

Guidelines to Reflective Practice Log Book for Research Degree Students

Background

To foster a breadth of interest and skills among research degree students that may extend beyond the subject matter of their PhD, they are encouraged to attend a variety of seminars. This is an important part of personal development and beneficial to research. We learn about alternative approaches to scientific problems, different ideas as well as the interdisciplinary- nature of research. SEE research students are required to attend seminars and core courses during their study at CityUHK. It is important to think about the seminar content, its validity, and at the same time develop new ideas. Reflective practice (writing in a logbook) is a means to consolidate thoughts, so the log book represents a record of student engagement with lectures and seminars.

Guidelines to the Reflective Practice Log Book

1. Each **full-time** RPg student is required to attend at least **15 seminars or lectures** while each **part-time** RPg student is required to attend at least **8 seminars or lectures** every academic year, except those in their final-year of study and, hence, are not required to submit a qualifying / annual progress report.
2. The seminars or lectures are restricted to advertised or public ones.

Examples of seminars or lectures that count:

- *Advertised seminars organized by SEE or other schools/colleges at CityUHK*
- *CityUHK: The President's Lecture Series: Excellence in Academia*
- *CityUHK: Distinguished Lectures/Talks organized by the Office of the Vice- president.*
- *Advertised or public lectures organized by the other Hong Kong local universities or institutions such as museums, Asia Society, etc.*

*Examples of seminars or lectures that do **NOT** count:*

- *Group seminars or small research group meetings*
- *Presentations in academic conferences*
- *Annual Student Seminar organized by SEE*

3. At most only one seminar or lecture can be counted for a day.
4. Students have to keep hardcopy as the log book and write a summary for each attended seminar or lecture. The summary page for each attended seminar or lecture should be signed by the speaker, the convenor or, after a discussion, by their supervisor.
5. The reporting period is 1 September to 31 August of the following year.
6. If the study period is different from the reporting period, the number of seminars required will be counted on a pro-rata basis.
7. The log book is part of the assessment of the annual progress report/qualifying report. If there are insufficient entries, approval of the report will be withheld until the log book meets the requirements.
8. Students should consider scanning the signed pages in case they lose the log books.
9. Each year there will be a briefing for all research degree students on the guidelines of the use of reflective practice log books.

Remarks

Students attending the lectures from core course SEE8003 will also use the log book. The summary page for attended lectures from core course SEE8003 should be signed off by respective lecturers and will count towards the assessment of the courses only but not to the requirement of 15 seminars (for full-time students) or 8 seminars (for part-time students) every academic year.

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