Jockey Club College of Veterinary
Medicine and Life Sciences

香港城市大學
City University of Hong Kong

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**

**Interdisciplinary PhD Programme in
Veterinary Medicine**

**動物醫學（跨學科）哲學博士**

Student Handbook
2021-2022

# Contents

This Student Handbook is designed to provide students enrolled in the Doctor of Philosophy (PhD) programme in Jockey Club College of Veterinary Medicine and Life Sciences (JCC) with an understanding of general contents of the programme. The electronic version is available at JCC website (https://www.cityu.edu.hk/jcc/). This Handbook is subject to review from time to time without prior notification. Students are advised to visit relevant websites for the latest information. In the event of any discrepancy between the information on the University website and the contents of this Handbook, JCC reserves the right of final decision and interpretation.

## Introduction

City University of Hong Kong (CityU) is a dynamic, fast-growing university that is pursuing excellence in research and professional education. As a publicly-funded institution, the University is committed to nurturing and developing students' talents and creating applicable knowledge to support social and economic advancement. Currently, the University offers postgraduate research programmes in various disciplines, including business, creative media, energy, engineering, environment, humanities, law, science, social sciences, and other strategic growth areas, including veterinary medicine.

The Jockey Club College of Veterinary Medicine and Life Sciences (JCC) was established in spring 2014 in collaboration with Cornell University's College of Veterinary Medicine. The JCC is the first of its kind in Hong Kong and is envisioned as a centre of excellence in animal health and life sciences education, research and discovery, and clinical care in China and the Asia-Pacific region. A key part of CityU's Life Sciences Initiative, the College offers a postgraduate research programme leading to interdisciplinary PhD degrees in veterinary medicine.

# Programme Requirements

**A** **Coursework Requirements**

Students are required to fulfil the following minimum coursework requirements within their study period:

PhD: 14 credit units (including at least 9 credit units of core courses and at least 2 credit units of research methodology and ethics course at postgraduate level)

- a compulsory 1 credit unit course "Teaching Students: First Steps" (SG8001).

**1**. **Course List**

Programme Core Courses: (9 credits)

The final schedule and courses on offer are subject to change by the course offering unit(s). Details on course offering in each Academic Year will be provided in the Master Class Schedule under the CityU Portal. Instructions on accessing the Master Class Schedule is detailed in https://www.cityu.edu.hk/arro/content.asp?cid=33 or https://www.sgs.cityu.edu.hk/student/tpg/coursereg/schedule/.

| Course Code | Course Title | Level | Units Worth |
|---|---|---|---|
| BMS8102 | Frontiers in Biomedical Sciences | R8 | 2 |
| BMS8103 | Advanced Cell and Molecular Biology | R8 | 3 |

and any two of the following courses:

| Course Code | Course Title | Level | Units Worth |
|---|---|---|---|
| BMS8105 | Biotherapy and Nanomedicine | R8 | 3 |
| BMS8106 | Stem Cell and Regenerative Medicine | R8 | 3 |
| BMS8107 | Cancer Biology and Precision Medicine | R8 | 3 |
| BMS8108 | Advanced Neuroscience | R8 | 3 |
| BMS8110 | Genomics and Bioinformatics | R8 | 3 |
| BMS8111 | Immunology and Infectious Diseases | R8 | 3 |
| PH8001 | Computational Biology, Experimental Design and Data Science | R8 | 3 |
| PH8002 | Infectious Disease Epidemiology | R8 | 2 |

Research Methodology and Ethics Course(s): (2 credits)

| Course Code | Course Title | Level | Units Worth |
|---|---|---|---|
| BMS8001 | Research Ethics and Methodology | R8 | 2 |

Programme Electives: (3 credits)

| Course Code | Course Title | Level | Units Worth |
|---|---|---|---|
| BMS8105 | Biotherapy and Nanomedicine | R8 | 3 |
| BMS8106 | Stem Cell and Regenerative Medicine | R8 | 3 |
| BMS8107 | Cancer Biology and Precision Medicine | R8 | 3 |
| BMS8108 | Advanced Neuroscience | R8 | 3 |
| BMS8110 | Genomics and Bioinformatics | R8 | 3 |
| BMS8111 | Immunology and Infectious Diseases | R8 | 3 |

2. **Credit Transfer**

Credit transfer is limited to a maximum of 7 credit units for PhD. It will be considered only for credits gained from postgraduate level courses that are relevant to the students' research studies. Applications should be made via Form SGS16C with a copy of transcripts and syllabuses of the courses concerned.

Students can apply for credit transfer for electives only.

3. **Cross-Institutional Course Enrolment Scheme**

Under the Scheme, students can enrol in courses offered by the other seven local universities as electives. Applications should be submitted to SGS by the deadlines set by the respective institutions. Details can be found at SGS website:
(https://www.sgs.cityu.edu.hk/student/RPg/crossinstitutional)

4. **SG8001 and SG8002**

SG8001 Teaching Students: First Steps is a compulsory course for all research students.

Students with insufficient English proficiency may be required to take SG8002 English as Medium for Instruction before taking SG8001.

Credit units earned from the two courses will not be counted towards the coursework requirements of the 14 credit units for PhD.

Students should take the courses in the first semester of their studies. Course registration shall be arranged by SGS.

B **ORCID and CityU Scholars**

To enable students and the University to harvest and keep track of their publications accurately, it is mandatory for all research students to create and report their ORCID ID (a unique identifier when submitting publications) through CityU Scholars soon after their commencement of study. Students may follow the instructions available at
(http://lbms03.cityu.edu.hk/orcid/guides/orcid_p1create_students.pdf) or contact Run Run Shaw Library (http://libguides.library.cityu.edu.hk/aim/orcid) for technical support.

C **Ethical Training**

1. **University Requirement on Academic Honesty**

As part of the University's efforts to educate students about academic honesty, all students are required to complete an online tutorial, take an online quiz, and fill out an online declaration at http://www.cityu.edu.hk/ah/ within their first semester of enrolment. Students failing to complete the requirement by the deadline will not be able to access their course grades online.

2. **Collaborative Institutional Training Initiative (CITI) Programme**

Collaborative Institutional Training Initiative (CITI) programme is an online training course on research integrity. Compulsory for RPg students who admitted in 2018/19 and thereafter. To be completed in the first year of study.

Details of module requirements, registration guideline and relevant resources can be obtained at SGS website (https://www.sgs.cityu.edu.hk/student/rpg/CITI).

**D    Exam & Reports**

**1**.    **Qualifying Examination:**

PhD Students are required to pass a written Qualifying Examination within 10–24 months (full-time). It is an additional requirement to the Qualifying Report and Annual Progress Report assessment. A maximum of two attempts are allowed. Those students who cannot pass the Qualifying Examination will result in termination of study. A fixed timetable is set for students to take the Qualifying Examination. No schedule change is allowed under normal circumstances.

**2.    Qualifying/Annual Report Submission:**

Students are required to submit

i.      Qualifying Report, of which assessment includes a compulsory oral examination, within 6–12 months after commencement of their studies (for full-time students),

and

ii.     Annual Progress Reports on an annual basis after the qualifying period

in compliance with the regulations and guidelines set by SGS accessible via the Guidebook for Research Degree Studies on SGS website.

A Qualifying Panel should be set up for each student upon his or her admission to the research degree programme. The Panel should consist of at least four faculty members. For the PhD programme developed in close collaboration with Cornell, a joint panel consisting of a supervisor from each of Cornell and CityU will be formed. The Panel will include the two supervisors with the CityU supervisor serving as the Panel Chair, an additional academic staff member, or members, from CityU, and a member, or members, from Cornell. The Panel's responsibility will be to supervise the student's study throughout his/her PhD candidature. The Panel should normally be required to prescribe coursework for students within one month from their commencement of studies. The Panel will monitor the student's study throughout his or her entire study period through assessing the qualifying report submitted by the student at regular intervals, assess the student's progress and performance by conducting an interview, oral examination or presentation for the purpose of confirmation of candidature.

Guidelines for Qualifying Examination and Qualifying Report specific for VM/P students will be provided at an appropriate time prior to the Qualifying Examination, or can be obtained ahead of time on request from the JCC office.

**3.    Thesis:**

A PhD thesis should present the results of research investigation, give evidence of a sound understanding of the area of study, its context and applicability, make a contribution to knowledge and make a substantial original contribution to knowledge in the subject areas concerned. Students must submit a thesis for examination by the end of their normal study period or the stipulated study period. The thesis examination should include thesis assessment, an oral examination, and any other assessment arrangements required by the Panel of Examiners.

**E        Important Notes**

- All staff and students are invited to use the latest web version of the Guidebook for Research Degree Studies available on SGS website for updated information on research degree programmes.

- Students should take own responsibility to ensure that they have fulfilled all programme requirements including completion of SG8001 before graduation.

- Any student forms requiring Head's approval should be submitted through the College Office after supervisor's endorsement is obtained.

**F        Internship**

Students admitted to the VM/P Programme offered by the Jockey Club College of Veterinary Medicine and Life Sciences will be eligible to undertake research work as Research Interns for up to 12 months at the Cornell University. To be qualified for undertaking the research internship, students must complete and perform satisfactorily in the qualifying examination. The proposed duration for the internship should be 364 days or less due to limitations in insurance policy. Mutual agreement and approval by the CityU and Cornell co-supervisors should be sought prior to confirmation of the visit schedule with college office.

Guideline on the preparation for research internship at Cornell University will be provided at a later time, but it can be obtained ahead of time on request from the JCC office.

# Course Arrangements

## A    Class Schedule

### 1.    Personal Class Schedule

AIMS (http://www.cityu.edu.hk/cityu/logon/aims.htm) → Course Registration → Weekly Schedule → choose the appropriate term → Submit → View Detail Schedule

### 2.    Master Class Schedule

The University's Master Class Schedule is published on a yearly basis:
CityU Portal (https://www.cityu.edu.hk/portal/) → Student → Academic Services → Master Class Schedule
The website contains real-time data of all course sections offered by the University such as:

| Course Reference Number (CRN) | Course code, course title, section number | Number of credit units |
| --- | --- | --- |
| Pre-requisite/precursor requirement | Meeting date, day, time, venue | Course offering unit, instructor |
| Whether the course can be registered online (WEB=Y) or not (WEB=N) | Registration restrictions e.g. "only for Programme: BMS/P, BMS2/P" means the course can be added by BMS PhD students only. | Capacity (Cap) & number of seats remaining (Avail) |
| | | Course syllabus (under "course catalogue") |

## B    Coursework Plan

The list of approved courses is posted on SGS website:
https://www.sgs.cityu.edu.hk/student/RPg/courses_req

Students must discuss the coursework plan for their entire candidature with supervisors using Form SGS16A upon commencement of study.

After processed by SGS, students can view their approved coursework plan in AIMS → Study Plan → Degree Works → Planner.

Any subsequent changes to the coursework plan should be made via Form SGS16B.

Students should make use of the Master Class Schedule and course list to search for course information and complete all required fields on Forms SGS16A/B.

## C    Course Registration

Students should complete the following within the add/drop period of a semester:

Make use of Master Class Schedule, Personal Class Schedule & List of Approved Courses
- Submit coursework plan via Form SGS16A
- Submit Form SGS16B to make subsequent changes on previous coursework plan

Go to AIMS > Course Registration to add/drop web-enabled courses

Procedures on web registration: http://www.sgs.cityu.edu.hk/student/tpg/coursereg/web/

Students who wish to take courses offered by other academic units should obtain approval from supervisors followed by the course offering unit on Form SGS16A/B before submitting the Form to G.O. for further processing.

Once received and updated the relevant forms, SGS will:
- process add/drop of courses that cannot be added/dropped by students in AIMS,

- pre-register the approved courses at the beginning of the course offering semester, and

- update the student's coursework plan in AIMS (Study Plan → Degree Works → Planner).

Points to Note:
- The add/drop period normally starts two weeks before a semester commences and ends on the first day of Week 2.

- Since some in-class arrangements are made based on student headcount, students should register courses asap once the add/drop period starts.

- Electives will be offered subject to sufficient enrolment.

- Late course add/drop requests after the add/drop period should be made via Form SGS16A/B with strong justifications and approval from the supervisor and the Department. Late requests will not be entertained normally and those submitted after Week 4 will not be processed.

- Courses taken without approval from supervisor on Form SGS16A/B will not be counted towards the fulfilment of coursework requirements.

**D   Canvas**

Canvas (http://canvas.cityu.edu.hk) is an e-learning system at CityU. If the course instructors release their course sites, students can access Canvas for course materials one day after they add the course online.

**E   Course Results**

Students can view their coursework results in AIMS (Student Record → My Academic Record → Grade Detail) normally within one month after the exam period.
Students who have concerns over their course grades can apply for a grade review. The review procedures are available at:
http://www.sgs.cityu.edu.hk/student/tpg/assessment → Course Grades

**F   Class and Exam Arrangements for Typhoons and Rainstorms**

The following class and exam arrangements will be adopted if a Tropical Cyclone Warning Signal Pre-No. 8 or above, or Black Rainstorm Warning Signal is issued:

| Signal Issued/In Force | Suspension of Classes & Exams |
| --- | --- |
| At or after 7:00 am | Morning sessions starting before 2:00 pm |
| At or after 12:00 noon | Afternoon sessions starting at/after 2:00 pm & before 6:30 pm |
| At or after 4:00 pm | Evening sessions starting at/after 6:30 pm |

The latest and detailed adverse weather arrangements are available at University's website:
http://www.cityu.edu.hk/fmo/awa/

# Regulations for Research Degree Programmes

**A    Guidebook for Research Degree Studies**

The Guidebook for Research Degree Studies available at SGS website http://www.sgs.cityu.edu.hk/student/rpg/studentGuideBook/ covers administrative and operational procedures, regulations and guidelines related to research degree studies at the University. It includes, but not limited to, the following essential information.

• Study Period and Extension of Candidature
• Coursework Requirements
• Submission of Reports
• Thesis Assessment and Oral Exam
• Leave of Absence
• Withdrawal, Suspension and Termination of Study
• Financial Awards and Assistance
• Academic Honesty
• Regulations Governing Postgraduate Studentships

**B    Postgraduate Studentships**

Eligible full-time students are awarded Postgraduate Studentship from the commencement date of their candidature. The studentship rates are subject to revision in September of every year.

As a condition of the award, students are normally required to undertake not more than 10 hours per week on average of Teaching Assistant (TA) assignments and teaching and/or research support duties, as assigned by the Department.

The Postgraduate Studentship is normally granted on a yearly basis and is subject to renewal.

To be eligible for consideration of a renewal of their studentship, students should attain in their prescribed coursework a minimum cumulative GPA of 2.50. Students' performance in teaching, research support and/or other duties, as assigned by the Department, will also be taken into account for consideration of studentship renewal. The College and Department may stipulate a higher requirement.

Students should study the Guidebook for Research Degree Studies for the latest regulations governing Postgraduate Studentships.

**C    Supplementary Practical Guideline for TA Assignments**

The Guideline is prepared based on the Framework for TA Assignments for Research Degree Students from SGS, and the University Assessment Policy and Principles for Taught Programme (http://www.cityu.edu.hk/qac/assessment_policy/university_assessment_policy.htm) from the Office of Provost, in which the roles and responsibilities of Programme Leaders, Course Leaders and Teaching Assistants are clearly defined.

1. **Range of Duties**

   As required by the University, postgraduate studentship recipients are required to perform departmental TA duties for not more than 10 hours per week on average of any teaching and/or research support duties as assigned by the Department.

2. **Assignment of Duties**

   The Department will strive to appropriately assign TAs to courses according to their academic interest and ability, but reserves the right to assign TAs to any courses.

3. **During the Course**

   Maintaining frequent communication between Course Leaders and TAs during the course is essential. Any issues related to the lab practical should be reported to the respective Course Leader immediately.

4. **Performance Evaluation**

   Students should keep a record on their working hours of all departmental duties assigned to them. After each semester/term, they are required to complete an online evaluation on the TA assignments they have undertaken. Failure to complete the online evaluation process may affect the decision on renewal of postgraduate studentship.

   Students with high TLQ* score and outstanding face-to-face teaching performance ranked by the Course Leaders will be nominated for Outstanding Teaching Awards for Teaching Assistants.

   *For students who have discharged teaching duties (for more than three weeks in a course), their performance in teaching will be evaluated through the University's Teaching and Learning Questionnaire (TLQ), preferably attaining TLQ scores of 5.0 or above.

5. **Feedback**

   If TAs have any comments, suggestions or complaints on the course, they should raise questions immediately to the Course Leader first. If the TA is not satisfied with the outcome, he/she may discuss the matter with the Programme Leader who will further report the case to Head of Department if needed.

# Laboratories

**A      Safety Issues**

**1.      Safety in Laboratories**

All personal works in labs must perform risk assessment prior to work in the labs. Students must also attend the safety training monthly, online training or any safety trainings required by the University accordingly.

No undergraduate student is allowed to work alone in teaching or research labs at any given time. Undergraduate students must be accompanied by technical staff or qualified person with a bachelor degree in the respective areas (i.e. graduate students) when doing experiments in labs.

All lab works must follow the University and departments' regulations.

More information about lab safety can be found at
http://www.cityu.edu.hk/bms/research/studentlan/safety.htm

**2.      Staying Overnight**

Students who need to work outside normal working hours and/or overnight in the labs are required to get prior approval from the Departmental Safety Officer using Facilities Management Office (FMO) form:
https://www.cityu.edu.hk/fmo/studentlan/default.aspx?PageID=form

**3.      University's Safety Policy**

It is the policy of the University to provide and promote high standards of environmental conditions appropriate to the activities conducted in its buildings and facilities. Details on the University's safety guidelines and regulations are available at FMO website:
http://www.cityu.edu.hk/fmo/default.aspx?PageID=she

# Other Information and Support

A. **Communication Channels**

1. **Academic Advising**

   The VM/P Coordinators are willing to offer academic advice to students throughout their study in the University. Students are encouraged to communicate with their supervisors and/or the Coordinators whenever they encounter problems related to their studies:

   Programme Coordinator (City U)
   | Dr Xin Deng | 3442-5693 | xindeng@cityu.edu.hk | TYB-1B-106 |

   Programme Coordinator (Cornell)
   | Prof. Maurine Linder | | mel237@cornell.edu | |

   | General enquiry | 3442-5365 | cvmls.rpg@cityu.edu.hk | TYB-1B-501 |

2. **CityU Portal**

   The Portal (http://www.cityu.edu.hk → Quick Links → Portal) provides students with a personalised web interface to the University's communications and electronic resources. Students can access AIMS through Portal to check information such as registration details, fee payment account balance and class timetables.

3. **Email**

   Students are given an email account in the format of "EID-c@my.cityu.edu.hk". The University uses it as a formal channel to disseminate notices and announcements to research students. Students are advised to check their emails every day to avoid missing any important messages Computing Services Centre (CSC) website http://email.cityu.edu.hk/ provides more information on the student email service.

4. **Students' Contact Information**

   To facilitate communication, it is important for students to keep the University informed of any changes related to their contact information such as telephone number, correspondence address and emergency contact information via AIMS > Personal Information > Personal Data for Communication. Students should also notify G.O. of any changes through email individually.

5. **SGS Website**

   SGS maintains its website http://www.cityu.edu.hk/sgs/ to facilitate the dissemination of information to students and staff of the University. It includes essential information such as up-to-date regulations and guidelines, application details for various financial assistance, announcements of activities and events, list of approved courses, and various student forms. Students should visit SGS website regularly to view updated information related to their studies.

**B.    Counselling Service**

While educational experience in the University is both exciting and fulfilling, there may be times in everyone's life when we experience difficulties and need extra support. Student Development Services (SDS) offers counselling service to help students overcome their personal difficulties and develop their potential for a more fulfilling and rewarding life.

Students would benefit from seeing a friendly and experienced counsellor if they have the following concerns:
- Adapting to university life
- Emotional management
- Interpersonal relationships
- Love and sex
- Mental health
- Self-understanding
- Study difficulties

To make an appointment, students can go to SDS office located at 6/F Bank of China (Hong Kong) Complex or call them at 3442-8478 during office hours.

Students can also refer to http://www.cityu.edu.hk/sds/web/counselling.shtml for details and other services provided by SDS.

**C    Turnitin**

Students can perform plagiarism checking against their work such as assignments, reports, papers and theses using Turnitin through Canvas: http://canvas.cityu.edu.hk

User guidelines are available at http://www.cityu.edu.hk/elearn/elearn_stud.html

**D    Stationery Arrangement**

Students will be provided with basic stationary. Students may come to the College Office for collecting stationery during office hours, i.e. Monday to Friday (except public holidays), 9:30 - 12:30 and 14:00 - 17:30.

**E**    **Useful Information & Links**

Chow Yei Ching School of Graduate Studies (SGS)
Website:         http://www.cityu.edu.hk/sgs/
Email:           https://www.cityu.edu.hk/sgs/contact-us
Tel:             3442-9076
Location:        4/F, Fong Yun Wah Building (FYW)
Service Hours:   Mon - Fri (09:00 - 12:30 & 13:45 - 18:30); Sat (09:00 - 12:00)

Student Residence Office (SRO)
Website:         http://www.cityu.edu.hk/sro/
Email:           sro@cityu.edu.hk
Tel:             3442-1111 / 3442-1999 (24-hour Security Line)
Location:        22 Cornwall Street, Kowloon Tong
Service Hours:   Mon - Fri (09:00 - 13:00 & 14:00 - 17:30)

Global Engagement Office (GEO)
Website:         http://www.cityu.edu.hk/geo/
Email:           geoins@cityu.edu.hk / geovisa@cityu.edu.hk
Tel:             3442-8089
Location:        3210, 3/F, Cheng Yick-chi Building (CYC)
Service Hours:   Mon - Fri (09:00 - 12:30 & 13:45 - 17:45)

Computing Services Centre (CSC)
Website:         https://www.cityu.edu.hk/csc/
Email:           csc@cityu.edu.hk
Tel:             3442-8340 / 3442-7658
Location:        4/F, Li Dak Sum Yip Yio Chin Academic Building (LI)

Academic Honesty
Website:         https://www.cityu.edu.hk/ah/

## Academic Calendar 2020/2021

An academic year comprises Semester A, Semester B and Summer Term. Each Semester and Summer Term normally includes teaching period of 13 weeks and 7 weeks respectively, both followed by a revision period, exam period and break.

The up-to-date academic calendar is available at Academic Regulations and Records Office (ARRO) website: http://www6.cityu.edu.hk/arro/ac_calendar.asp