1. **Instructor (s)** –
   
   **Name:** Prof. Andrew Miller
   
   **Contact Details:** Room: 5453, Tel: x8631

2. **Teaching Support (s)** -
   
   **Name:** Dr. Jessica Tang
   
   **Contact Details:** Room 4218, Tel: x7314

3. **Meeting Time and Venue – Lectures, Tutorials/ Laboratory**

   Please check PDC system for dates and venues of workshops

**Course Description - Credit Points, Pre-requisite, Exclusion, Brief Information/synopsis**

This two-credit course aims at providing research postgraduate students basic training in ethics, teaching skills, research management, career development, and related professional skills. This course lasts for one year, and is composed of two parts, each consisting of a number of mini-workshops. Part 1 of the course is coordinated by the School; and Part 2 consists of some department-specific workshops which are coordinated by the department. Graded PP, P or F.

4. **Intended Learning Outcomes**

   *(State what the student is expected to be able to do at the end of the course according to a given standard of performance)*

   At the end of the course students should be able to:

   1. Put into practice the teaching skills learnt.
   2. Use the self-management skills they have learnt.
   3. Use their career development knowledge to find a career.
   4. Put their information seeking skills into practice.
   5. Use their professional conduct skill in their future careers.
   6. Use research management and skills in publishing in their research.

5. **Assessment Scheme**

<table>
<thead>
<tr>
<th>Assessment <em>(Percentage + assessment tasks)</em></th>
<th>Assessing Course ILOs <em>(Respective course ILOs)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance will be taken for all workshops attended and recorded on the PDC system.</td>
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<tr>
<td>Pass on meeting all requirements of the course, a minimum of 15 hours must be taken according to the PDC requirements for both part 1 and part 2 respectively.</td>
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