



Professional Diploma in Athletic Training

Policy & Procedure Manual (2024-25)

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SECTION I: BACKGROUND

1. Mission Statements

1.1. The Chinese University of Hong Kong (CUHK)

(www.cuhk.edu.hk/)

Founded in 1963, CUHK is a forward-looking comprehensive research university with a global vision and a mission to combine tradition with modernity, and to bring together China and the West. CUHK teachers and students hail from all around the world. CUHK graduates are connected worldwide through an extensive alumni network. With fewer than 1,400 students and 300 staff, CUHK is home to over 30,000 students and 8,000 staff members today. Recognized globally as a leading comprehensive research university, and one of the finest in Asia.

- ***University Mission & Vision, Motto***

Our Mission

To assist in the preservation, creation, application and dissemination of knowledge by teaching, research and public service in a comprehensive range of disciplines, thereby serving the needs and enhancing the well-being of the citizens of Hong Kong, China as a whole, and the wider world community.

Our Vision

To be acknowledged locally, nationally and internationally as a first-class comprehensive research university whose bilingual and multicultural dimensions of student education, scholarly output and contribution to the community consistently meet standards of excellence.

Motto

The motto of the University is '博文約禮' or 'Through learning and temperance to virtue'.

These words of Confucius have long been considered a principal precept of his teaching. It is recorded in the Analects of Confucius that the Master says, 'The superior man, extensively studying all learning, and keeping himself under the restraint of the rules of propriety, may thus likewise not overstep what is right.' (Legge's version of the Four Books)

In choosing '博文約禮' as its motto, the University is laying equal emphasis on the intellectual and moral aspects of education.

1.2. The Department of Orthopaedics & Traumatology (ORT)

(www.ort.cuhk.edu.hk/)

The department was established in 1982 under the foundation Chairmanship of Professor PC Leung. The first batch of medical students started to have their clinical Orthopaedic teaching in 1983.

- ***Department Mission and Vision***

Through the years, the department has grown and developed under the clear Mission and Vision "to provide the highest quality service in patient care, research, education and teaching for medical students and postgraduate training".

On the clinical services, the department has developed along the major fields of subspecialties in orthopaedics, from Hand and Microsurgery, Sports Medicine, Traumatology, Paediatric Orthopaedics to Orthopaedic Oncology, Spinal injury, Orthopaedic Rehabilitation, Joint Reconstruction Surgery to the latest addition of Foot and Ankle surgery 3 years ago. Many of these subspecialties enjoy significant local, regional and international professional and academic recognition and achievements.

Commitment to quality teaching of medical students is one of the main keystones of the department. The department has been involving in the teaching of musculoskeletal system and orthopaedics in years 4 and 6 of MBChB programme and with the introduction of the new curriculum in 2001, teaching has been extended further into years 1 and 2. With the setting up of a formal teaching committee and departmental teaching coordinator, the curriculum in musculoskeletal system is regularly reviewed and updated. Regular teaching quality assessment, meeting with students and annual curriculum review with honorary teachers has helped not only to update but continuous improvement of the quality of teaching as reflected by the evaluation results and recognition by the faculty and university.

1.3. The CUHK Sports Medicine Team

(www.cuhksportsmed.org/)

Established in 1983, the CUHK Sports Medicine Team is a pioneer in the field of Sports Medicine and Health Sciences. Over the years, the team has expanded and evolved with the mission and vision of "to promote prevention and provide treatments of sports injuries".

The team has grown from a handful of clinical staff to approximately 20 members, including clinical and teaching staff, research staff, and administrative personnel. The research programme primarily focuses on the prevention and treatment of sports injuries. In addition to clinical and applied research for managing sports injuries, the team is primarily dedicated to translational research on tendon, ACL, and cartilage injuries.

Furthermore, promoting "Sports Medicine in the Community" is another cornerstone of the team's work. This initiative aims to provide advanced academic training to healthcare and sports professionals, promote sports injury prevention, and foster a positive attitude towards sports within the community.

1.4. Professional Diploma in Athletic Training (PDipAT)

Overall Structure

PDipAT is designed with consideration of, and collaboration with, campus stakeholders, current Commission on Accreditation of Athletic Training Education (CAATE) Standards, alignment with the 2021-2025 University Strategic Framework, and adherence to the core competencies for health sciences outlined by the Faculty of Medicine.

PDipAT stresses advanced knowledge and hands-on skill laboratory specialising in athletic training, as well as immersive clinical field placements supported by innovative courses that include face-to-face, hybrid and online formats. The curriculum is structured around competency-based training, with clinical practices incorporated into traditional credit-earning courses. The Athletic Training (AT) accreditation process guarantees that the programmes offer educational opportunities for athletic trainers to gain and exhibit proficiency in areas such as prevention, emergency care, clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions.

Student Learning Outcomes and Programme Objectives

PDipAT aims to pioneer in the field of athletic training education by providing a programme that cultivates healthcare providers who demonstrate exceptional clinical scholarship, commitment to patient advocacy and social responsibility in health care, practice patient-focused care, and to tackle the issue of injury from a public health perspective.

Upon completion of this programme, PDipAT students will be able to:

- 1) Comprehend the function of an athletic trainer within the healthcare system.
- 2) Exhibit suitable verbal and written communication abilities among medical professionals.
- 3) Formulate and implement strategies to reduce the occurrence and/or intensity of injuries and illnesses.
- 4) Show the necessary clinical skills to accurately diagnose patients for treatment and referral.
- 5) Utilise clinical and decision-making abilities to address acute injuries and illnesses, including emergencies.
- 6) Evaluate patient condition and devise treatment and rehabilitation plans in line with contemporary International Classification of Functioning, Disability and Health (ICF) models.
- 7) Show clinical scholarship through the evaluation and application of evidence to influence athletic training practice.
- 8) Uphold the highest clinical practice standards by assessing the quality of patient care using patient-reported outcome measures.
- 9) Use research methods to formulate and assess clinical questions relevant to practice-based research environments, demonstrating an understanding of ethical research practice.

SECTION II: PROGRAMME OPERATION & ACADEMIC POLICIES

2. Programme Overview

2.1 Programme Assessment – Goals and Outcomes

- 2.1.1 Academic and Programme Success – PDipAT students will be prepared academically, clinically and professionally to successfully sit for the Board of Certification (BOC) exam.
- 2.1.2 Clinical Success – PDipAT students will be prepared in a variety of clinical settings, including traditional and emerging areas of practice, that allow them to function as quality healthcare providers upon graduation.
- 2.1.3 Interprofessional Care – PDipAT students will understand the importance of improving patient outcomes by integrating interprofessional healthcare into their clinical practice.
- 2.1.4 Evidence Based Medicine/Research – PDipAT students will gain the knowledge and ability to critically analyse and interpret evidence-based research in healthcare and use this data to guide their clinical practice.
- 2.1.5 Ethical/Professional Standards – PDipAT students will achieve the knowledge and skills to practice in a legal, ethical, and professional manner that appropriately represents the field of Athletic Training. Furthermore, students will understand the need to actively contribute to the Athletic Training profession through lifelong learning and service.

2.2 Programme Accreditation Status

The programme consistently carries out a thorough programme review and evaluation plan to gather the necessary information for maintaining a culture of ongoing enhancement. The evaluation metrics, data interpretation, and subsequent action strategies assist the programme in evaluating the quality of teaching, student learning, and overall programme efficacy. The programme uses a mix of direct and indirect evaluation methods to collect the required data. These tools encompass programme completion data, alumni feedback, programme exit interviews, BOC board exam success rate, board exam result analysis by domain, placement data, course assessments, preceptor evaluations, and clinical site evaluations. The programme is in a satisfactory state and is due for a planned self-assessment and site visit review in the 2024/2025 academic year.

2.3 PDipAT Programme Contact Information

2.3.1 Contacts of Programme Faculty/Staff:

	Office Number:	Email:
Professor YUNG Shu-hang, Patrick Programme Director	(852) 3505-2728	patrickyung@cuhk.edu.hk
Professor LING Ka-kin, Samuel Course Coordinator	(852) 3505-2010	samuel.ling@cuhk.edu.hk
Professor ONG Tim-yun, Michael Course Coordinator	(852) 3505-2723	michael.ong@cuhk.edu.hk
Mr Edmond KT CHIU Course Instructor	(852) 2516 5808	edmondchiu@cuhk.edu.hk
Ms. Charlie SC TANG Programme Administrator	(852) 3505-3300	AthleticTraining@cuhk.edu.hk

2.3.2 Programme Office:

Address:	Contact:	Office Hour:
Rm 74029, 5/F, Lui Che Woo Clinical Science Building, Prince of Wales Hospital, Shatin, Hong Kong	Tel: (852) 3505-3300 Fax: (852) 2646-3020 Email: AthleticTraining@cuhk.edu.hk	Mon to Thu: 8:45 am - 5:30 pm Fri: 8:45 am - 5:45 pm

2.4 Academic Overview

2.4.1 Course Sequence and Progression

Term 1 (8 units)		
AT01	Basic Physiology in Sports	2 units
AT02	Professional Development and Responsibility in Athletic Training	1 unit
AT12	Emergency Management Strategies in Athletic Training	2 units
AT13	Therapeutic Exercise, Strength, and Conditioning in Athletic Training	2 units
AT14	Evidence Based Practice in Sports	1 unit
Term 2 (6 units)		
AT22	Pharmacology in Sports	2 units
AT23	Manual Techniques and Therapeutic Interventions in Athletic Training	2 units
AT32	Healthcare Administration and Operation in Athletic Training	1 unit
AT33	Public Health and Wellness	1 unit
Throughout whole year		
AT11	Clinical Experience I	350 hours
AT21	Clinical Experience II	
AT31	Clinical Experience III	

2.4.2 Tuition Costs

Payment Schedule of Tuition Fee

The Programme will send emails to notify students that the debit notes have been issued, two weeks prior to the due dates. Students have to check their email to enquire the details of the debit notes.

Students are advised to check their mailbox to receive the fee notes and make payments accordingly.

The annual tuition fees of self-financed programmes are reviewed and approved by the Administrative and Planning Committee under the delegation of authority by the University Council. Normally, the annual tuition fees are payable by two equal installments, in August and January.

Tuition and fees are available on the programme website: www.cuhksportsmed.org/pdipat-overview

2.4.3 Programme Progression Requirements – Assessment, Retention and Grading

Assessment of Academic Performance

Assessment of a student's academic performance may take various forms: class work, written work, laboratory performance, field work, research papers, assignments, tests, oral defence and any other method of academic assessment. A combination of assessment methods may be used in one course. The specific course and assessment method(s) and the relative weight of these methods (e.g., written assignment X%, mid-term test Y%, final course examination Z%) should be spelt out in the course assessment scheme as designed by the teacher responsible and approved by the Assessment Panel of each Graduate Division. The course assessment methods should be announced to students as part of the course outline at an early stage of the academic term.

Course Grades

Course grades, their standards and converted points used in reporting shall be as follows:

Grade and Standard		Sub-divisions	Converted Points
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0
P	Ungraded pass	Not counted in the calculation of the grade point average	
U	Failure		

Unsatisfactory Performance and Discontinuation of Studies

According to General Regulations Governing Postgraduate Studies, Section 13.0 – A student shall be put on academic probation if s/he has obtained a cumulative grade point average (GPA) below 2.0 in the preceding term, unless 13.3 or 13.4 applies. A student on academic probation shall be reviewed by the Graduate Division concerned at the end of the term in which s/he is put on probation, at which time if s/he has obtained a cumulative GPA of 2.0 or above, probation shall be lifted, otherwise probation shall continue to apply in his/her next term of attendance unless s/he is required to discontinue studies as prescribed by 13.3 or 13.4.

Unless the Graduate Council decides otherwise, a student shall be required to discontinue studies at the University if:

- a) the cumulative grade point average is 1.0 or below; or
- b) the student fails to have probation lifted after being put on academic probation for two consecutive terms of attendance; or
- c) additional requirements laid down for the programme by the Graduate Division concerned are not satisfied.

More information can be found at Graduate School's website:

www.gs.cuhk.edu.hk/download/COP_TPG_6.pdf

2.4.4 Graduation Requirements

According to General Regulations Governing Postgraduate Studies, Section 15.0 - Graduation:

- 15.1 All students are required to fulfil the graduation requirements as prescribed by the programme of studies in order to graduate. Some of the requirements are common to all postgraduate students while some are specific to individual programmes or individual students. Students should refer to the Postgraduate Student Handbook for details.

- 15.2 A student who has satisfied the graduation requirements as prescribed by the programme of studies concerned can graduate, unless, in accordance with Regulation 16.0, s/he is required to discontinue his/her studies or be suspended from studies at the University.
- 15.3 The Graduate Certificate shall be issued to a student after s/he has been conferred a degree by the University. Graduate Certificates for graduates with outstanding debts to the University will be withheld until the accounts are settled.
- 15.4 Graduate Certificates for graduates with outstanding debts to the University will be withheld until the accounts are settled.

Details of the graduation process could be found the Graduate School’s website:
www.gs.cuhk.edu.hk/download/COP_TPG_6.pdf

2.5 Clinical Education

The Clinical Experience (CE) courses (AT11, AT21 & AT31) aim to provide students with extensive hands-on clinical experience, teaching and interaction with preceptors in and out of the classroom. Applying the theories of athletic training under the guidance of a clinical preceptor facilitates the transition of the student to an entry-level practitioner.

Each rotation allows the student to observe and be involved with the healthcare of athletes, which is meant to supplement classroom presentation of theoretical materials and further professional skill development. During both practices and competitions, the students will be involved in injury prevention, recognition, management, and rehabilitation of athletic injuries for those athletes/patients in care.

Students are encouraged to adopt a holistic approach in clinical reasoning and practice, together with systematic and logical evaluation skills. Students are expected to become more independent and competent in handling both on-field and in-house clinic cases as they gain more clinical experience, communicative and evaluative skills.

All PDipAT students are required to sign in the *Student Confidentiality Agreement* that they understand consequences of unauthorized disclosure of confidential or private information.

The CE courses provide an environment for students to put forward knowledge and theories into practices. The three clinical placement rotations throughout the PDipAT programme have its corresponding educational focuses according to academic progression, different venue settings, various client/ patient populations and health conditions.

All components of clinical placements are compulsory. The schedules of clinical education courses may be subject to changes, depending on the availability of placement centers.

Course code	Placement settings
AT11	Sports Events/ Overseas visiting
AT21	Professional sports teams/ clubs
AT31	Musculoskeletal clinics

Further details of clinical education component are subject to change and can be found at CE handbook.

SECTION III: OTHER POLICY AND PROCEDURE

3. Health and Safety Policies

3.1 Differentiate students from credentialed providers

PDipAT students will be differentiated from clients/patients in clinical experiences through the programme attire. The students will be issued CUHK Sports Medicine jackets and polos to wear at all clinical sites. In addition, students are required to wear their student badge at all clinical sites. Preceptors are also reminded of this programme requirement.

3.2 Required Training and Verifications

3.2.1 Emergency Cardiac Care Training

PDipAT students are required to take the First-aid and Automated External Defibrillation (AED) certifications organised by accredited organisations in Hong Kong (e.g., St John Ambulance in Hong Kong/ Hong Kong Red Cross). Documentation of certification issued by the organising party upon completion of the course will be maintained by the Programme.

Reference materials:

- First Aid Courses by St. John
<https://www.stjohn.org.hk/en/training-courses/course-list>
- First Aid Certificate Course by Hong Kong Red Cross
<https://training.redcross.org.hk/tms/en/fatCourseDetails.jsp?courseCode=SFA>

3.2.2 Blood-Borne Pathogen Protection and Exposure Policy

PDipAT students will annually obtain Blood-Borne Pathogen (BBP) training. The training will provide students with local and international guidelines and procedures on BBP. This serves to ensure that students understand the BBP Policy, are competent in protecting themselves and to ensure patient safety.

BBP training will occur annually prior to AT11 (Clinical Experience I) and review again in AT21 (Clinical Experience II) and AT31 (Clinical Experience III). Documentation of completed training will be maintained by the programme. Students will be required to verify that they understand this policy. Documentation of this verification will be maintained by the Programme.

Online reference materials:

- Heartsaver® Bloodborne Pathogens Training
<https://cpr.heart.org/en/cpr-courses-and-kits/heartsaver/heartsaver-bloodborne-pathogens-training>
- Bloodborne Pathogens and Needlestick Prevention by Occupational Safety and Health Administration
<https://www.osha.gov/bloodborne-pathogens>
- Bloodborne Pathogens Training Online by American Red Cross
<https://www.redcross.org/take-a-class/classes/bloodborne-pathogens-training-online/a6R3o00001wEux.html>

3.2.3 Communicable and Infectious Disease Transmission Policy

PDipAT aims to create a plan to control any potential exposures of infectious diseases to students and staff on campus or at any clinical education site. PDipAT students will be required to verify that they understand this policy. Documentation of this verification will be maintained by the Programme.

Further details could be found at the following links:

- School Health Against Triple Burden of Diseases: Part 1 Communicable Disease [Centre for Health Education and Health Promotion, School of Public Health, CUHK](#)
- Hong Kong Training Portal on Infection Control and Infectious Disease [Hong Kong Training Portal on Infection Control and Infectious Disease \(ha.org.hk\)](#)
- ICB Infection Control Guidelines by Department of Health, HKSAR [Centre for Health Protection - ICB Infection Control Guidelines \(chp.gov.hk\)](#)
- Guidelines for Health Professionals, Department of Health, HKSAR [Centre for Health Protection - Guidelines \(chp.gov.hk\)](#)

3.2.4 Immunization Policy

PDipAT aims to protect its staff and students, who work directly with patients or handle infectious materials, from contagious diseases. These diseases could not only infect them, but also spread to vulnerable patients. PDipAT students are strongly advised to get vaccinated for the following: Hepatitis B, Measles and rubella, Varicella (chickenpox), seasonal influenza etc., to minimise the risk of contracting or spreading vaccine-preventable diseases. The necessary immunizations prior to clinical experiences with clinics will be announced annually, in accordance with the requirements of the clinical placement sites. Documentation of this verification will be maintained by the Programme. Further details could be found at the following link:

- Summary Statement on Vaccination Practice for Health Care Workers in Hong Kong www.chp.gov.hk/files/pdf/summary_statement_on_vaccination_practice_for_health_care_workers_in_hong_kong_september_2017.pdf

3.2.5 Patient/Client Privacy Policy

Students are reminded to follow the practice of patient/client privacy under the guidelines from CUHK, and with reference to HKSAR Government and Hospital Authority Personal Data Privacy Guideline. Documentation of this verification will be maintained by the Programme. Further details could be found at the following links:

- CUHK Protection of Personal Data (Privacy) <https://www.cuhk.edu.hk/policy/pdo/en/>
- Personal Data (Privacy) Ordinance and Electronic Health Record Sharing System (Points to Note for Healthcare Providers and Healthcare Professionals) https://www.pcpd.org.hk/english/data_privacy_law/electronic_health_record_sharing_system/files/eHRSS_Points_to_Notes_ENG.pdf
- Statement on HA's Data Protection Policy and Practice https://www.ha.org.hk/visitor/ha_visitor_index.asp?content_id=101063&lang=ENG

3.2.6 Radiation Exposure Policy

Students have a small potential exposure risk to radiation during their clinical education courses. Students are not required to complete any activities that would expose them to radiation. Possible exposures could occur if a student is allowed and chooses to observe imaging tests during any clinical courses. When exposure is possible, the student must follow all clinical site policies and procedures. Additionally, preceptors should allow students not to observe any imaging tests if the student prefers to avoid potential exposure. Students should consult the Clinical Education Coordinator if they have any safety concerns related to possible radiation exposure. Documentation of this verification will be maintained by the Programme. Further details could be found at the following links:

- CUHK Guideline on Ionizing Radiation Safety – Responsibilities and Management System <https://useo.cuhk.edu.hk/storage/media/Manual%20and%20Guidelines/Physical%20and%20Radiation%20Safety/Ionizing%20Radiation/ionapx1.pdf>

- CUHK Guideline on Ionizing Radiation Safety – Some Radiation Protection Techniques
<https://useo.cuhk.edu.hk/storage/media/Manual%20and%20Guidelines/Physical%20and%20Radiation%20Safety/Ionizing%20Radiation/ionapx4.pdf>
- CUHK Guideline on Ionizing Radiation Safety – Purchasing Procedure
<https://useo.cuhk.edu.hk/storage/media/Manual%20and%20Guidelines/Physical%20and%20Radiation%20Safety/Ionizing%20Radiation/ionapx3.pdf>
- Legislation (Cap. 303, section 13) - Radiation (Control of Irradiating Apparatus) Regulations
<https://www.elegislation.gov.hk/hk/cap303B>

3.2.7 Sanitation Precautions Policy

Standard sanitation precautions are designed to minimise the risk of transmitting bloodborne and other pathogens from both known and unknown sources. It represents the fundamental level of infection control measures that should be implemented at the very least in the treatment of all patients. PDipAT students have access to hand washing stations at all clinical sites. Students should understand the importance of washing hands thoroughly after contact with any patient. Students are also obliged to Disinfect all the used equipment/ all hard surfaces at the end of every practical class, as well as clinical placement sites. Documentation of this verification will be maintained by the Programme. Further details could be found at the following links:

- Centre for Health Protection - Recommendations on Hand Hygiene and Use of Gloves in Health Care Settings
https://www.chp.gov.hk/files/pdf/recommendations_on_hand_hygiene_and_use_of_gloves_in_health_care_settings.pdf
- Centre for Health Protection - Reminding Each Other to Keep Hands Clean
<https://www.chp.gov.hk/en/features/102221.html>
- World Health Organization - Standard precautions in health care
<https://www.who.int/docs/default-source/documents/health-topics/standard-precautions-in-health-care.pdf>
- Centre for Health Protection - Proper Use of Bleach
<https://www.chp.gov.hk/en/static/100272.html>

3.3 Venue Specific Policies

PDipAT students shall familiarise with individual venue policies on emergency response, as content include medical emergency, fire, major biological/ chemical spill, major radiation spill etc. The guidelines and policies vary from different clinical sites. Documentation of this verification will be maintained by the Programme. Further details could be found at the following link:

- CUHK Emergency Response Guidelines
<https://useo.cuhk.edu.hk/cuhk-emergency-response-guide>

4. Rights and Responsibilities of PDipAT Students

4.1 Academic Dishonesty Policy

The Chinese University of Hong Kong places very high importance on honesty in academic work submitted by students and adopts a policy of zero tolerance on academic dishonesty. While "academic dishonesty" is the overall name, there are several sub-categories as follows:

- Honesty in Academic Work: A Guide for Students and Teachers
[https://www.cuhk.edu.hk/policy/academichonesty/Eng_hkm_files_\(2013-14\)/index_page2.htm](https://www.cuhk.edu.hk/policy/academichonesty/Eng_hkm_files_(2013-14)/index_page2.htm)
- 1) Plagiarism
- 2) Undeclared multiple submissions
- 3) Employing or using services provided by a third party to undertake ones' submitted work, or providing services as a third party
- 4) Distribution/ Sharing/ Copying of teaching materials without the consent of the course teachers to gain unfair academic advantage in the courses
- 5) Violating rules 15 or 16 of the University's Examination Rules or rule 9 or 10 of the University's Online Examination Rules
- 6) Cheating in tests and examinations (including violation of rules 17 or 18 of the University's Examination Rules or rule 11, 12, 13, 14 or 16 of the University's Online Examination Rules)
- 7) Impersonation fraud in tests and examinations (including violation of rule 19 of the University's Examination Rules or rule 15 of the University's Online Examination Rules)
- 8) All other acts of academic dishonesty

Any related offence will lead to disciplinary action including termination of studies at the University. PDipAT students should be familiar with the content of the website and thereby help avoid any practice that would not be acceptable. Further details could be found at the following link:

4.2 Grievance Policy

The University is committed to addressing grievances and complaints promptly, and to help resolve them in as reasonable a manner as possible. A provision has therefore been established for students to report any irregularities in their course of study through lodging a formal complaint with the University, after which an independent investigation into the matter concerned will take place. Students lodging complaints should identify themselves properly (i.e. no anonymous complaints) and follow the steps stipulated in the Procedures for Dealing with Student Complaints. The Procedures serve as a guide for students in pursuit of complaints and a framework for the University to handle student complaints. Further details could be found at the following link:

- CUHK Quality Manual: Chapter 8 - Grievances, Appeals, Ethics, and Diversity and Inclusion
<https://www.cuhk.edu.hk/clear/qm/ch8.html>
- CUHK Procedures for Dealing with Student Complaints
<https://www.gs.cuhk.edu.hk/download/ComplaintProcedures.pdf>

4.3 Non-discrimination Policies

The University is committed to creating and promoting a work environment, which provides equal opportunities and is free of discrimination. The University embraces diversity as an essential element of excellence in all aspects of the University community and cultivates inclusiveness throughout the campus in which staff and students are able to realize their full potential. Ensuring equal opportunities, valuing diversity and promoting a culture of inclusion are vital to the realization of the University's core values. All members of CUHK have a responsibility to observe and abide by the Diversity and Inclusion Policy, which articulates fully the value of diversity and the Principles of Community the University upholds, in acts or in speech within the University community and in the course of participating in university activities.

The University observes the discrimination legislations (Cap. 480, Cap. 487, Cap. 527 and Cap. 602 of the Laws of Hong Kong) to promote equality of opportunities among races, between men and women, between persons with and without a disability, and irrespective of family status, respectively. A set of Procedures for Handling Discrimination Complaints has been devised to set out the mechanism for dealing with allegations or complaints of discrimination on the grounds of sex, marital status, pregnancy, breastfeeding, disability, family status and race, and for providing proper redress if and when discrimination, harassment and vilification occur.

Further details could be found at the following links:

- CUHK Quality Manual: Chapter 8 - Grievances, Appeals, Ethics, and Diversity and Inclusion
<https://www.cuhk.edu.hk/clear/qm/ch8.html>
- CUHK Graduate School - Procedures for Handling Discrimination Complaints
<https://www.gs.cuhk.edu.hk/download/DiscriminationComplaintProcedure.pdf>
- CUHK Committee Against Discrimination and Sexual Harassment - Procedures for Handling Discrimination Complaints
<https://cadsh.cuhk.edu.hk/en-gb/policy-and-procedures/procedures-for-handling-discrimination-complaints/general-principles>

4.4 Policies for Student Withdrawal and Refund of Tuition and Fees

For students who wishes to withdraw from studies, are strongly advised to bring the issue to either chief academic officer/ programme director. Special arrangement might be granted from the programme upon open discussion with the faculty members.

Under normal circumstance, all fees paid are not refundable. Further details could be found at the following links:

- General Regulations Governing Postgraduate Studies
https://www.gs.cuhk.edu.hk/download/General_Regulations_Pg.pdf
- Students' Fees
<https://www.fno.cuhk.edu.hk/student/student-fees/>

A student who has withdrawn from the University for reasons other than academic ones may, under very special circumstances, apply in writing to the Programme Director for reinstatement as a student. Such applications shall be considered by the Graduate Division concerned.

4.5 Technical Standards or Essential Functions

The programme's goal is to equip graduates to work in various settings and provide care to a diverse range of individuals involved in physical activity. The programme's technical standards outline the essential qualities students need to gain the knowledge, skills, and competencies of a beginner-level athletic trainer and meet the standards of the accrediting body (CAATE).

PDipAT features an integrated curriculum with a comprehensive healthcare focus that prepares students to successfully sit for the [Board of Certification \(BOC\) exam](#). Hence, students will be prepared in a variety of clinical settings, including traditional and emerging areas of practice, that allow them to function as quality athletic trainer upon graduation; receive trainings through practical workshops/ laboratories, field trainings, demonstrations, clinical attachments; have the opportunities to learn the latest development of athletic training industry through overseas attachment programmes.

To achieve clinical and academic success, PDipAT students must have abilities and skills in five categories: Observation, communication, motor, intellectual, and behavioural/social. The following skills are required, with or without accommodation.

Observation: Students need to have enough sensory ability to observe in classrooms, labs, outpatient clinics, and during direct patient interactions. Students must have the sensory skills necessary to conduct a physical examination. Adequate vision, hearing, and touch are required to assess a patient's condition and gather information through common physical examination procedures like inspection, palpation, and special tests.

Communication: Students need to be able to communicate well in both academic and healthcare environments. Students must demonstrate good written and spoken communication skills. If English is not their first language, they must be proficient enough in English for university-level work.

Motor: Students need to be able to carry out basic diagnostic and treatment actions like palpation and auscultation. Students must have enough motor skills to perform movements needed to care for patients. They should be able to navigate patient care environments and move between places like classrooms and clinical settings. Students also need to have the physical stamina to complete the demanding course of classroom and clinical study, which often involves long periods of sitting, standing, or moving in classrooms, labs, and clinical experiences.

Intellectual: Students need to be able to measure, calculate, reason, analyse, and synthesise. These intellectual abilities are crucial for problem-solving, a key skill for athletic trainers. Students should also be able to understand the spatial relationships of structures. They need to be able to read and understand health and medical literature. To complete the programme, students must show they can master these skills and use them effectively and quickly for problem-solving and patient care.

Behavioural and social attributes: Students need to have the emotional stability necessary to fully use the acquired intellectual skills, make good decisions, and quickly complete all academic and patient care duties. Students must be able to build mature, sensitive, and effective relationships with patients and healthcare team members. Students also need to be able to work well even when faced with uncertainties in clinical practice. Flexibility, compassion, integrity, motivation, interpersonal skills, and a concern for others are all necessary. Any student who does not feel they can meet the technical standards will be referred to the appropriate campus resources for assessment.

4.6 Student Support Service

With an educational philosophy that stresses the development of all-round students and graduates, CUHK aspires that its students gather specialized knowledge and skills, as well as general wisdom for life. The University provides a wide range of support to its students to facilitate their whole person development.

The University has extensive student-support systems. General pastoral student-support services are provided by Colleges and the Office of Student Affairs (OSA), as well as a number of other units which provide student services in specialized areas such as the Office of Academic Links (OAL), Office of Admissions and Financial Aid (OFA), and University Health Service (UHS). Each of these units provides relevant support services for students in accordance with its mission and characteristics. Further details could be found at the following link:

- Student-support Services and Activities at CUHK
www.cuhk.edu.hk/clear/qm/A10-3.pdf

4.7 Policy Against Sexual Harassment

The University is committed to equal opportunity in academic pursuits and employment. Any form of discrimination or harassment will not be tolerated. The University shall take any and all necessary steps to eliminate and prevent its occurrence involving members of the University community.

Sex discrimination and sexual harassment are prohibited by law. Sexual harassment if and when it occurs may adversely affect the work of the University staff members and the learning environment of its students.

The University is committed to eliminating and preventing sexual harassment and will not condone any act of sexual harassment committed by its staff members or students. The policy and procedure below set out the mechanism for dealing with allegations or complaints of sexual harassment and for providing proper redress

if and when harassment occurs. By clearly stating the University's stance on sexual harassment and putting an appropriate procedure in place, the University aims to cultivate a sense of justice, fairness and openness in the University community in relation to gender equality and the furtherance of mutual respect.

Further details could be found in the following link:

- Guidelines on Prevention of Sexual Harassment
<https://cadsh.cuhk.edu.hk/en-gb/support-and-advice/prevention-of-sexual-harassment/guidelines-on-prevention-of-sexual-harassment>

SECTION IV: PROFESSIONALISM & ETHICAL CONDUCT

5. Professionalism

Cultivating a sense of professionalism is an integral component of the programme experience as PDipAT students often serve as the initial point of contact for patients. The educational journey provides an ideal platform for the development of robust professional habits. These considerations will be consistently addressed throughout the duration of the programme.

PDipAT students are expected to be able to maintain the following professional behaviours:

Regarding the delivery of athletic training service:

- Identify and assess the health needs of individuals, groups and communities including screening, prevention, and wellness programmes.
- Evaluate individual treatment, plan of care and/or intervention programme to determine the optimal treatment effects and outcomes.
- Select and appraise published studies and information on techniques and technology and know how to apply the relevant findings to his/her AT practice, research and education.
- Demonstrate professional behaviour and effective written, verbal and non-verbal communication with clients, caregivers, colleagues and the general public.
- Incorporate an awareness of the economic, psychological, cultural, and sociological factors that influence the context of athletic training practice.

Regarding patient/ client care:

- Demonstrate a holistic patient-centered treatment approach.
- Demonstrate the ability in clinical reasoning, clinical judgement, and reflective practice.
- Propose a clinical impression according to clients' physical, psychological, and environmental factors.
- Collaborate with clients, family members, other health care providers and community-based organisations for optimal client care.
- Establish achievable functional/ treatment goals with the patient/ clients within a specific time period and limited resources.
- Ensure the implemented treatment/ plan of care is safe, effective, and cost-effective.
- Supervise the delegated supporting personnel and monitor the care plan in response to client status.
- Communicate and interact with clients/ family members, other healthcare providers/ community organisations for the purpose of coordinating activities for optimal client care.

Regarding professionalism:

- Formulate and implement a plan for personal and professional career development based upon self-assessment, reflection, and feedback from others.
- Participate in clinical education.
- Recognise her/his responsibility to maintain and promote the highest professional and ethical standard and to contribute to the development of the profession.

It is essential that students have to be identified as an PDipAT student during service and practice under the arrangements of clinical education courses. If a nametag is misplaced or lost, the student will be responsible for any charges incurred to obtain a new one. For further assistance, please contact the programme office.

6. Ethical Conduct

The motto of The Chinese University of Hong Kong (CUHK) is “博文約禮” or “Through learning and temperance to virtue”. This motto places equal emphasis on the intellectual and moral education of students. In addition to pursuing academic excellence, students of CUHK are expected to maintain and uphold the highest standard of integrity and honesty in their academic and personal lives, respect the rights of others and abide by the law.

It is essential to raise students’ awareness of the importance of academic honesty and personal integrity, ethnicity, and CUHK's expectations of its students in these respects. Upon admission to CUHK, all students must affirm their willingness to subscribe to and be governed by the Honour Code and the Code of Conduct. Conduct in accordance with the BOC Standards of Professional Practice and the NATA Code of Ethics is also encouraged at all levels of the programme. Further details could be found at the following links:

- CUHK Honour Code and Code of Conduct for Students
https://www.gs.cuhk.edu.hk/download/Honour_Code_n_Code_Conduct_for_Students.pdf
- BOC Standards of Professional Practice
<https://bocatc.org/wp-content/uploads/2024/01/SOPP-2024.pdf>
- NATA Code of Ethics
https://www.nata.org/sites/default/files/nata_code_of_ethics_2022.pdf

Personal Conflicts of Interest

Students are expected to provide the Programme Director with any instances of personal conflict of interest that may impact their clinical education programme. The most common situation is a romantic relationship in which a significant other may become a patient. Students should not enter a clinical rotation under these circumstances. Other instances may include family members or previous experiences that may influence a clinical opportunity. It is also important to divulge a conflict of interest that involves a fellow athletic training student. It is a demonstration of professionalism to honestly address these issues and therefore ensure the best educational opportunity and optimal delivery of healthcare services. If you are uncertain if something is a conflict of interest, please ask the Programme Director or Clinical Education Coordinator.

Conflicts of interest as they arise during a clinical rotation:

- The student will inform the Clinical Education Coordinator and Programme Director of any conflicts of interest that arise during a clinical rotation.
- The student will ask the Clinical Preceptors for time off if a conflict presents itself and then immediately inform the Clinical Education Coordinator and Programme Director.

7. Misconduct Policies

Disciplinary Action

According to [General Regulations Governing Postgraduate Studies](#), Section 16.0 Disciplinary Action –

16.1 The University may take disciplinary action against a student who violates any rule or regulation prescribed by the University authorities, and/or commits any misconduct including but not limited to the following:

- a) defamation of or assault on or battery against the person of any member of the University;
- b) wilful damage to or defacement of any property of the University;
- c) theft, fraudulent use, misapplication of University funds or property of any kind;
- d) academic dishonesty;
- e) an offence in connection with tests or examinations or violation of any of the regulations governing conduct at tests or examinations as approved by the Senate from time to time;
- f) falsification or serious misuse of University documents or records;
- g) refusal to comply with any regulations or orders by authorized persons and bodies prohibiting any conduct which disrupts teaching, study, research, administration or normal activities of the University;

- h) any conduct which is detrimental to the reputation and well-being of the University;
- i) an offence of an immoral, scandalous or disgraceful nature of which the student has been convicted in any court of law; or
- j) misrepresentations or false statements made in any application or document submitted to the University.

16.2 Disciplinary action may result in a penalty in any one or more of the following forms in accordance with the nature and gravity of the offence:

- a) reprimand issued by the disciplinary body concerned;
- b) suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of the University for a specified period of time;
- c) demerit(s), of which a total of three may result in termination of studies at the University;
- d) suspension from the University for a specified period of time;
- e) termination of studies at the University; or
- f) Any other form as the Senate Committee on Student Discipline or the Graduate School Disciplinary Committee or other disciplinary committees may deem fit.

Penalty (d) or (e) may be imposed only with the approval of the Senate Committee on Student Discipline, with authority delegated by the Senate. Any penalty imposed as a result of disciplinary action may be entered into the transcript of the student's academic record.

Further details could be found at the following link:

- Procedures for Handling Student Disciplinary Cases
<https://www.cuhk.edu.hk/governance/senate/documents/scsd-procedures-e.pdf?20210802>

Removal from Clinical Experience

The Clinical Education Coordinator and Programme Director reserve the right to remove a student from their clinical rotation for violations of professional conduct. If violations have occurred, the following steps will be taken:

- The student will meet with the Programme Director, Clinical Education Coordinator, and/or clinical preceptors to discuss the situation.
- If warranted, a letter of reprimand will be placed in the student's PDipAT programme file.
- If needed the student will be removed from the clinical rotation.
- The Programme Director and Clinical Coordinator may require specific corrections in behaviour be demonstrated prior to subsequent clinical assignments.
- Specific breaches of professionalism may be referred to the CUHK Students Office for the purpose of student withdrawal from the course or programme.

Further details could be found at the following link:

- Procedures for Handling Student Disciplinary Cases
<https://www.cuhk.edu.hk/governance/senate/documents/scsd-procedures-e.pdf?20210802>

Non-Academic Misconduct – Campus and System Policies

Under the current Procedures, depending on the nature and gravity, cases will be handled by different disciplinary committees of the University as appropriate, which are formed under the Graduate School, Colleges and Faculties or other course offering units. The following is the guiding principle for Postgraduate students:

- Disciplinary cases that involve misconduct of a non-academic nature shall be handled by the Graduate School Disciplinary Committee, except for cases of misconduct that are associated with the academic pursuit of students and bring unfair advantage in specific courses taken by the students, which shall be handled by the disciplinary committees formed under the Faculties of which the course offering units belong.

- Other disciplinary cases of an academic nature shall be handled by the disciplinary committees formed under the Faculties while the Graduate School Office shall provide the administrative support relating to student records/status checking/updating to the disciplinary committees.

Further details could be found at the following links:

- General Regulations Governing Postgraduate Studies
https://www.gs.cuhk.edu.hk/download/General_Regulations_Pg.pdf
- Procedures for Handling Student Disciplinary Cases
<https://www.cuhk.edu.hk/governance/senate/documents/scsd-procedures-e.pdf?20210802>
- Whistleblowing policy
<https://www.gs.cuhk.edu.hk/download/WhistleblowingPolicy.pdf>

Hostile and Intimidating Behavior (Bullying)

The Diversity and Inclusion Policy (“the Policy”) has been developed to promote a diverse and inclusive environment for staff members and students free from discriminatory acts, prejudice, hatred, intolerance, harassment and bullying. The University will not tolerate any wrongful acts referred to by the Policy. The University will take any and all necessary steps to eliminate and prevent their occurrence on campus.

There are four anti-discrimination ordinances in Hong Kong, namely the Sex Discrimination Ordinance (“SDO”), Disability Discrimination Ordinance (“DDO”), Family Status Discrimination Ordinance (“FSDO”) and Race Discrimination Ordinance (“RDO”). Under the anti-discrimination ordinances, it is unlawful to discriminate against a person on the grounds of sex, marital status, pregnancy, breastfeeding, disability, family status and race in the prescribed areas of activities, including employment, education, provision of goods, services and/or facilities, disposal and/or management of premises, and participation in clubs.

Further details could be found at the following link:

- Procedures for Handling Discrimination Complaints
<https://www.gs.cuhk.edu.hk/download/DiscriminationComplaintProcedure.pdf>