

Timetable for Statistical Consulting Services for Research Students (Semester II, 2016/17)

Date	Time	Venue	Consultant	Email Account for Appointment
8 Feb 2017 (Wed)	14:00 – 17:00	B1-2/F-12	Dr HSU Chia-Ling	clhsu@eduhk.hk
16 Feb 2017 (Thu)	14:00 – 17:00	B1-2/F-14	Mr. CHEN Chia-Wen	chencw@eduhk.hk
22 Feb 2017 (Wed)	09:30 – 12:30	B1-2/F-24	Mr. JIN Kuan-Yu	kyjin@eduhk.hk
3 Mar 2017 (Fri)	09:30 – 12:30	B1-2/F-22	Dr QIU Xuelan	xlqiu@eduhk.hk
8 Mar 2017 (Wed)	14:00 – 17:00	B1-2/F-14	Mr. LIU Chen-Wei	cwliu@eduhk.hk
15 Mar 2017 (Wed)	14:00 – 17:00	B1-2/F-12	Dr HSU Chia-Ling	clhsu@eduhk.hk
23 Mar 2017 (Thu)	14:00 – 17:00	B1-2/F-14	Mr. CHEN Chia-Wen	chencw@eduhk.hk
29 Mar 2017 (Wed)	09:30 – 12:30	B1-2/F-24	Mr. JIN Kuan-Yu	kyjin@eduhk.hk
7 Apr 2017 (Fri)	09:30 – 12:30	B1-2/F-22	Dr QIU Xuelan	xlqiu@eduhk.hk
12 Apr 2017 (Wed)	14:00 – 17:00	B1-2/F-14	Mr. LIU Chen-Wei	cwliu@eduhk.hk
19 Apr 2017 (Wed)	14:00 – 17:00	B1-2/F-12	Dr HSU Chia-Ling	clhsu@eduhk.hk
27 Apr 2017 (Thu)	14:00 – 17:00	B1-2/F-14	Mr. CHEN Chia-Wen	chencw@eduhk.hk
12 May 2017 (Fri)	09:30 – 12:30	B1-2/F-22	Dr QIU Xuelan	xlqiu@eduhk.hk
17 May 2017 (Wed)	09:30 – 12:30	B1-2/F-24	Mr. JIN Kuan-Yu	kyjin@eduhk.hk
24 May 2017 (Wed)	14:00 – 17:00	B1-2/F-14	Mr. LIU Chen-Wei	cwliu@eduhk.hk

Guidelines for Statistical Consulting Services for Research Students

A. Booking

1. Please contact the consultant directly by email at least 2 days before the consultation according to the above timetable. Booking will be confirmed by email.
2. Cancellation should be made at least 12 hours before the consultation. Cases of no-show will be recorded.
3. Each consultation session lasts for an hour.

4. Students are advised to send their questions and/or related materials to the consultant 2 days before the consultation for a more effective discussion.

B. Restrictions

1. We DO NOT provide services such like data cleaning or data analysis.
2. We DO NOT offer telephone consulting or email consulting.
3. We DO NOT provide assistance to undergraduate students nor graduate students who are working on their homework, papers or projects for a class. Therefore, students need to sign a consent form to confirm that the project which they are consulting is neither a homework nor a paper/project for a class.
4. In many cases, we will NOT be able to assist a student whose data files have personal or sensitive information. Students should also NOT leave any data file on the computers at the consulting office.

C. Authorship

The Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URMSBJ) stipulates that any of the following, if satisfied, should be considering co-authorship.

(http://www.icmje.org/ethical_1author.html)

1. Substantial contributions to conception or design, or
2. Acquisition of data, or
3. Analysis and interpretation of the data (http://www.icmje.org/ethical_1author.html)

American Psychological Association (APA) acknowledges that authorship is not limited to the writing of manuscripts, but must include those who have made substantial contributions to a study

(http://en.wikipedia.org/wiki/Academic_authorship) such as

1. Formulating the problem or hypothesis, or
2. Structuring the experimental design, or
3. Organizing and conducting the statistical analysis, or
4. Interpreting the results, or
5. Writing a major portion of the paper

If any ARC consultant provides services that meet the above criteria, he/she should be granted co-authorship of the manuscript. In particular, whether or not the ARC consultant is paid should not be considered when evaluating co-authorship.