2806 - Genes, Inheritance and Genetic Disorders
	VM2103 - Animal Welfare 2	VM2104 - Introduction to Food Safety
	PHY2400 - Advanced Physics for Biologists	VM2105 - Introduction to Zoonoses
	BCH2007B - Principles of Organic Chemistry	VM2106 - Freshwater Aquaculture and Aquatic Animal Health

	BMS2803 - Biology of Cells	VM2107 - Intensive Animal Husbandry
	BMS2804 - Veterinary Microbiology	VM3001- Animal Body I
Summer Term	VM 1002 Animal Husbandry Extra-mural Studies	
3	VM3002- Animal Body II	VM3100 - Function and Dysfunction
	VM3003 - Food Safety and Regulation	
	VM3010 - Veterinary Practice Parts I & II: Physical Examination and Clinical Procedures	VM3004 - Evidence Based Veterinary Medicine
Summer Term/ teaching break	VM 1003 Clinical Extra-mural Studies	
4	VM4000 - Host, Agent and Defense	VM4101- Animal Health and Disease: Part I
	VM4001- Clinical Pharmacology/ Toxicology	VM4201 - Aquatic Veterinary Medicine I (Fin Fishes)
	VM4002 - Conservation Medicine	
Summer Term/teaching break	VM 1003 Clinical Extra-mural Studies	
5	VM4102 - Animal Health and Disease: Part II	VM4011- Veterinary Practice Part V: Transition to the Profession
		VM4103- Zoo and Exotic Animal Diseases
		VM4104 - Transboundary Animal Diseases
	VM4010 - Veterinary Practice Parts III & IV: Veterinary Communication, Business and Professional Development	VM4202 - Aquatic Veterinary Medicine II (Invertebrates)
		VM4105 - Clinical Seminars
		VM4301 - Clinical Rotations: Part I

Summer Term/teaching break	VM 1003 Clinical Extra-mural Studies	
6	VM4302 - Clinical Rotations: Part II	VM4303- Clinical Rotations: Part III
	VM4401- Research Project I	VM4402 - Research Project II

Note that some of the activities may be scheduled at night, on weekends or during vacations.

Please visit the Undergraduate Catalog at <http://www.cityu.edu.hk/cityu/prgm/prgm.htm> for course details.

6. Mode of Funding and Tuition Fee

The Bachelor of Veterinary Medicine is currently a non-Government funded self-financed programme. The tuition fee adopts a flat fee structure of HK\$120,000 per annum for both local and non-local students (2018 intake) for students who follow the normal pattern of study according to paragraph 5 hereinabove. On the other hand, a supplementary variable fee structure will apply (i.e. according to the number of credit units taken in each semester/term) for students who are unable to follow the normal study pattern in the following (non-exclusive) special circumstances:

- (1) When approval is granted to students to deviate from the BVM recommended study load in a particular semester, i.e. take less than 21 credit units under the BVM Degree Requirements;
- (2) When students failed a particular course under the BVM Degree Requirements (i.e. failing to achieve grade C or above (a BVM specific programme rule approved by the Senate) and have to repeat the said course; and
- (3) When students choose to undertake additional studies beyond the BVM Degree Requirements (prior approval is required for students to undertake additional studies beyond the maximum semester study load in a given semester (i.e. taking more than 21 credit units per semester)), or by extension of the nominative study period (i.e. more than 6 years).

The following table summarized tuition fee structures under the normal study pattern and under the above 3 special circumstances:

	Normal study pattern	Special circumstances		
		1	2	3
Description	BVM Degree Requirements, i.e. 252 CU, with recommended study load of 21 CU per semester at the first attempt	Approved deviation from recommended study load (21 CU/semester) for fulfilment of BVM Degree Requirements	Repeating a failed course under the BVM Degree Requirements	Taking additional credits beyond BVM Degree Requirements
Tuition (local and non-local students)	HK\$120,000 per annum	HK\$2,860 per credit unit	HK\$4,030 per credit unit	HK\$4,030 per credit unit

7. Attributes of Veterinary Graduates stipulated by the Australasian Veterinary Boards Council Inc.

City University of Hong Kong is engaged in a process with the Australasian Veterinary Boards Council (AVBC) leading towards international accreditation of the Bachelor of Veterinary Medicine. The Programme was granted “Provisional Accreditation” after admission of the first cohort of BVM students in September 2017. The Royal College of Veterinary Surgeons will be engaged in accreditation process under their reciprocal recognition agreement with the AVBC.

Graduates of accredited schools are expected to be eligible to work as veterinarians in the jurisdictions that recognise these particular accrediting authorities. China's Ministry of Agriculture will allow veterinary graduates who are Chinese nationals and are registered in Hong Kong or Macau to sit the Chinese National Veterinary Licensing Examination.

(The following paragraphs are reproduced from the website of the Australasian Veterinary Boards Council Inc.)

ATTRIBUTES RELATING TO KNOWLEDGE AND UNDERSTANDING

Graduates will be able to demonstrate knowledge and understanding of:

- Scientific method at a level adequate to provide a rational basis for present veterinary practice, and to assimilate the advances in knowledge which will occur over their working life;
- The normal structure, function and development of animals, their interactions with their environment and the factors which may disturb these;
- The underlying basis of health and disease in a broad range of species;
- Fundamental clinical skills in a broad range of species;
- The principles of epidemiology, of diseases and zoonoses and their impacts on the environment;
- Public health and food safety;
- Economically and environmentally sustainable animal production systems;
- The veterinary legislative environment.

ATTRIBUTES RELATING TO SKILLS

Graduates will have developed the following skills:

- The ability to acquire information from and about clients and perform and record a clinical examination of their animals and to store and retrieve such information;
- To collect, organise and analyse information in relation to specific problems,

assessing its validity and reaching probabilistic judgements;

- To perform basic diagnostic and therapeutic procedures;
- To work and communicate effectively and empathetically with colleagues and clients through a range of media with compassion, courtesy, respect, honesty and without discrimination;
- An ability to perform effectively in a workplace including an understanding of organisational systems, human and physical resource management, performance indicators, occupational health and safety, knowledge management and quality control;
- Self-management and group leadership.

ATTRIBUTES RELATING TO ATTITUDES AS THEY AFFECT PROFESSIONAL BEHAVIOUR

During their veterinary education, students should acquire the professional standards which are outlined in professional codes of conduct and the following attitudes which are regarded as fundamental to veterinary practice:

- An appreciation of the complexity of ethical issues, the diversity of stakeholder perspectives and the range of cultural values;
- A desire to promote animal welfare;
- An awareness of the need to communicate with clients and to involve them fully in planning and management;
- An ability to recognise when a clinical problem exceeds their capacity to deal with it safely and efficiently and of the need to refer the case for help from others when this occurs;
- A willingness to work effectively in a team with other relevant professionals;
- A recognition that it is not always in the interests of clients to do everything that is technically possible to make a precise diagnosis or attempt to modify the course of a disease;
- Recognition of the critical role of veterinarians in biosecurity and in the management of veterinary issues that have

8. Day One Competences as stipulated by the Royal College of Veterinary Surgeon

City University of Hong Kong aims to train veterinarians that fulfil the Day One Competences as stipulated by the World Organisation for Animal Health and the Royal College of Veterinary Surgeons and adopted by the Australasian Veterinary Boards Council. Graduates of the Bachelor of Veterinary Medicine programme are required to meet the following minimum essential competences stipulated by the Royal College of Veterinary Surgeons.

(The following paragraphs are reproduced from the website of the Royal College of Veterinary Surgeons)

- 8.1 This document sets out the minimum essential competences that the RCVS expects all veterinary students to have met when they graduate, to ensure that they are safe to practise on day one, in whichever area of the profession they start to work.
- 8.2 Competence is a concept that integrates knowledge, skills and attitudes, the application of which enables the professional to perform effectively, including being able to cope with contingencies, change, and the unexpected. The RCVS has adopted as a definition of competence in a job “the ability to perform the roles and tasks required by one’s job to the expected standard”². The standard of competence expected at any given time will “vary with experience and responsibility and take into account the need to keep up to date with changes in practice”. Competence is therefore a relative term, and increasing levels of competence will be expected throughout the professional’s career.
- 8.3 Defined in this way, there is an important difference between ‘competence’ and ‘skills’. An example of a competence would be “perform aseptic surgery correctly”. This may include a number of associated skills such as scrubbing up, excising small tumours and cysts, routine castration, suturing etc, which would be recorded in the student’s experience log as evidence of developing competence. The more generic “competence” requires more than just acquisition of technical skills: it involves applying relevant knowledge, and having the confidence and ability to transfer what has been learnt to a variety of contexts and new unpredictable situations.
- 8.4 ‘Day One Competence’ is the minimum standard required for registration with the RCVS and is the starting point for a variety of roles in the veterinary

² “Developing the Attributes of Medical Professional Judgement and Competence”, Michael Eraut & Benedict du Boulay, University of Sussex, 2000. www.sussex.ac.uk/Users/bend/doh/report.html;

profession. After graduation, ongoing professional development will be needed in whichever field the new graduate decides to enter, and some roles may require postgraduate training and further qualifications (eg. pathology, government regulatory work, specialist clinical practice).

- 8.5 All new graduates in clinical practice should continue their development throughout the Professional Development Phase (PDP) until they reach ‘Year One Competence’. Beyond this, they may wish to take postgraduate certificates, and seek accreditation as an RCVS Advanced Practitioner to demonstrate mastery in their field of interest. Those who want to specialise later in their careers will need to aim for a European Diploma to be accredited as RCVS and European Specialists.
- 8.6 A new graduate who has achieved day one competence should be capable and confident enough to practise veterinary medicine at a primary care level on their own, while knowing when it is appropriate to seek direction from more experienced colleagues. New graduates are likely to need more time to perform some procedures. Support and direction from more senior colleagues should be available. The amount of support and assistance needed by a new graduate should tail off over time, as they continue their development throughout the Professional Development Phase and work towards their ‘year one competence’. The measure for achievement of ‘year one competence’ is that they are “able to perform a range of common clinical procedures, or manage them without close supervision, in a reasonable period of time and with a high probability of a successful outcome³”.
- 8.7 Achievement of day one competence is necessary but not sufficient for a graduate to qualify for registration to practise in the UK. In addition to day one competence, all new graduates will have acquired a range of graduate-level attributes during their university degree course. These attributes include academic and professional capabilities as befits the award of a professional qualification at Masters⁴ level of the national qualifications framework. Benchmarks for this are set in the UK by the Quality Assurance Agency which oversees standards in UK universities.

³ “Guidance on the Professional Development Phase”, RCVS, August 2012

⁴ The Quality Assurance Agency sets the level descriptors and benchmarks for higher education qualifications in the UK. Masters degrees are placed at level 7 in the framework for England, Wales and Northern Ireland, and at level 11 in the framework for Scotland. This equates to the European ‘Bologna’ framework for higher education, where Masters degrees are placed within the ‘second cycle’ of higher education. Details of the framework of levels can be found on the QAA website, www.qaa.ac.uk and at www.qaa.ac.uk/assuringstandardsandquality/qualifications/Pages/default.aspx

8.8 The new veterinary graduate must be fully conversant with and abide by the RCVS Code of Professional Conduct and its associated guidance, covering:

- professional competence
- honesty and integrity
- independence and impartiality
- client confidentiality and trust
- professional accountability.

These principles, and compliance with the professional responsibilities set out in the Code, must underpin all their work as veterinary surgeons. The latest version of the Code and supporting guidance can be found on the RCVS website www.rcvs.org.uk/advice-and-guidance/.

8.9 The day one competences below are set out under the broad headings of:

- General professional skills and attributes expected of newly-qualified veterinary surgeons
- Practical and clinical competences expected of new veterinary surgeons
- Underpinning knowledge and understanding

This last section is an indicator of the extent of knowledge, but of course can never be a fully comprehensive list.

8.10 There are many ways in which these competences can be learnt and assessed, but the RCVS leaves the decisions on the details to universities, subject to periodic accreditation visits. Universities are responsible for developing the day one competence of their students and ensuring that they have met the competences by the time they graduate. They are greatly assisted in this by the practising arm of the veterinary profession, which provides extra-mural work placements so that students can practise applying these competences in the workplace.

8.11 The RCVS has developed an online Student Experience Log (SEL), which includes a list of procedures and skills that students may cover during their degree course, both in intra-mural rotations in university clinics, and also in extra-mural placements⁵. The skills in the SEL are not all day one skills – some may go beyond what might be expected at day one – but the SEL can be used by the student to keep a record of the practical and clinical skills they have covered in order to guide their learning. The SEL can be used by UK universities to judge whether a student has gained a good balance of experience before they graduate.

⁵ The SEL is one component of the RCVS Professional Development Record (PDR). After registering with the RCVS, new graduates progress to the PDP component of the PDR to record their year one competence. The CPD component of the PDR can be used by all members of RCVS to record their ongoing professional development plans and achievements.

General professional skills and attributes expected of newly qualified veterinary surgeons		
	Competence	Guidance
1	Be fully conversant with, and follow the RCVS Code of Professional Conduct	See www.rcvs.org.uk/vetcode .
2	Understand the ethical and legal responsibilities of the veterinary surgeon in relation to patients, clients, society and the environment.	<i>To abide by the principles in the Code of Professional Conduct, veterinary surgeons need to be able to make professional judgements based on sound principles. They must be able to think through the dilemmas they face when presented with conflicting priorities and be prepared to justify the decisions they make. As well as decisions relating to individual patients, animal groups, populations of animals and clients, veterinary surgeons must take account of the possible impact of their actions beyond the immediate workplace, eg, on public health, the environment and society more generally.</i>
3	Demonstrate knowledge of the organisation, management and legislation related to a veterinary business.	<i>This includes:</i> <ul style="list-style-type: none"> • <i>knowing one's own and the employer's responsibilities in relation to employment, financial and health and safety legislation, the position relating to non-veterinary staff, and professional and public liability</i> • <i>awareness of how fees are calculated, of income, overheads and other expenditure involved in running a veterinary business</i> • <i>ability to work with various information systems to effectively communicate, share, collect, manipulate and analyse information</i> • <i>importance of complying with professional standards, protocols & policies of the business</i> • <i>knowledge of legislation affecting veterinary businesses, such as the disposal of clinical waste and safety of medicines.</i>

4	Promote, monitor and maintain health and safety in the veterinary setting; demonstrate knowledge of systems of quality assurance; apply principles of risk management to their practice.	<i>This includes knowledge and explanation of the procedure for reporting adverse incidents and the procedures for avoiding them. It also includes following safe practices relating to the dangers in the workplace.</i>
5	Communicate effectively with clients, the public, professional colleagues and responsible authorities, using language appropriate to the audience concerned.	<i>Effective communication includes effective listening and responding appropriately, both verbally and non-verbally, depending on the context.</i>
6	Prepare accurate clinical and client records, and case reports when necessary, in a form satisfactory to colleagues and understandable by the public.	<i>Patient records should be clear enough that they can be referred to by others and (if written by hand) legible, avoiding idiosyncratic abbreviations or jargon, so the case can be taken over by another professional for ongoing treatment if necessary.</i>
7	Work effectively as a member of a multi-disciplinary team in the delivery of services.	<i>The team may include veterinary nurses, practice managers, technicians, farriers, nutritionists, physiotherapists, veterinary specialists, meat hygiene inspectors, animal handlers and others. The veterinary surgeon should be familiar with and respect the roles played by others in the team and be prepared to provide effective leadership when appropriate.</i>
8	Understand the economic and emotional context in which the veterinary surgeon operates.	<i>Veterinary surgeons need to be resilient and confident in their own professional judgements to withstand the stresses and conflicting demands they may face in the workplace. They should know how to recognise the signs of stress and how to seek support to mitigate the psychological stress on themselves and others.</i>
9	Be able to review and evaluate literature and presentations critically.	<i>New graduates must be able to appreciate the difference in value to be attached to different sorts of literature and evidence, for example, recognising commercial and other forms of bias.</i>

10	Understand and apply principles of clinical governance, and practise evidence-based veterinary medicine.	<i>More guidance on clinical governance is included in the supporting guidance to the Code of Professional Conduct. It includes critically analysing the best available evidence for procedures used, reflecting on performance and critical events and learning from the outcome to make changes to one's practice.</i>
11	Use their professional capabilities to contribute to the advancement of veterinary knowledge, in order to improve the quality of animal care and public health.	<i>The veterinary surgeon must think beyond the immediate case in hand, and take up opportunities to contribute to the processes of continuous improvement. This may include clinical audit, case discussions, research and adding to the evidence base for others to draw on in the future.</i>
12	Demonstrate ability to cope with incomplete information, deal with contingencies, and adapt to change.	<i>Veterinary surgeons must be able to manage cases and make decisions where there is incomplete or unclear data. It is not always possible to run a full set of tests or range of diagnostic procedures which may preclude the investigation of the 'perfect' case. They need to be able to adapt their approach to fit changing circumstances, know how to cope appropriately with contingencies and the unexpected, and identify appropriate options for further diagnosis, treatment and/or referral, should a case require it.</i>
13	Demonstrate that they recognise personal and professional limits, and know how to seek professional advice, assistance and support when necessary.	<i>Veterinary surgeons undertaking procedures on patients must at all stages in their careers be competent in their performance, or be under the close supervision of those so competent until such time as they can act alone.</i>

14	Demonstrate a commitment to learning and professional development, both personal and as a member of a profession actively engaged in work-based learning. This includes recording and reflecting on professional experience and taking measures to improve performance and competence.	<i>It is a requirement of the RCVS Code of Professional Conduct that veterinary surgeons must maintain and develop their knowledge and skills relevant to their professional practice and competence. New graduates must be prepared to take part in the RCVS Professional Development Phase (PDP) and be ready on graduation to make the transition to being an independent learner responsible for their own professional improvement and development. This includes being able to reflect, learn, and share information gained with others.</i>
15	Take part in self-audit and peer-group review processes in order to improve performance.	<i>Veterinary surgeons must regularly review how they are performing in their day to day professional work, and play an active part in performance appraisal. New graduates in clinical practice must take part in the RCVS Professional Development Phase and keep a record of their continuing progress until they have met the year one competence level.</i>

Practical and clinical competences expected of new veterinary surgeons		
	Competence	Guidance
16	Obtain an accurate and relevant history of the individual animal or animal group, and its/their environment	
17	Handle and restrain animal patients safely and humanely, and instruct others in helping the veterinary surgeon perform these techniques.	<i>Safety applies not only to the animal, but also to others nearby. The new veterinary surgeon should be able to make a rapid risk assessment of all procedures as duties are performed, as dangers may appear in situations that initially appear to be safe. They should be prepared to take a range of measures including adaptation, seeking assistance or retreating from the task until safety measures can be put in place.</i>

18	Perform a complete clinical examination	<i>A complete clinical examination is not always required or appropriate in practice. Whilst the new veterinary surgeon should be able to perform a complete examination, they should know when it is appropriate to adapt their examination to the circumstances.</i>
19	Develop appropriate treatment plans and administer treatment in the interests of the patients and with regard to the resources available.	<i>This includes being able to tailor a treatment plan when there may be financial or other constraints, whilst prioritising the welfare of the patient(s), whether for an individual animal or the group.</i>
20	Attend all species in an emergency and perform first aid.	<i>The new graduate must be able to perform basic first aid, and know when and how to call for assistance from others if called to deal with an animal outside their immediate area of competence or where there are potential risks to health and safety. This involves being able to make a rapid risk assessment of the situation and taking appropriate action to protect the health and safety of themselves and those around them.</i>
21	Assess the physical condition, welfare and nutritional status of an animal or group of animals and advise the client on principles of husbandry and feeding.	<i>This applies to commonly presented cases and would not be expected to include advanced advice for complex cases.</i>
22	Collect, preserve and transport samples, select appropriate diagnostic tests, interpret and understand the limitations of the test results.	<i>New graduates are expected to have a working knowledge of relevant tests for the condition under investigation. They should seek assistance to interpret results when appropriate.</i>
23	Communicate clearly and collaborate with referral and diagnostic services, including providing an appropriate history.	
24	Understand the contribution that imaging and other diagnostic techniques can make in achieving a diagnosis. Use basic imaging	<i>This competence includes taking images of diagnostically-useful quality, as well as the safe use of the equipment (eg ionising radiation regulations) in accordance with best practice ('ALARA' principle –</i>

	equipment and carry out an examination effectively as appropriate to the case, in accordance with good health and safety practice and current regulations.	<i>as low as reasonably achievable). ‘Basic’ equipment includes, for example, x-ray, ultrasound and endoscopes, but a new graduate would not be expected to perform an MRI or CT scan. New graduates should be able to interpret common findings and know when to refer or seek more experienced interpretation if appropriate.</i>
25	Recognise suspicious signs of possible notifiable, reportable and zoonotic diseases and take appropriate action, including notifying the relevant authorities.	<i>This involves identifying the clinical signs, clinical course, transmission potential (including vectors) of pathogens associated with common zoonotic and food-borne diseases and transboundary animal diseases.</i>
26	Apply the RCVS Twelve Principles of Certification.	<i>The Principles of Certification are described in the supporting guidance to the Code of Professional Conduct, available on the RCVS website. New graduates must be familiar with the Principles and follow the RCVS supporting guidance.</i>
27	Access the appropriate sources of data on licensed medicines.	
28	Prescribe and dispense medicines correctly and responsibly in accordance with legislation and latest guidance.	<i>New graduates must understand the requirements of the Cascade in prescribing. In particular, when prescribing or using antimicrobial agents, care must be taken to minimise the risk of antimicrobial resistance.</i>
29	Report suspected adverse reactions.	<i>The veterinary surgeon should follow the Veterinary Medicines Directorate procedures for reporting.</i>
30	Apply principles of bio-security correctly, including sterilisation of equipment and disinfection of clothing.	<i>This applies to all areas of veterinary practice. All veterinary surgeons must maintain high standards of biosecurity at all times in order to minimise the risk of contamination, cross-infection and accumulation of pathogens in the veterinary premises and in the field.</i>
31	Perform aseptic surgery correctly.	<i>The new graduate must appreciate the requirement for asepsis during procedures, and be able to perform simple, elective surgeries within the limitations of their experience, in an aseptic fashion.</i>

32	Safely perform sedation, and general and regional anaesthesia; implement chemical methods of restraint.	
33	Assess and manage pain.	<i>The new graduate should be able to score and evaluate pain.</i>
34	Recognise when euthanasia is appropriate and perform it humanely, using an appropriate method, whilst showing sensitivity to the feelings of owners and others, with due regard to the safety of those present; advise on disposal of the carcase.	
35	Perform a systematic gross post-mortem examination, record observations, sample tissues, store and transport them.	<i>The new graduate should be aware of the limitations of such investigations, and the potential for conflict of interest where the veterinary surgeon has previously been involved with the case. It is important that they are able to differentiate between normal and abnormal, and that good quality records and samples are taken for further investigation by a pathologist if necessary.</i>
36	Perform ante-mortem inspection of animals destined for the food-chain, including paying attention to welfare aspects; correctly identify conditions affecting the quality and safety of products of animal origin, to exclude those animals whose condition means their products are unsuitable for the food-chain.	<i>Not all graduates will work in food-animal practice, but the ability to undertake a health and welfare assessment is an important competence, and is required of all new graduates to comply with European and OIE international recognition requirements. Further postgraduate training will be needed before the new graduate can take up official veterinarian duties.</i>

37	Advise on, and implement, preventative programmes appropriate to the species and in line with accepted animal health, welfare and public health standards.	<i>New graduates will need to be able to assess health and welfare records (and production records where appropriate) and implement health plans. This does not only apply to production animals but is important for any kept animals, particularly those kept in groups.</i>
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Underpinning knowledge and understanding	
<p>In order to be able to undertake their professional duties effectively, new veterinary graduates will need a breadth of underpinning knowledge and understanding of the biological, animal and social sciences and laws related to the animal industries. This will include, but is not restricted to, the following:</p>	
<ul style="list-style-type: none"> • Understanding of, and competence in, the logical approaches to both scientific and clinical reasoning, the distinction between the two, and the strengths and limitations of each. • Research methods and the contribution of basic and applied research to veterinary science. • The structure, function and behaviour of animals and their physiological and welfare needs, including healthy domestic animals, captive wildlife and laboratory-housed animals. • A knowledge of the businesses related to animal breeding, production and keeping. • The aetiology, pathogenesis, clinical signs, diagnosis and treatment of the common diseases and disorders that occur in the common domestic species in the UK. • Awareness of other diseases of international importance that pose a risk to national and international biosecurity. • Legislation relating to animal care and welfare, animal movement, and notifiable and reportable diseases. • Medicines legislation and guidelines on responsible use of medicines, including responsible use of antimicrobials and anthelmintics. • The principles of disease prevention and the promotion of health and welfare. • Veterinary public health issues, including epidemiology, transboundary epizootic diseases, zoonotic and food-borne diseases, emerging and re-emerging diseases, food hygiene and technology. • Principles of effective interpersonal interaction, including communication, leadership, management and team working. • The ethical framework within which veterinary surgeons should work, including important ethical theories that inform decision-making in professional and animal welfare-related ethics. 	

9. Mentorship

Veterinary studies are challenging but a characteristic of veterinary programmes, particularly those with small enrolments, is the mutual support amongst the students that arises in such a close-knit group of academically-able people who are all striving towards the same goal and all facing the same challenges. Another characteristic of veterinary programmes is the level of ‘unofficial’ support that is available from staff generally, and you can feel free to approach any staff member with whom you feel comfortable about any matter, academic or personal, that is of concern to you.

In addition to such casual support, a formal mentorship scheme is in place with the mentors being veterinary-qualified academic staff who were themselves faced with those same challenges in the past. You will be allocated to a formal mentorship group which will meet as a group once each semester. The mentorship group will be a forum for discussion of any matters of concern to the members of the group and can also act as a conduit for those concerns to be passed on to the management team. Individual meetings may also be arranged as the need arises.

Mentors *per se* do not have any authority but if there is some particular question of an academic or administrative nature they will be able to refer you on to someone who knows how to get the answer.

Staff are ethically-bound to maintain your confidence about any matter of a personal nature.

10. Vaccination Requirements

10.1 Influenza

Annual influenza vaccination for personal protection is **compulsory** for all veterinary students as it is a condition of access to farms in Hong Kong. The condition has been imposed because of the history of avian influenza outbreaks in Hong Kong, the potential for humans to transmit the virus between farms, and the risk of human infection by avian influenza virus. All veterinary students are eligible for annual influenza vaccination free-of-charge at the Young Chung Yee Health Centre.

10.2 Tetanus

Current tetanus vaccination (*i.e.* a booster within the past 10 years) for personal protection is **compulsory** for all veterinary students because it is a condition of access to farms in Hong Kong. Veterinary students in the course of their clinical training are at increased risk of exposure to bacteria (*Clostridium tetani*) that enter the body through cuts and wounds. Tetanus is an acute, often-fatal disease caused by a toxin produced by the bacterium growing anaerobically at an injury site. Penetrating wounds containing foreign bodies, wounds associated with soil, dirt or manure, and burns are the greatest risk, but tetanus can follow trivial, even unnoticed wounds. Tetanus vaccination was usually received during childhood (e.g. via the Hong Kong Childhood Immunisation Programme), and must be followed by booster doses every 10 years. All veterinary students are eligible for Tetanus vaccinations (including booster dose) free-of-charge at the Young Chung Yee Health Centre.

10.3 Rabies

Prophylactic (pre-exposure) immunization against rabies is **strongly recommended** for all veterinary students. Although there is no known risk of exposure to rabies in Hong Kong at present, rabies is endemic in parts of southern China. City University of Hong Kong strongly recommends that students be vaccinated either prior to enrollment or through the Young Chung Yee Health Centre. The cost of vaccination at the Young Chung Yee Health Centre will be fully subsidized by the University. On the other hand, if you have prior rabies vaccinations, you shall bring documentation with you to determine your status and current needs. The on-going efficacy of prior rabies vaccination should be checked on a routine and continuous basis with a doctor. Vaccination following exposure to rabies-positive animals ('post-exposure vaccination') or booster dose will also be provided free-of-charge to veterinary students if necessary medically.

11. Academic Regulations

The Academic Regulations of the University (the “Regulations”) are available at the website of the Academic Regulations and Record Office at www.cityu.edu.hk/arro. The Regulations are made by the University Senate to govern student progress leading to undergraduate degree awards approved by the University Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students.

The Regulations are supplemented by information on administrative procedures and about particular degrees to be found on the University website.

Only the University Senate can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by Senate for a particular degree is set out in the requirements for the degree on the University website. The following highlighted the major variations from the Regulations in respect of the BVM specific degree requirements:

11.1 Degree Requirements (paragraph 4.1 of the Regulations refer)

The minimum graduation requirement for the normative 6-year BVM degree is 252 credit units. Students may take additional courses exceeding the minimum graduation requirement, but the maximum number of credit units completed should not exceed 273.

11.2 Maximum and Minimum Study Load (Paragraph 10 of the Regulations refer)

Under normal circumstance, full-time BVM students must register for courses summing to a total of at least 21 credit units in each semester.

11.3 Assessment (Paragraph 14.2 of the Regulations refer)

To progress and graduate, BVM students are required to obtain at least a grade of C in all courses required for graduation, and will be required to retake a course if the grade attained is F for courses offered by the College. For course offered by other servicing units to fulfill Gateway Education requirement, students are required to repeat a course if the grade attained is either C-, D or F. The following table summarizes the grading of courses offered by the College of Veterinary Medicine and Life Sciences:

Grade	Grade Point	Grade definition	
A+	4.3	Excellent	The qualifiers, such as “Excellent”, “Good”, “Fair” etc., define student performance with respect to the
A	4.0		

A-	3.7		achievement of course intended learning outcomes (CILOs).
B+	3.3	Good	
B	3.0		
B-	2.7		
C+	2.3	Fair	
C	2.0		
F	0.0	Failure	
P		Pass	

12. Rules on Academic Honesty

- 12.1 The Rules on Academic Honesty are approved by the Senate to regulate Student academic honesty matters and adjudicate Student academic dishonesty cases. The Academic Conduct Committee under the Academic Policy Committee will determine and keep under review the Rules on Academic Honesty. Academic honesty with respect to faculty members is not covered by this set of Rules.
- 12.2 Academic honesty is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of other's work, and honestly report findings obtained. As part of the University's efforts to educate Students about academic honesty, all Students are required to complete the Online Tutorial and Quiz on Academic Honesty, and make a Declaration on their understanding of academic honesty.
- 12.3 Academic dishonesty is regarded as a serious academic offence in the University. Any related offence may lead to disciplinary action with a penalty including without limitation, expulsion from the University, debarment from re-admission, deprivation of an academic award already conferred or revocation of a certification granted.
- 12.4 Academic dishonesty includes but is not restricted to the following behaviors:
- 12.4.1 Plagiarism, e.g., the failure to properly acknowledge the use of another person's work or submission for assessment material that is not the Student's own work;
 - 12.4.2 Misrepresentation of a piece of group work as the Student's own individual work;
 - 12.4.3 Collusion, i.e., allowing another person to gain advantage by copying one's work;
 - 12.4.4 Unauthorized access to an examination/test paper;
 - 12.4.5 Use of unauthorized material in assessment;
 - 12.4.6 Unauthorized communication during assessment;
 - 12.4.7 Possession/use of fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means;
 - 12.4.8 Impersonating another Student at a test or an examination or allowing oneself to be impersonated.
- 12.5 Students must comply with regulations promulgated by the University and the academic units in examinations and coursework.
- 12.6 All Students, faculty and staff have the responsibility to report academic dishonesty

cases as they will compromise the quality of education and depreciate the genuine achievements of others. Course leaders are required to report any suspected incidents of academic dishonesty in the course, if supported by clear evidence, to the Head/Dean of the course-offering academic unit.

12.7 Handling Procedures and Penalties

12.7.1 For academic dishonesty occurring during examinations, the Chief Invigilator will report the case to the Academic Regulations and Records Office/Chow Yei Ching School of Graduate Studies by using the appropriate form. The concerned office will refer the case to the Head/Dean of the relevant course-offering academic unit for investigation. For other cases of academic dishonesty (including without limitation, those involving thesis/dissertation/take-home examination/assignment/project or other forms of assessment), the Head/Dean of the course-offering academic unit, when alerted that there may be an alleged case of academic dishonesty, shall investigate the case. During the investigation, the Head/Dean of the course-offering academic unit will gather all related evidence, notify and interview the concerned Student, and/or seek written statements from witnesses and/or the Student to collect more information as he/she deems necessary.

12.7.1.1 Should the Head/Dean of the course-offering academic unit determine against the Student, the course-offering academic unit shall submit a detailed investigation report to the College/School Academic Conduct Committee describing the case details, evidence and nature of suspected academic dishonesty, the suggested penalty to be imposed on the Student, and justification for the suggested penalty to help the Committee make a decision. Otherwise, the case will be dismissed and a brief report sent to the College/School office for record. The Student's home academic unit will be informed of the suspected case by the College/School Academic Conduct Committee when it has received a referral and the detailed investigation report from the Head/Dean of the course-offering academic unit for consideration.

12.7.1.2 Upon receiving a referral together with the investigation report under 12.7.1.1 above, the College/School Academic Conduct Committee shall consider the case and decide whether to conduct further investigation, or support the allegation and approve the penalty suggested by the course-offering academic unit or not. When considering penalty to be imposed on the Student, the College/School Academic Conduct Committee will also take into account any record

of previous misconduct by the Student including any penalty previously incurred. The Secretary to the College/School Academic Conduct Committee will write to the Student concerned informing him/her of the decision within ten working days from being informed of the suspected academic dishonesty case.

- 12.7.1.3 If the College/School Academic Conduct Committee decides to further investigate the case, the Student will be required to submit his/her written explanation within five working days from receipt of notification from the College/School Academic Conduct Committee. A meeting to interview the Student and consider the case will be held within fifteen working days from the expiration of the time limit for the Student to submit his/her written explanation. The terms of reference and membership of the College/School Academic Conduct Committee are given in

http://www.cityu.edu.hk/provost/academic_honesty/college_school_academic_conduct_committee.htm

During the interview, the Student concerned may be accompanied by a member of the University (staff/Student) who is not involved in the case, provided that the College/School Academic Conduct Committee is informed of the companion's name at least three working days before the meeting.

- 12.7.1.4 The College/School Academic Conduct Committee will regulate its own proceedings in the consideration of the case and may call before it such persons as it deems necessary.
- 12.7.1.5 The Student concerned may admit to the charge, or any part of it, at any stage of the investigation/proceedings.
- 12.7.1.6 If the Student concerned does not appear at the meeting, the College/School Academic Conduct Committee will consider the allegation in the absence of the Student
- 12.7.1.7 If the charge of academic dishonesty is substantiated, the College/School Academic Conduct Committee shall impose penalties taking into account the following:

(a) First offence	<ul style="list-style-type: none"> i. A written warning; and ii. A zero mark for the concerned component of the course, or a lower grade for the concerned course
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(b) Second or further offence	i. A written warning; and ii. An F grade for the concerned course
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12.7.1.8 The College/School Academic Conduct Committee may also impose any of the following penalties (and may impose more than one penalty at the same time) with the endorsement of the Associate Provost (Academic Planning and Undergraduate Education) for cases involving undergraduate Students, or that of the Dean of Graduate Studies for cases involving postgraduate Students, before informing the Student of the penalties. The College/School Academic Conduct Committee shall also seek approval from the Senate in order to impose the penalty listed in v. below

- i. withholding the concerned Student’s eligibility for a scholarship, prize, financial award, the Dean’s List, or representing the University in external activities such as exchange programme or internship for a specified period of time;
- ii. suspension of studies for a specified period of time;
- iii. withholding an academic award for a specified period of time;
- iv. expulsion from the University together with a specified period of time that the Student may not be re-admitted to any programme of studies;
- v. the deprivation of an academic award already conferred, or revocation of a certification granted.
- vi. any other penalties suggested by the College/School Academic Conduct Committee which are not covered under 12.7.1.7 and 12.7.1.8.

12.7.1.9 For currently enrolled Students, the College/School Academic Conduct Committee may also advise them to seek counsel from a counsellor in the Student Development Services.

12.7.1.10 For cases which warrant further investigation by the College/School Academic Conduct Committee, the Student will be informed of the decision of the College/School Academic Conduct Committee in writing within ten working days from the conclusion of the meeting of the College/School Academic Conduct Committee.

12.7.1.11 All substantiated cases considered by the College/School Academic Conduct Committee leading to changes to a Student's academic record or enrolment status will be reported to the Academic Regulations and Records Office (for undergraduate and sub-degree Students) or Chow Yei Ching School of Graduate Studies (for postgraduate Students) for updating the Student's records. The student's home academic unit will be informed of the decision by the College/School Academic Conduct Committee.

12.7.1.12 The College/School office will keep a full set of records on academic dishonesty cases within the College/School and report to the Academic Conduct Committee on an annual basis.

12.8 Appeal Procedures

12.8.1 Student may appeal against the decision of the College/School Academic Conduct Committee by writing to the Chair of the Academic Conduct Committee via the Office of the Provost within ten working days from being informed of the decision made by the relevant authority.

12.8.2 The appeal will only be entertained if it relates to any of the following:

12.8.2.1 fresh evidence which for good reason had not been presented previously to the College/School Academic Conduct Committee; or

12.8.2.2 a material irregularity of proceedings in the consideration of the matter by the College/School Academic Conduct Committee; or

12.8.2.3 the penalty applied was unreasonable or excessive in light of new evidence presented to the College/School Academic Conduct Committee, the findings of fact, or the circumstances of the Student.

12.8.3 If the Chair decides that the appeal does not relate to any of the matters stated in 12.8.2 above, he/she will dismiss the appeal and the original decision will stand. If the Chair decides that the appeal appears to relate to any of the matters stated in 12.8.2 above, he/she will convene a meeting of an Academic Conduct Appeals Panel to consider the appeal and inform the Student's home academic unit of the appeal. The terms of reference and constitution of the Academic Conduct Committee and the Academic Conduct Appeals Panel are in http://www.cityu.edu.hk/provost/academic_honesty/academic_conduct_committee.htm and http://www.cityu.edu.hk/provost/academic_honesty/academic_conduct_appeals_panel.htm respectively.

- 12.8.4 The Academic Conduct Appeals Panel may, at its sole and absolute discretion, uphold the original decision, quash the original decision, change the penalty to be imposed or impose additional penalty. A decision on an appeal will normally be made within twenty-two working days from the date of receipt of the appeal under 12.8.1 above and the decision of the Academic Conduct Appeals Panel on the appeal is final. The Student's home academic unit will be informed of the decision on the appeal.
- 12.8.5 The Office of the Provost will keep a written confidential record of the proceedings of all cases of appeal and report to the Academic Conduct Committee on an annual basis.

Note 1: "Student"* includes, unless otherwise specified, (a) an undergraduate (including Associate Degree), taught postgraduate, research postgraduate, or professional doctorate student of the University, and (b) currently or previously enrolled students and students already graduated from the University.

Note 2: "Working days" refers to Mondays to Fridays, excluding Saturdays, Sundays and public holidays and excluding, for the avoidance of doubt, a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued or hoisted by the Hong Kong Observatory.

Note 3: The timeline requirements set out in the Rules shall be followed as far as practicable. In case deviation from the timeline requirements is necessary given the special circumstances (e.g. cases involving previously enrolled students or students already graduated from the University), approval from the Chair of the Academic Conduct Committee shall be sought and determined on case-by-case basis.

Note 4: "Home academic unit" is the academic department/college/school offering the degree or home major in which a student is/was enrolled. "Course-offering academic unit" is the academic department/college/school offering the course and/or holding the responsibility of assessment associated with the academic dishonesty.

* Students (includes currently or previously enrolled students and those already graduated) of the Community College of City University and the School of Continuing and Professional Education are not covered by the Rules.

13. Code of Student Conduct and Disciplinary Procedures

Purpose/Scope

- 13.1.1 The purpose of this Code is to set out the University's expectations of all Students (as defined in <http://www.cityu.edu.hk/vpsa/studentlan/cscdp/definitions.htm>) with regard to their personal conduct, behaviour and etiquette, and to provide a procedure/process to handle all allegations of Misconduct (as defined in Clause 4 below) against a Student that is not expressly governed by any specific or separate Rules & Regulation.
- 13.1.2 This Code applies to any activity undertaken by a Student, whether on or off University premises, where that activity has or may have harmed either staff or Students of the University, or may have damaged the University's reputation or good standing.
- 13.1.3 It is however not possible or feasible to specify and cover every circumstance and situation in this Code. If a circumstance or situation arises which is not expressly covered in this Code, all Students must apply the principles of this Code and not act in conflict with this Code.
- 13.1.4 The University expects all Students to behave and conduct themselves in a way that does not hinder or damage its operation and/or reputation. It is recognized that the majority of Students behave in a responsible manner. Occasionally however, a small minority of Students may behave in ways that may cause harm or disrepute to the University, its staff, other Students or the public. In such cases, the University has a responsibility to take appropriate action to protect other members of the University community, and its reputation.
- 13.1.5 Acts of academic dishonesty, i.e. those which gain for a Student an unfair advantage in any University assessment, are dealt with separately under the Rules on Academic Honesty. A case concerning sexual harassment in which the respondent is a Student of the University will be dealt with in accordance with the University's Sexual Harassment Policy and Procedures (including but not limited to the time limit specified under the Sexual Harassment Policy and Procedures) and the case may, after investigation, be referred under the Sexual Harassment Policy and Procedures for investigation and/or disciplinary action under the Code.
- 13.1.6 The timescale below set out the time limits for raising an allegation:
- 13.1.6.1 subject to Clauses 13.1.6.4 and 13.1.6.5, in the case of an allegation being made by a current Student, the allegation must be made within a reasonable time of the incident giving rise to the allegation and, in

- any event, no later than three months after the incident;
- 13.1.6.2 subject to Clauses 13.1.6.4 and 13.1.6.5, in the case of an allegation being made by a previously enrolled Student, the incident giving rise to such allegation must have occurred while that Student was enrolled and the allegation must be made no later than three months after the incident;
- 13.1.6.3 subject to Clauses 13.1.6.4 and 13.1.6.5, any allegation made three months after the incident giving rise to the allegation will not be entertained;
- 13.1.6.4 for a case of sexual harassment being handled under the University's Sexual Harassment Policy and Procedures in which the respondent is a Student of the University, the time limit in Clause 13.1.6.1 to 13.1.6.3 does not apply, and for the avoidance of doubt, the Vice-President (Student Affairs), Student Discipline Committee, Student Discipline Panel or Student Discipline Appeal Panel (as the case may be) shall have jurisdiction to deal with such a case notwithstanding the expiry of the time limit in Clause 13.1.6.1 to 13.1.6.3 provided that the sexual harassment case is being referred under the University's Sexual Harassment Policy and Procedures for investigation and/or disciplinary action under the Code;
- 13.1.6.5 for a case of alleged Misconduct:
- (i) which has been investigated by a law enforcement agency, statutory or professional body and for which the findings and/or decision of such law enforcement agency, statutory or professional body is available; or
 - (ii) where a judgment or decision of a tribunal or a court on the alleged Misconduct is available
- the time limit in Clause 13.1.6.1 to 13.1.6.3 does not apply, and for the avoidance of doubt, the Vice-President (Student Affairs), Student Discipline Committee, Student Discipline Panel or Student Discipline Appeal Panel (as the case may be) shall have jurisdiction to deal with such a case notwithstanding the expiry of the time limit in Clause 13.1.6.1 to 13.1.6.3.
- 13.1.7 Whilst each party referred to in these procedures is expected to take all reasonable steps to comply with the time limits specified in this document, a failure on the part of the relevant authorities of the University to comply with one or more time limits (unless a material and culpable failure) will not in itself amount to the procedures being void or voidable.

13.2 Obligations/Expectations

- 13.2.1 All Students have an obligation to inform themselves of the Rules & Regulations affecting them. For the avoidance of doubt, this Code forms part of the Rules & Regulations which each Student has, by accepting a place to study at the University and signing/making the Declaration upon Enrolment on admission to the University, undertaken to fully observe.
- 13.2.2 The overarching obligation of all Students is to act in the best interests of the University community at all times.
- 13.2.3 All Students are expected to:
- 13.2.3.1 act and conduct themselves honestly and in accordance with the overarching obligation set out above and all the Rules & Regulations;
 - 13.2.3.2 act in accordance and comply with the law;
 - 13.2.3.3 act with regard to the health and safety of others;
 - 13.2.3.4 act with regard to the University's good reputation and to ensure that their actions or inactions as a Student do not harm, or bring into disrepute, the University's reputation or good standing;
 - 13.2.3.5 respect the dignity and rights of others, including but not limited to privacy/personal data rights, irrespective of their background, ethnic origin or race and national origin, sex and gender identity, sexual orientation, abilities and disabilities, age, religion and family status;
 - 13.2.3.6 comply with the terms and conditions of use of all university facilities whenever distributing, placing or causing to be placed any postings or publications;
 - 13.2.3.7 not behave in any way which impairs the reasonable freedom of other persons to pursue their studies, work or research or to participate in the life of the University;
 - 13.2.3.8 not engage or otherwise participate, whether alone or acting in concert with others, in any form of Misconduct.
- 13.2.4 If a Student breaches any terms or provisions of this Code, the University may take disciplinary action in accordance with the procedure set out herein, which may include provisions for immediate Suspension or restriction of a Student from the University in urgent circumstances.

13.3 Authority/Responsibilities

- 13.3.1 The authority to take action under this Code is derived from and consistent with the University's Ordinance. The President has overall responsibility for maintaining Student discipline. The Academic Policy Committee has delegated to the Chair of the Student Discipline Committee ("SDC") the responsibility for

providing advice on the interpretation of the disciplinary procedure and for reporting to the Academic Policy Committee on its operation. The Deans of Colleges and Schools, the Dean of Students, heads or nominees of academic departments and academic support units (including, but not limited to, Director of Student Residence Office, Director of Student Development Services, the Librarian, Director of Computing Services Centre, Director of Finance, Director of Campus Development and Facilities and Residence Masters of halls of residence) have been given particular responsibilities under this Code, and are referred to hereafter collectively as "authorized officers" and individually as "authorized officer". In addition all staff have a responsibility to assist with the effective operation of this Code.

- 13.3.2 All correspondence and notifications to a Student will be sent to the Student by email, to the Student's University allocated email account. If the Student is no longer enrolled, it will be sent by registered mail to the Student's last known mailing address or private email address.
- 13.3.3 Nothing in this Code precludes the University from instituting civil or criminal proceedings against a Student in respect of Misconduct.
- 13.3.4 Definitions of respective terms adopted/addressed in this Code could be found in <http://www.cityu.edu.hk/vpsa/studentlan/cscdp/definitions.htm>

13.4 Misconduct

- 13.4.1 For the purpose of this Code, the following acts, behaviours and/or conduct are considered and are deemed to constitute improper/inappropriate behaviour amounting to Misconduct:
 - 13.4.1.1 obstruction or disruption of any academic activity or of the management, administration or operation of the University;
 - 13.4.1.2 theft or any other criminal offence committed on the University premises, misappropriation of University funds or assets, misuse or falsification of any records or data or documents belonging to or in the possession of the University, its staff, Students or visitors;
 - 13.4.1.3 any deliberate, reckless, negligent or careless act which causes, or is likely to cause, loss, damage or injury, or puts others at risk or which threatens the safety of the University premises or its occupants;
 - 13.4.1.4 damage to, defacement or wrongful treatment of, the property of the University, its staff, Students or visitors;
 - 13.4.1.5 assault (including sexual assault);
 - 13.4.1.6 sexual, racial or other harassment, or behaviour which causes fear or distress to others; threatening, abusive, disorderly or unreasonable

- behaviour;
- 13.4.1.7 failure to comply with any ruling made as a result of disciplinary proceedings;
 - 13.4.1.8 failure to behave in accordance with the provisions of any professional code of conduct or equivalent which may be applicable to the Students concerned, e.g. during internships or other work-based learning activity;
 - 13.4.1.9 victimisation (including any unfair treatment, retaliation or punishment) of a person;
 - 13.4.1.10 failure to respect or honour any decisions, findings, recommendations and/or reports made under any applicable Rules & Regulations including this Code;
 - 13.4.1.11 breach of any Rules & Regulations including the regulations for the use of the library and computing facilities, whether in the University or accessed through the University and the regulations under the CityU Campus Display Policy, Student Complaints Procedure, the regulations for Student residences, hall rules, and regulations about common facilities and services in halls of residence;
 - 13.4.1.12 breach or contravention of any applicable laws including those governing and/or regulating the use, storage and security of personal data under the Personal Data (Privacy) Ordinance, Cap. 486 of the laws of Hong Kong SAR ("the Privacy Ordinance");
 - 13.4.1.13 failure to act and conduct themselves in accordance with any one or more of the obligations/expectations set out in Clause 12.2 above;
 - 13.4.1.14 any act which the President or any of the authorized officers listed in Clause 13.3.1 above has reason to believe is a breach of good discipline of the University;
 - 13.4.1.15 for the avoidance of doubt, any students:
 - (a) who aid, abet, counsel or procure the contravention by another person of; or
 - (b) who conspire or attempt to commit a breach of any terms or provisions of this Code shall be considered as a violation of such terms or provisions of this Code to the same extent;
 - 13.4.1.16 provide false information to the University during investigation.

13.5 Procedure - all cases

- 13.5.1 Alleged Misconduct should be reported, in the first instance to the relevant authorized officer, as defined in Clause 13.3.1 above. The Chair of the SDC will

adjudicate on who should take up the case where there is grey area.

- 13.5.2 Upon receipt of any reported allegation of Misconduct, the authorized officer will first decide whether it is a minor or major case. He/she may seek the advice of the Chair of the SDC in making this judgment. Repeated instances of minor offences will be considered as a major offence. Minor cases will be handled and dealt with by the authorized officer. Major cases will be referred to the Secretary of the SDC for consideration by a Student Discipline Panel (“SDP”).
- 13.5.3 In all cases, Students accused of Misconduct must be informed of the details of the allegations against them, and given an opportunity to defend themselves. They may present written or oral evidence, and may call witnesses to give evidence on their behalf.
- 13.5.4 The standard of proof used by the authorized officer or the SDP or the Student Discipline Appeals Panel (“SDAP”) (as the case may be) in determining Misconduct should be based on the balance of probabilities and be commensurate with the gravity of the breach of standards of behaviour.
- 13.5.5 In order to prevent duplication of investigation resources and to avoid a complainant having to give evidence to two different University committees on the same matter, the Vice-President (Student Affairs), Student Discipline Committee, Student Discipline Panel or Student Discipline Appeal Panel (as the case may be) shall be entitled to and have the discretion to accept all or part of the findings (including but not limited to findings of facts) and/or recommendations of another committee of the University investigating a complaint.

13.6 Cases of Minor Misconduct

- 13.6.1 The authorized officer will notify the Student, in writing, of the detail of the allegation of Misconduct, within 15 working days of receipt of the allegation by the authorized officer, inviting him/her to admit or deny the allegation and make representation and present evidence in either case within a specified period. The authorized officer will conduct an Investigation, in the course of which he/she may interview and/or seek written statements from witnesses and/or the Student. Upon conclusion of the Investigation, the authorized officer may decide either:
- 13.6.1.1 to dismiss the allegation as unsubstantiated; or
 - 13.6.1.2 that the Student is guilty of a minor Misconduct and impose one or more penalties, as defined in Clause 8 below; or
 - 13.6.1.3 that the matter is so serious as to warrant consideration by a SDP.

- 13.6.2 The Student will be informed, in writing, of the outcome of the authorized officer's investigation and any penalties imposed⁶, and of the right to appeal the decision, within 30 working days of receipt of the allegation, save and except that the authorized officer's decision as to Clause 13.6.1.3 above (if applicable) shall be final.
- 13.6.3 The authorized officer will inform the Secretary of the SDC of the allegation and the outcome of the Investigation, and any penalties imposed.

13.7 Cases of Major Misconduct

- 13.7.1 The Secretary of the SDC will notify the Student, in writing, of the allegation of Misconduct, within 15 working days of receipt of the allegation by the authorized officer, inviting him/her to admit or deny the allegation, and giving notice of the date of the meeting before a SDP at which the matter will be considered. Students are entitled to make representations and call witnesses in their defence, and/or to be accompanied by a staff or Student member of the University who is not involved in the case, to any meeting of a SDP (provided that at least 3 working days' advance written notice is given to the Secretary of the SDC of the name of such accompanying staff or Student member and the SDP's written approval is obtained).
- 13.7.2 If the Student does not respond to the notification under Clause 13.7.1 above, the SDP may nevertheless proceed to consider the matter, make a decision on the matter and impose appropriate penalties.
- 13.7.3 A SDP meeting will be convened to consider any case of major Misconduct within 30 working days of receipt of the allegation by an authorized officer. The SDP will consider other written and oral evidence and representations as it deems appropriate, and may decide:
- 13.7.3.1 to dismiss the allegation as unsubstantiated; or
 - 13.7.3.2 that the Student is guilty of a major Misconduct and impose one or more penalties, as defined in Clause 13.8 below; or
 - 13.7.3.3 that the Student is guilty of a minor Misconduct and impose one or more penalties, as defined in Clause 13.8 below.
- 13.7.4 The Student will be informed, in writing, of the decision of the SDP⁷, and of the right to appeal the decision, within 10 working days of the conclusion of the

⁶ When a complaint of sexual harassment is found to be substantiated under the "Sexual Harassment Policy and Procedures" and the alleged harasser is referred to disciplinary action under the Code, and if the complainant is a victim of wrongdoing committed by the alleged harasser, both the alleged harasser and the victim-complainant who has a legitimate and direct personal interest in receiving information relating to the disciplinary process in question should be informed of the outcome of a complaint, the disciplinary action and the penalties imposed against the alleged harasser, if any.

⁷ Same as footnote 2

SDP's meeting.

- 13.7.5 The President may, at any time, temporarily suspend a Student pending Investigation of a major offence, should this be considered to be in the interests of the safety of other members of the University community. Reasonable efforts will be made to allow the Student to continue with his/her studies. Temporarily suspended Students will be informed in writing of the nature of the suspension.
- 13.7.6 Where the alleged Misconduct involves a violation of the criminal law, the University may report the case to the appropriate law enforcement authority. Internal disciplinary procedure may or may not be conducted concurrently with any external investigation, at the discretion of the Chair of the SDC. All cases of Students being convicted of criminal offences will be referred to the Chair of the SDC who will convene a SDP to consider if internal disciplinary action is warranted.
- 13.7.7 The terms of reference and constitution of the SDC and the SDP are in <http://www.cityu.edu.hk/vpsa/studentlan/cscdp/sdc.htm> and <http://www.cityu.edu.hk/vpsa/studentlan/cscdp/panell1.htm> respectively.

13.8 Penalties

- 13.8.1 An authorized officer may impose one or more of the following penalties:
- 13.8.1.1 an oral reprimand, which will not be recorded on the Student's file;
 - 13.8.1.2 a written reprimand, which will be held on the Student's discipline record until graduation or termination of studies or other cases in which the Student's status becomes inactive. The reprimand will include a warning that any repetition of the offence is likely to lead to a more severe penalty;
 - 13.8.1.3 the requirement that the Student make a formal written or verbal apology to any injured party;
 - 13.8.1.4 exclusion from use of University amenities/facilities for a period not exceeding 8 weeks;
 - 13.8.1.5 the requirement that the Student make good, in whole or in part, any damage or loss to the property of the University, or of members of the University community;
 - 13.8.1.6 the requirement that the Student perform supervised community service not exceeding 30 hours, as stipulated by the University;
 - 13.8.1.7 the requirement that the Student make any other written submission(s) as an authorized officer may deem appropriate.

- 13.8.2 The SDP may impose one or more of the penalties listed in Clause 13.1 above and the following:
- 13.8.2.1 withholding the Student's eligibility for receipt of a scholarship, prize or financial award; or for inclusion on the Dean's List, or to represent the University in any external activity, for a specified period of time;
 - 13.8.2.2 exclusion from use of University amenities/facilities for any specified period of time;
 - 13.8.2.3 suspension from the University for a specified period of time;
 - 13.8.2.4 expulsion from the University, which may include specification of a period within which a Student may not be readmitted as a student of the University;
 - 13.8.2.5 the withdrawal of an award already made. This penalty would be applied only in cases of serious professional misconduct which calls into question the acceptability of the Student retaining the award;
 - 13.8.2.6 any other penalties as the SDP may deem appropriate.

13.9 Appeals

- 13.9.1 Students who wish to appeal against decisions either of authorized officers, or of the SDP, must do so in writing to the Chair of the SDC via the Office of the Vice-President (Student Affairs) within 10 working days of the date they are informed of the decision pursuant to Clause 13.6.2 or 13.7.4 above as the case may be. The grounds for appeal must be:
- 13.9.1.1 that there is new evidence that could not have been made available earlier, through no fault of the Student; or
 - 13.9.1.2 that there was a procedural irregularity in the conduct of the original investigation by the authorized officer or the SDP; or
 - 13.9.1.3 that the penalty imposed was unreasonable or excessive in light of new evidence not presented to the authorized officer or the SDP, the findings of fact, or the circumstances of the Student.
- 13.9.2 The Chair of the SDC will consider the matter, and will decide either:
- 13.9.2.1 that none of the grounds for appeal under Clause 13.9.1 above is present, and therefore that the appeal will be dismissed and the original decision will stand; or;
 - 13.9.2.2 that there appears to be grounds for appeal under Clause 13.9.1 above and a SDAP will be convened to hear the appeal.
- 13.9.3 The decision of the Chair of the SDC made under Clause 13.9.2 above is final.
- 13.9.4 Where a SDAP is convened, it will meet to consider the case within 30 working days from receipt of the appeal. The Student is entitled to attend the SDAP

meeting, and will be given at least 5 working days' advance notice of the date of the meeting. The Student may be accompanied by a staff or student member of the University who is not involved in the case, to any meeting of a SDAP (provided that at least 3 working days' advance written notice is given to the Secretary of the SDC of the name of such accompanying staff or Student member and the SDAP's written approval is obtained).

13.9.5 The SDAP will not reconsider the original case, but will confine its deliberations to a consideration of the appeal. It will decide either:

13.9.5.1 that grounds for appeal are not substantiated, and that therefore the appeal is dismissed and the original decision will stand; or

13.9.5.2 that the appeal is upheld, and that the original decision may be endorsed, varied or overturned; or

13.9.5.3 that the appeal is upheld, and that penalties imposed under the original decision may be endorsed, varied or that greater or lesser penalties may be imposed.

13.9.6 The Student will be informed in writing of the SDAP's decision⁸ within 10 working days of the conclusion of the meeting of the SDAP.

13.9.7 The decision of the SDAP on the appeal is final.

13.9.8 The terms of reference and constitution of the SDAP is in <http://www.cityu.edu.hk/vpsa/studentlan/cscdp/panel2.htm>.

13.10 Reporting

13.10.1 Any decision which impacts upon a Student's enrolment status will be communicated immediately to the Academic Regulations and Records Office/Chow Yei Ching School of Graduate Studies for updating as appropriate.

13.10.2 The Vice-President (Student Affairs) will co-ordinate an annual report to the Academic Policy Committee on the operation of the SDP and the SDAP.

13.10.3 Record of major misconduct cases will be kept by the SDC for future management reference and will be erased after the specified period.

13.11 Privacy/Confidentiality

13.11.1 All parties involved in a Complaint and/or an Investigation are required to act in accordance to the privacy/confidentiality measures listed in <http://www.cityu.edu.hk/vpsa/studentlan/cscdp/privacy.htm>.

⁸ If the complainant of sexual harassment is a victim of wrongdoing committed by the alleged harasser, both the alleged harasser and the victim-complainant who has a legitimate and direct personal interest in receiving information relating to the disciplinary process in question should be informed of the decision on appeal, the disciplinary action and the penalties imposed against the alleged harasser, if any.

13.11.2 Any violation of privacy and/or confidentiality set out in this Code and/or any contravention of the relevant data protection principles (DPPs) by a Student will be treated very seriously and subject those involved in such violation to disciplinary actions being taken against them under this Code.

14. Academic Calendar 2018/19

Semester A 2018/19

September 2018

	S	M	T	W	T	F	S
							1
WK 1	2	3	4	5	6	7	8
WK 2	9	10	11	12	13	14	15
WK 3	16	17	18	19	20	21	22
WK 4	23	24	25	26	27	28	29
	30						

Events / Public Holidays

13 Aug - 1 Sep Term Break

3 Sep - 1 Dec Semester A 2018/19

25 Day following Mid-Autumn Festival

October 2018

	S	M	T	W	T	F	S
WK 5		1	2	3	4	5	6
WK 6	7	8	9	10	11	12	13
WK 7	14	15	16	17	18	19	20
WK 8	21	22	23	24	25	26	27
WK 9	28	29	30	31			

Events / Public Holidays

1 National Day

2 Graduation Date

17 Chung Yeung Festival

November 2018

	S	M	T	W	T	F	S
					1	2	3
WK 10	4	5	6	7	8	9	10
WK 11	11	12	13	14	15	16	17
WK 12	18	19	20	21	22	23	24
WK 13	25	26	27	28	29	30	

December 2018

	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

Events / Public Holidays

- 1 Last Day of Teaching
- 3 - 8 Student Revision Period
- 10 - 22 Examination Period
- 24 Dec 2018 - 12 Jan 2019 Semester Break
- 25 Christmas Day
- 26 Day following Christmas Day

Semester B 2018/19

January 2019

	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
WK 1	13	14	15	16	17	18	19
WK 2	20	21	22	23	24	25	26
WK 3	27	28	29	30	31		

Events / Public Holidays

- 24 Dec 2018 - 12 Jan 2019 Semester Break
- 1 First Day of January
- 14 Jan - 27 Apr Semester B 2018/19

February 2019

	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
WK 4	10	11	12	13	14	15	16
WK 5	17	18	19	20	21	22	23
WK 6	24	25	26	27	28		

Events / Public Holidays

- 4 - 9 Lunar New Year Break
- 5 - 7 Lunar New Year Holidays
- 15 Graduation Date

March 2019

	S	M	T	W	T	F	S
						1	2
WK 7	3	4	5	6	7	8	9
WK 8	10	11	12	13	14	15	16
WK 9	17	18	19	20	21	22	23
WK 10	24	25	26	27	28	29	30
	31						

April 2019

	S	M	T	W	T	F	S
WK 11		1	2	3	4	5	6
WK 12	7	8	9	10	11	12	13
WK 13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

Events / Public Holidays

- 5** Ching Ming Festival
- 19 - 25** Easter Break
- 19** Good Friday
- 20** Day following Good Friday
- 22** Easter Monday
- 27** Last Day of Teaching
- 29 Apr - 4 May** Student Revision Period

May 2019

	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Events / Public Holidays

- 1** Labour Day
- 6 - 20** Examination Period
- 13** Day following Buddha's Birthday
- 21 May - 8 Jun** Semester Break

Summer Term 2019

June 2019

	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
WK 1	9	10	11	12	13	14	15
WK 2	16	17	18	19	20	21	22
WK 3	23	24	25	26	27	28	29
	30						

Events / Public Holidays

21 May - 8 Jun Semester Break

7 Tuen Ng Festival

10 Jun - 27 Jul Summer Term 2019

July 2019

	S	M	T	W	T	F	S
WK 4		1	2	3	4	5	6
WK 5	7	8	9	10	11	12	13
WK 6	14	15	16	17	18	19	20
WK 7	21	22	23	24	25	26	27
	28	29	30	31			

Events / Public Holidays

1 HK SAR Establishment Day

15 Graduation Date

27 Last Day of Teaching

29 Jul - 3 Aug Student Revision Period

August 2019

	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

Events / Public Holidays

5 - 10 Examination Period

12 - 31 Term Break

15. Adverse Weather Arrangements

Typhoon Signal No. 1 or No. 3

When Typhoon Signal No. 1 or No. 3 is first issued, all classes and examinations will continue as normal. All offices will remain open. For other activities on Campus, please watch for announcements or contact the organizer.

Typhoon Signal Pre-No. 8 or Above

If a **typhoon warning signal pre-No. 8 or above** is issued at the following hours, classes and examinations will be suspended as appended below:

Signals issued	Sessions suspended
At or after 7 am	Morning sessions with commencement time before 2:00 pm
At or after noon	Afternoon sessions with commencement time at or after 2:00 pm but before 6:30 pm
At or after 4 pm	Evening sessions with commencement time at or after 6:30 pm

1. If typhoon warning signal pre-No. 8 or above is issued when activities are already in progress, classes, interviews, admission tests, student enrolment and all other activities being held on campus should be terminated as soon as practicable. However, examinations already in progress should continue unless the Chief Invigilators are otherwise advised by the Academic Regulations and Records Office as appropriate.
2. Students and visitors are advised to leave as soon as practicable.
3. Announcements made by the Government's Education Bureau relating to suspension of classes for schools, post-secondary colleges and technical institutes etc. do not apply to the University.
4. For institutional event organizers who wish to make media announcements on arrangements for their events which involve the public, please refer to the "Publicity Advisory and Other Services on Adverse Weather Arrangements" on the Communications and Public Relations Office homepage (<http://www.cityu.edu.hk/cpro>).

Amber or Red Rainstorm Warning

When Amber or Red Rainstorm Warning is first issued, all classes and examinations will continue as normal. All offices will remain open. For other activities on Campus, please watch for announcements or contact the organizer.

Black Rainstorm Warning

If **black rainstorm warning** is issued at the following hours, classes and examinations will be suspended as appended below:

Signals issued	Sessions suspended
At or after 7 am	Morning sessions with commencement time before 2:00 pm
At or after noon	Afternoon sessions with commencement time at or after 2:00 pm but before 6:30 pm
At or after 4 pm	Evening sessions with commencement time at or after 6:30 pm

1. If black rainstorm warning is issued during a class or examination period, all classes and examinations already in progress will continue unless otherwise advised by the Academic Regulations and Records Office as appropriate.
2. Interviews, admission tests, student enrolment and all other activities should continue to be held for candidates / applicants who have arrived on campus. Outdoor activities should be cancelled.
3. Students and visitors should be advised to stay until the black rainstorm warning has been cancelled and traffic conditions have improved.
4. Announcements made by the Government's Education Bureau relating to suspension of classes for schools, post-secondary colleges and technical institutes etc. do not apply to the University.

Other adverse weather conditions

Off-campus out-door teaching and learning activities (e.g. Extra-Mural Studies) may be affected by other adverse weather conditions (e.g. Cold Weather Warning, Very Hot Weather Warning, heavy rain, strong wind etc.). If an adverse weather condition occurs before the commencement of the out-door activity on a particular day, you should consult the Extra-Mural Studies (EMS) Coordinator. On the other hand, if an adverse weather condition occurs during the out-door activity, you should follow the instructions of the site managers/owners. The EMS Coordinator or the site managers/owners (as the case may be) may cancel, suspend and/or postpone the out-door activities as appropriate.

16. Useful Contacts

Academic Regulations and Records Office (ARRO)

Enquiries: (852) 3442 2300

Email: as@cityu.edu.hk

Admission Office (ADMO)

Enquiries: (852) 3442 9094

Enquiry: <https://www.admo.cityu.edu.hk/enquiry>

Student Development Services (SDS)

Areas covered: Counselling Services, Student Life & Resources

Enquiries: (852) 3442 8090

Email: sds@cityu.edu.hk

Career and Leadership Centre (CLC)

Enquiries: (852) 3442 5591

Email: clc.careercentre@cityu.edu.hk

Computing Services Centre (CSC)

Enquiries: (852) 3442 6284

Email: csc@cityu.edu.hk

Finance Office (FO)

General Office: (852) 3442 6493

Tuition Fees and Charges: (852) 3442 6337

Email: foweb@cityu.edu.hk

Global Services Office (GSO)

Enquiries: (852) 3442 8089

Email: gso@cityu.edu.hk