



# **User Guide for Online Study Plan and Progress Report**

Graduate School  
The Chinese University of Hong Kong  
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# Introduction

This User Guide is divided into different sections for respective user groups as follows:

## STUDY PLAN:

- I. Student
- II. Supervisor
- III. Programme Administrator and Division operational staff
- IV. Head of Graduate Division

## PROGRESS REPORT:

- V. Student and Student feedback
- VI. Supervisor
- VII. Programme Administrator and Division operational staff
- VIII. Head of Graduate Division

# Minimum System Requirements and User Tips

## Browser

CUSIS is compatible to desktop and mobile versions of most commonly used browsers. For details on supported browser versions, please visit <https://www.cuhk.edu.hk/cusis/com/cusis-PCrequirement.pdf>.

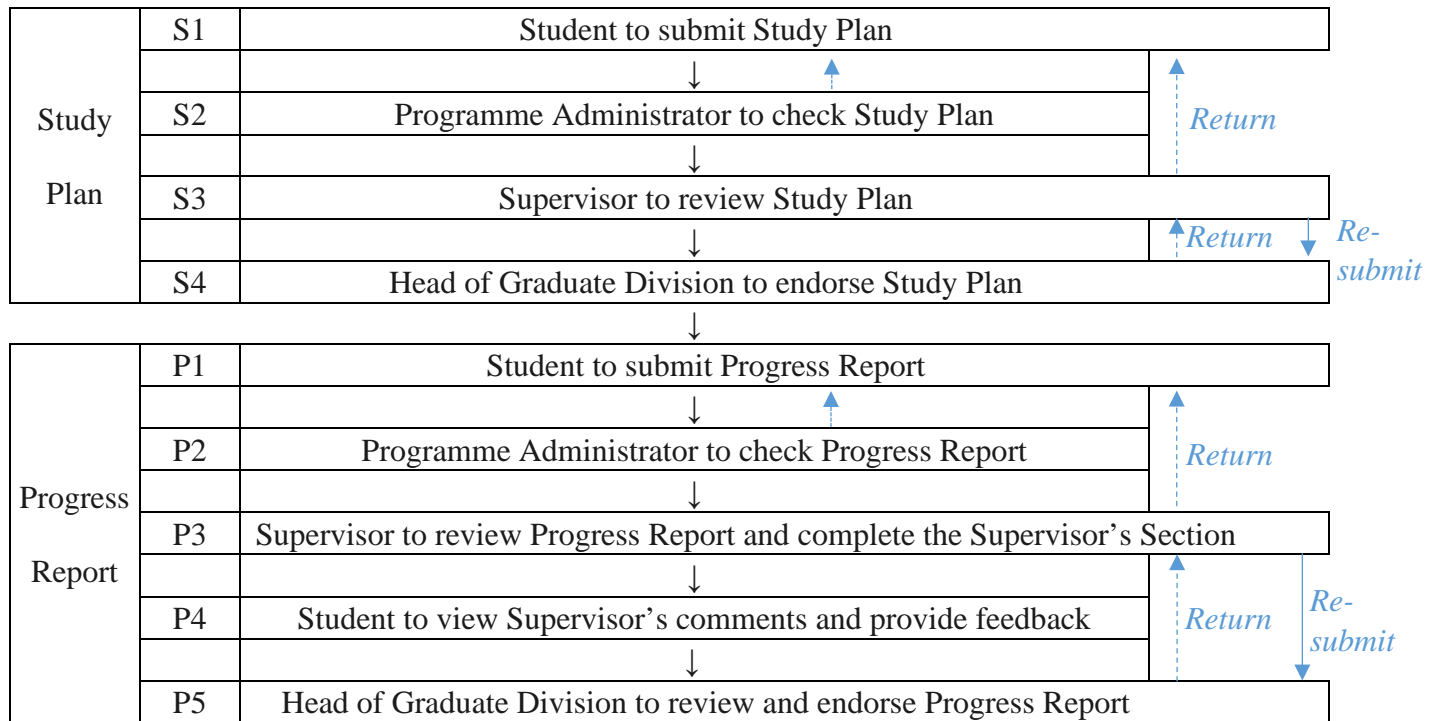
## Pop-up Blocker

You might need to allow pop-ups in your browsers to access some specific CUHK online information. If your internet browser blocks pop-ups by default, you could follow the steps at [www.cuhk.edu.hk/itsc/training/faq-popup.html](http://www.cuhk.edu.hk/itsc/training/faq-popup.html) to allow cuhk.edu.hk for pop-ups.

## Session Timeout

When you leave the MyCUHK window idle for more than 20 minutes, the system will log you out automatically. The session timeout message box will pop up two minutes before your session expires. Simply click OK to remain signed in.

## Workflow for Submission of Study Plan and Progress Report



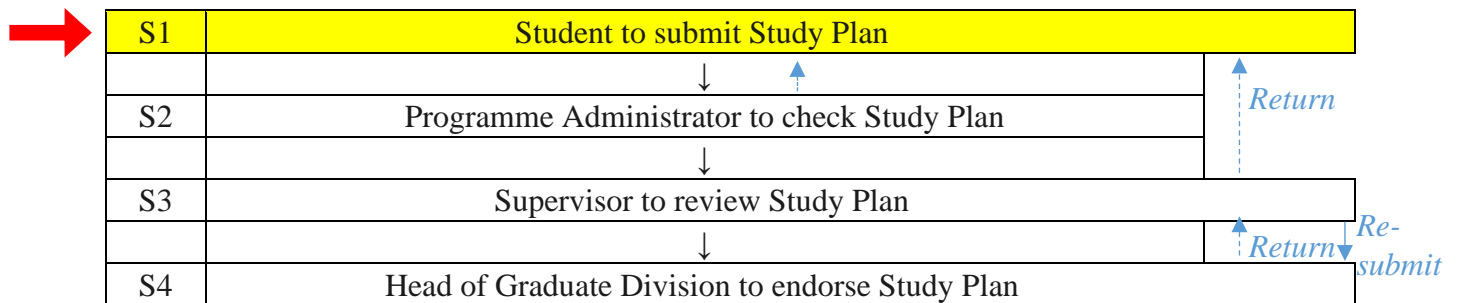
## STUDY PLAN

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan annually to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss this Study Plan prior to completing and submitting it to the Online Study Plan and Progress Report.


### I. Student

#### A. Workflow for Submission




## B. Login

Path: *MyCUHK* > *CUSIS* > *Academic Progress* > *Study Plan & Progress (RPG)*




# MyCUHK



Login MyCUHK with  
Student: [Student-ID@link.cuhk.edu.hk](mailto:Student-ID@link.cuhk.edu.hk)  
Staff alias: [cuhk@cuhk.edu.hk](mailto:cuhk@cuhk.edu.hk)  
Alumni: [alumni-ID@link.cuhk.edu.hk](mailto:alumni-ID@link.cuhk.edu.hk)  
Password: OnePass Password

Sign In

[Change Current / Expired Password](#)  
[Forgot Alumni ID / Password](#)  
[Contact ITSC](#)

  
(CADS Reference Number: 086)

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- Login MyCUHK with Student ID and OnePass (CWEM) password.

1

2

3

MyPage

News and Events

Student Homepage

Profile

Applications

Manage Classes

Academic Records

Academic Progress

Financial Account

CUSIS

Chinese University  
Student Information System

Useful Links

Academic Progress

My Academic Requirements

Academic Progress (Fluid)

Advisors

Planner

Study Plan & Progress (RPG)

View What-if Report

Research Postgraduate Study Plan and Progress Report

STUDY PLAN:

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

PROGRESS REPORT:

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

## C. System Main Menu

Please follow the instructions in each Section to complete the Study Plan.

You can click on the number buttons or “Quick Navigation” in subsequent screens to jump to different Sections.

2018-19

**Study Plan Status**  
Not yet accessed by student



The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

### Form Sections

**Notes to Students:**

1. Please input your study plan in Sections 1-8 through clicking to edit the respective sections one by one or clicking "START" to begin.
2. Section 8 "Progression Milestone" shows the full Study Plan and Progress Report.
3. You may refer to the student handbook at <https://www.gs.cuhk.edu.hk/page/PostgraduateStudentHandbook> for more details about your RPg study.

Quick Navigation	
Form Sections	
1	<a href="#">Course requirements</a>
2	<a href="#">Language requirements</a>
3	<a href="#">Qualifying examination / Candidacy requirements</a>
4	<a href="#">Improving Postgraduate Learning (IPL)</a>
5	<a href="#">Research Ethics Training (RET)</a>
6	<a href="#">Thesis/Research and other academic activities</a>
7	<a href="#">Research supervision</a>
8	<a href="#">Progression milestones</a>

**Legend:**  Last saved position  Max. step visited

START

## 1) Course requirements

Students should input the required courses and elective/other courses planned to be taken in the current academic year (i.e., 1 August of this year to 31 July of the following year).

Notes to Students:

1. Please input the required courses and elective/other courses planned to be taken in the current academic year.
2. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
3. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom before logging out.

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

1 2 3 4 5 6 7 8

### Course requirements

\* Compulsory fields

2018-19

* Course code	Course title		
		+	-






2017-18

Course(s) enrolled

Course code	Course Title	Enrolled	Grade
-------------	--------------	----------	-------

SAVE Quick Navigation NEXT

You can show or hide the details by clicking on the Expand/Collapse icon next to the academic year.

- “Course code”: Input the course code or click the magnifier icon  to choose.
- “ ”: Click  to add a row and  to delete a row.
- **SAVE**: Save the input of the Section before leaving the system.
- **NEXT**: Move to the next Section.

## 2) Language requirements

Students should indicate the language requirements they are required to fulfill for graduation, if any.

For language requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details will be retrieved automatically.

Notes to Students:

1. Please indicate the language requirements you are planning to complete in the current academic year, if applicable, for fulfillment of the graduation requirements.
2. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
3. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom before logging out.

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

1 2 3 4 5 6 7 8

### Language requirements

\* Compulsory fields

\* Required to study a language

☐ Not Required

☐ Required - Chinese

☐ Required - English

☐ Required - Others

- Choose the applicable option
  - “Not Required”
  - “Required - Chinese”: Required to study Chinese
  - “Required - English”: Required to study English
  - “Required - Others”: Click the checkbox and fill in the required language
- **SAVE**: Save the input of the Section before leaving the system.
- **NEXT**: Move to the next Section.

### 3) Qualifying examination/Candidacy requirements

Doctoral students must pass the qualifying examination/candidacy requirements for advancement to doctoral candidature.

Content shown in this Section depends on the student's study programme.

For qualifying examination/candidacy requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details will be retrieved automatically.

Notes to Students:

1. Please indicate the qualifying examination / candidacy requirements you are planning to complete in the current academic year, if applicable, for fulfillment of the graduation requirements.
2. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
3. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom before logging out.
4. If you have changed programme from MPhil to PhD or vice versa, you will have to fill in this Section again.

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

1 2 3 4 5 6 7 8

#### Qualifying examination / Candidacy requirements

\* Compulsory fields

☒ \* Qualifying examination

Other requirement(s)

Requirement	Completion year	Completion term	Remarks		
<input type="text"/>				<input type="button" value="+"/>	<input type="button" value="-"/>

For other requirements, if any:

- “*Requirement*”: Specify other requirements.
- “ ”: Click  to add a row and  to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

#### 4) Improving Postgraduate Learning (IPL)

For IPL requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details will be retrieved automatically.

Compulsory IPL course(s):

Notes to Students:

1. Please input the compulsory IPL course(s) and other IPL courses planned to be taken in the current academic year.
2. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
3. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom before logging out.
4. Some programmes have special requirements. Please refer to the student handbook at <https://www.gs.cuhk.edu.hk/page/PostgraduateStudentHandbook> for more details about your RPg study.

**The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.**

1

2

3

4

5

6

7

8

### Improving Postgraduate Learning (IPL)

IPL courses are offered by the Centre for Learning Enhancement And Research (CLEAR) for postgraduate students to acquire concepts, methodologies and skills useful for their studies. For IPL course details, please visit the [CLEAR](#) website.

**\* Compulsory fields**

Compulsory IPL course(s)

☒ **\* Observing Intellectual Property and Copyright Law during Research (OIP)**  
*(According to the Graduate Council's resolution, this module is compulsory for all research postgraduate students admitted from July 2001 onwards.)*

☐ **OIP course exempted #**  
# Exemption is only granted by [CLEAR](#).

- “OIP course exempted”: Exemption is only granted by [CLEAR](#).

Other IPL courses (as required by the Programme or recommended by the Supervisor or as an optional choice):

Other IPL courses (as required by the Programme/recommended by the Supervisor or as an optional choice)

**Research-related Skills**

**Research skills**

Course title	Completion year	Completion term	Remarks
<input type="text"/>			

**Discover research information**

Course title	Completion year	Completion term	Remarks
<input type="text"/>			

**Computer skills**

Course title	Completion year	Completion term	Remarks
<input type="text"/>			

**Laboratory skills**

*(Supervisors are required to prescribe relevant safety courses for students who have to conduct laboratory work and to ensure their completion of the modules before starting laboratory work.)*

Course title	Completion year	Completion term	Remarks
<input type="text"/>			

**Writing and presentation Skills**

**Thesis writing**

Course title	Completion year	Completion term	Remarks
<input type="text"/>			

**Presentation skills**

Course title	Completion year	Completion term	Remarks
<input type="text"/>			

**Teaching and learning**

Course title	Completion year	Completion term	Remarks
<input type="text"/>			

**SAVE** **Quick Navigation** **BACK** **NEXT**

- “Course title”: Choose the course from the drop-down menu.
- “+ -”: Click + to add a row and - to delete a row.
- **SAVE**: Save the input of the Section before leaving the system.
- **NEXT**: Move to the next Section.

## 5) Research Ethics Training (RET)

Content shown in this Section depends on the student's study programme.

For RET requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details will be retrieved automatically.

### Notes to Students:

1. Please input compulsory RET module(s), if any, and other RET module(s) planned to be taken in the current academic year.
2. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
3. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom before logging out.

**The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.**



### Research Ethics Training (RET)

Research postgraduate students admitted in 2017-18 and thereafter are required to complete an online RET module on "Publication Ethics" offered by the [Office of Research and Knowledge Transfer Services \(ORKTS\)](#) and have a valid Publication Ethics Certificate for graduation. Relevant information can be accessed at the [RET](#) website.

\* Compulsory fields

#### Compulsory RET module

☒ \* Publication Ethics

#### Other RET modules (as recommended by Supervisor or as an optional choice for students)

Module title	Completion year	Completion term	Remarks
<div><div>▼</div><div>Human Subject Ethics Laboratory Animals Ethics Survey and Behavioral Ethics</div></div>			

SAVE

▶ Quick Navigation

BACK

NEXT

- "Module title": Choose the module from the drop-down menu.
- "+ -": Click + to add a row and - to delete a row.
- **SAVE**: Save the input of the Section before leaving the system.
- **NEXT**: Move to the next Section.

## 6) Thesis/Research and other academic activities

Students who plan to undertake an activity in the current academic year (i.e., 1 August of this year to 31 July of the following year) should complete this Section.

For thesis/research and other academic activities completed and inputted in the endorsed Progress Report in previous year(s), the completion details will be retrieved automatically.

Notes to Students:

1. Please input the thesis/research and other academic activities planned to be undertaken in the current academic year.
2. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
3. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom before logging out.

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

1 2 3 4 5 6 7 8

### Thesis/Research and other academic activities

Types of activities	Plan (e.g. To attend a conference on Robotics in the US.)	From (MM/YYYY)	To (MM/YYYY)	Remarks		
<div>Conference</div> <div>Exchange</div> <div>Field trip</div> <div>Internship</div> <div>Others</div> <div>Thesis/Research</div>	<input type="text"/>				<input type="button" value="+"/>	<input type="button" value="-"/>

- “Type of activities”: Choose the activity from the drop-down menu.
- “Plan”: Briefly describe the activity.
- “ ”: Click  to add a row and  to delete a row.
- **SAVE**: Save the input of the Section before leaving the system.
- **NEXT**: Move to the next Section.

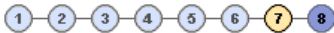
## 7) Research supervision (for viewing only)

Students can view the names of their Supervisors and Co-supervisors in this Section.

### Notes to Students:

1. This page is for information only. Changes can only be made by the Division Office.
2. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.

**The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.**



### Research supervision

The Supervisor and/or the Head of Graduate Division may wish to engage other teachers to help with the supervision. These teachers could be appointed as Co-supervisors, depending on the extent of the responsibility assumed. Such an arrangement is in general encouraged for the breadth of supervision, but would be required if the Supervisor is expected to be on leave for a significant period, or to leave University service before the completion of the thesis by the student.

The Supervisor/Co-supervisor in charge of Study Plan/Progress Report is responsible for discharging the administrative functions related to the Study Plan and Progress Report Online System. The Supervisor/Co-supervisor in charge of Study Plan/Progress Report can be the student's Supervisor or Co-supervisor. The comments/decisions recorded on the System represent the collective views of the Supervisor and Co-supervisor(s), if any.

Supervisor / Co-supervisor		
Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

SAVE



Quick Navigation

BACK

NEXT

- **NEXT**: Move to the next Section.

## 8) Progression milestones (for viewing only)

Information saved in the Study Plan will be collated and shown in this Section.

Students can amend the content of a particular Section by clicking the relevant link under “Quick Navigation” to go back to the page for editing.

### Notes to Students:

1. This Section is a summary of all items recorded in the previous Sections.
2. If changes to any of the Sections are required, please click "QUICK NAVIGATION" to select from the menu to go to a particular Section for revision.
3. If no changes to any of the Sections are required, please click "SUBMIT TO DIVISION".
4. Click "View previous report" to view report(s) submitted in the previous year(s) under the current academic programme.
5. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom before logging out.

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.



### Progression milestones

Milestones should be set at the beginning of each academic year jointly by the student and the supervisor(s).

To view previous report(s), choose from the academic years listed.

#### Previous Study Plan & Progress Report (s)

Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
2017-18	Report ready	<a href="#">View previous report</a>	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

#### Course requirements

##### 2018-19

Course code	Course title

#### Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks

## Improving Postgraduate Learning (IPL)

### Compulsory IPL course

Course title	Completion year	Completion term	Remarks
Observing Intellectual Property and Copyright Law during Research (OIP)			

### Other IPL courses *(as required by the Programme/recommended by the Supervisor or as an optional choice)*

#### Research-related skills

##### Research skills

Course title	Completion year	Completion term	Remarks

##### Discover research information

Course title	Completion year	Completion term	Remarks

##### Computer skills

Course title	Completion year	Completion term	Remarks

##### Laboratory skills

Course title	Completion year	Completion term	Remarks

#### Writing and presentation skills

##### Thesis writing

Course title	Completion year	Completion term	Remarks

##### Presentation skills

Course title	Completion year	Completion term	Remarks

#### Teaching and learning

Course title	Completion year	Completion term	Remarks

Research Ethics Training (RET)

RET module

Module title	Completion year	Completion term	Remarks
Publication Ethics			

Other RET module

Module title	Completion year	Completion term	Remarks

Thesis/Research and other academic activities

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks

Research supervision

Supervisor / Co-supervisor

Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

Quick Navigation

BACK

SUBMIT TO DIVISION

You may go to a particular Section for revision by clicking the relevant link under “Quick Navigation” for revision.

#### Quick Navigation

- [1 Course requirements](#)
- [2 Language requirements](#)
- [3 Qualifying examination / Candidacy requirements](#)
- [4 Improving Postgraduate Learning \(IPL\)](#)
- [5 Research Ethics Training \(RET\)](#)
- [6 Thesis/Research and other academic activities](#)
- [7 Research supervision](#)
- [8 Progression milestones](#)

- “*Quick Navigation*”: Click the relevant link to go back to the relevant Section for editing.
- **SUBMIT TO DIVISION**: Submit the Study Plan to Programme Administrator for checking.

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:

The Chinese University of Hong Kong CU Student Information System		CU_SCRR128
Research Postgraduate Study Plan and Progress Report (2017-18)		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> Yes		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Endorsed by Head of Graduate Division	

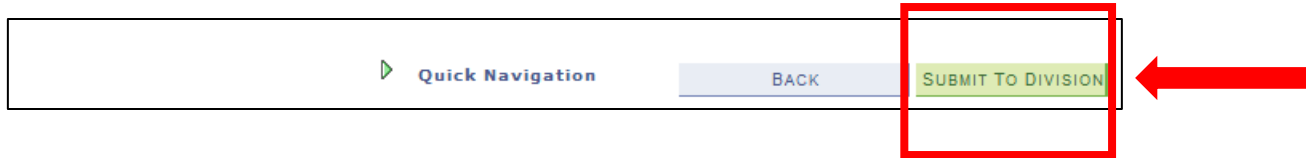
b) Previous report not yet completed:

Report NOT completed (see status below)		CU_SCRR128
The Chinese University of Hong Kong CU Student Information System		
Research Postgraduate Study Plan and Progress Report (2017-18)		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> No		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student	

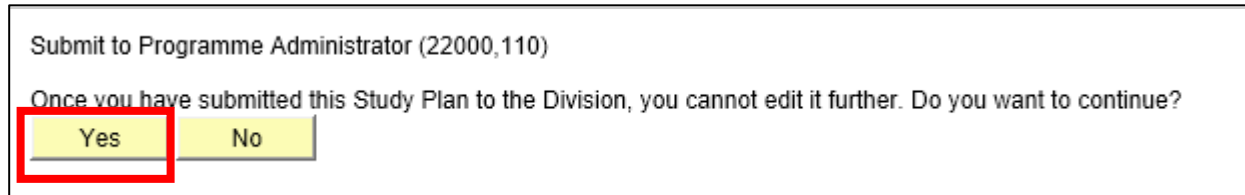
## D. Submission and Review Process

### 1) Submission by Student

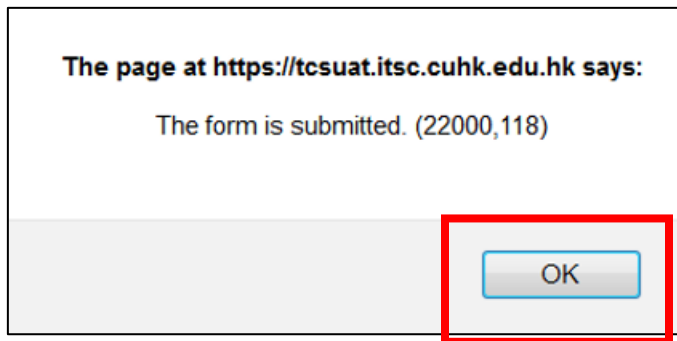
On completion of the Study Plan, students should submit it to the Division (Programme Administrator) for checking by clicking the button **SUBMIT TO DIVISION**.



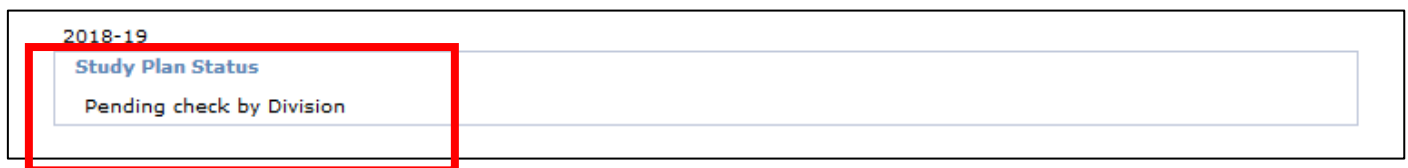
A confirmation dialog will then be shown.



Upon clicking **Yes**, the below message will be displayed for successful submission.



Study Plan Status will be updated.



Step S1 in the workflow is completed.

A notification email to the Division (Programme Administrator) will be sent.

## **2) Return by Division Staff (Programme Administrator) to Student (where applicable)**

Programme Administrator may return the Study Plan to students for amendment or further updating, in which case a notification email to the student will be sent.

Student should consult the Programme Administrator and then access the system to amend, if necessary, and re-submit the Study Plan.

## **3) Return by Supervisor to Student (where applicable)**

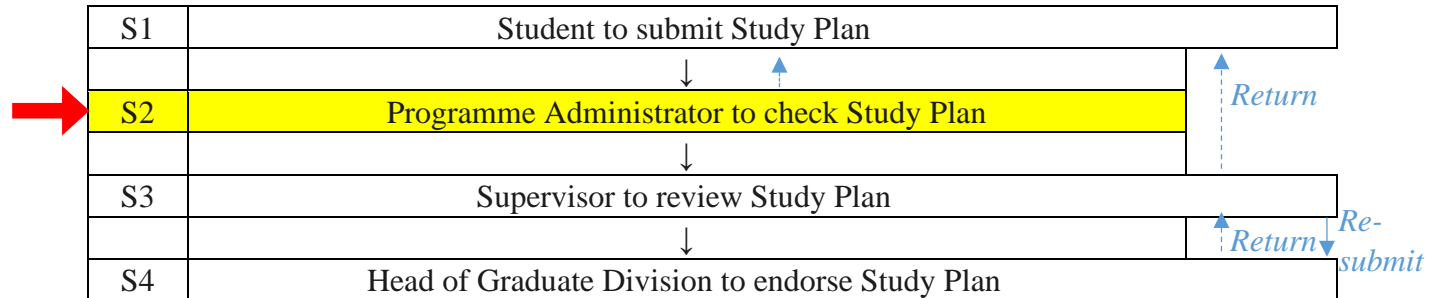
Supervisor may return the Study Plan to a student for amendment or further updating, in which case a notification email to the student will be sent.

Student should consult the Supervisor and then access the system to amend, if necessary, and re-submit the Study Plan.

## II. Programme Administrator and Division operational staff

(Step designated by the Division to provide administration support for submission of Study Plan and Progress Report)

### A. Workflow for Submission of Progress Report

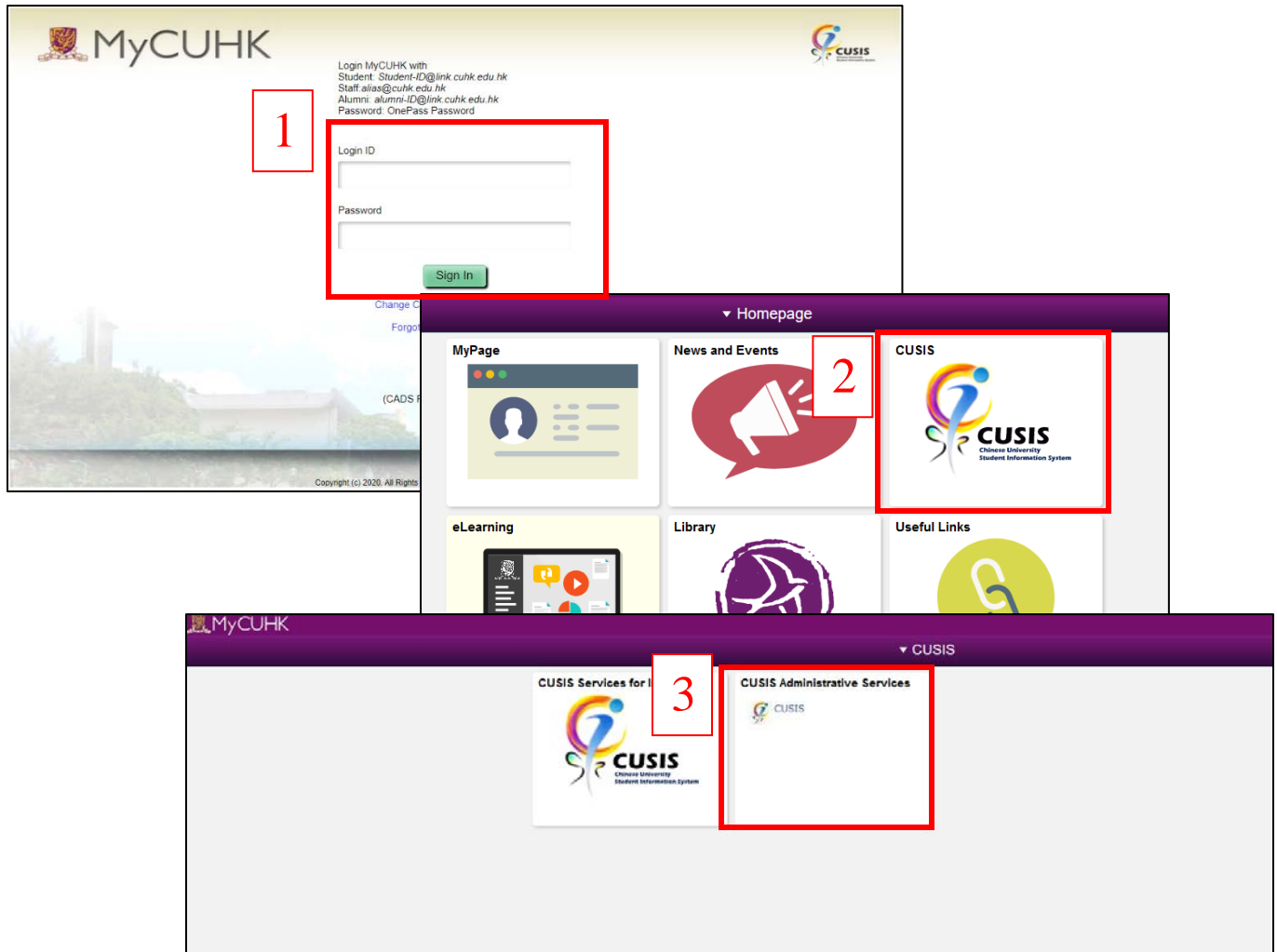


### B. Pre-condition

Student has submitted the Study Plan for the academic year concerned, i.e., step S1 is completed.

## C. Login

Path: *MyCUHK* > *CUSIS* > *CUSIS Administrative Services*



- Login MyCUHK with Staff ID and OnePass (CWEM) password.

## D. Programme Administrator Maintenance

Path: MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Prog Adm for Plan and Report

Divisions can update the Programme Administrator for Study Plan and Progress Report.

The screenshot shows the CUSIS Student Information System interface. On the left is a 'Menu' sidebar with a search bar and a list of navigation items. The 'Study Plan and Progress Report' item is highlighted with a red box and a red arrow. The main content area is titled 'Prog Adm for Plan and Report'. It shows a table with columns: Academic Career, Academic Program, Description, Programme Administrator, Name, and Additional Email Address (Optional). The table contains four rows of data. The 'Programme Administrator' column is highlighted with a red box and a red arrow. Below the table is an 'Important Notes' section with three numbered points. At the bottom is a 'Save' button.

Academic Career	Academic Program	Description	Programme Administrator	Name	Additional Email Address (Optional)
RPG	40055	MPhil Communication	560019		hfdwqhhw@qkbb.fdk.hk
RPG	50020	PhD Communication	560019		hfdwqhhw@qkbb.fdk.hk
RPG2	47055	MPhil Communication	560019		hfdwqhhw@qkbb.fdk.hk
RPG2	57020	PhD Communication	560019		hfdwqhhw@qkbb.fdk.hk

**Important Notes:**

1. Rights of Programme Administrator:
  - a. To view and check submitted Study Plans and Progress Reports.
  - b. To return a Study Plan or a Progress Report to a student for amendment, if necessary.
2. Only one staff should serve as Programme Administrator of a programme.
3. All notifications will be sent to the staff's CWEM account by default. Such can be sent to an additional email account (e.g. a departmental account) if provided above.

**Save**

- “Programme Administrator”: Input the Staff ID of the Programme Administrator to be designated for the programme. The system will retrieve the staff name automatically.
- “Additional Email Address (Optional)”: All notifications can be sent to an additional email account if provided.
- **SAVE**: To confirm the update.

## E. Research Student Supervisor Maintenance


Path: *MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Research Student Supervision*

Divisions can update the approved Supervisor(s)/Co-supervisor(s) for Study Plan and Progress Report.

The screenshot displays the CUSIS Chinese University Student Information System interface. On the left, a 'Menu' sidebar lists various navigation options. A red arrow points to the 'Research Student Supervision' link, which is highlighted with a red box. The main content area is titled 'Research Student Supervision' and includes a search form. The form has a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria section contains several fields: 'Empl ID' (beginning with a dropdown), 'Academic Institution' (dropdown with 'CUHK1' selected), 'Academic Career' (dropdown with 'Postgraduate - Research' selected), 'Student Career Nbr' (dropdown), 'Campus ID' (beginning with a dropdown), 'National ID' (beginning with a dropdown), 'Last Name' (beginning with a dropdown), and 'First Name' (beginning with a dropdown). Below these fields are checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A message at the bottom states 'No matching values were found.'

- “*EmplID*”: Input the Student ID number to retrieve the specific student supervision record.
- “*Campus ID*”, “*National ID*”, “*Last Name*”, “*First Name*”: Input the corresponding field to search with the information you have.
- To show all students under the Division to whose records you have access right, leave all fields blank.
- **Search**: To search according to the information you provided, then choose the student for whom you would like to update his/her Supervisor(s)/Co-supervisor(s) for Study Plan and Progress Report.

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Study Plan and Progress Report](#) > [Research Student Supervision](#)

 **Chinese University**  
Student Information System

Home | [Worklist](#) | [Add to Favorites](#) | [Sign Out](#)

Data Language: English | [New Window](#) | [Personalize Page](#)


### Research Student Supervision



JDW, Hh Mdx 中文名      1155029355      ★

Academic Institution: CUHK      Academic Career: Postgraduate - Research

Academic Program: MPhil-PhD Mathematics      Student Career Nbr: 1

Find | View All    First 1 of 1 Last





Effective Date: 11/06/2018 

Supervisor/Co-supervisor					Find   View All	First 1 of 1 Last
ID	Name	Role	Leave Application In-charge	Study Plan/Progress Report In-charge		
494364	Y*,Yong	Supervisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

**Important Notes:**

1. The Supervisor/Co-supervisor is charge of Study Plan/Progress Report is responsible for discharging the administrative functions related to the Study Plan and Progress Report Online System. The Supervisor/Co-supervisor in charge of Study Plan/Progress Report can be the student's Supervisor or Co-supervisor. The comments/decisions recorded on the System should represent the collective views of the Supervisor and Co-supervisor(s), if applicable.
2. In case of a change of the Supervisor/Co-supervisor(s), Division Staff should check who will discharge the role of Supervisor/Co-supervisor in charge of Study Plan/Progress Report and amend this Section as necessary.
3. Supervisor/Co-supervisor(s) are given access to the Study Plan and Progress Report System to view the reports of their students.
4. The Supervisor in charge of leave application will be given access to view and edit the online leave application of their students.

[Save](#)    [Return to Search](#)      [Include History](#)    [Correct History](#)

- “Effective Date”: Input an effective date for the update.
- “ID”: Input Supervisor’s Staff ID number for the student. The system will retrieve the name of the Supervisor automatically.
- “Role”: Choose the role from the drop-down menu.
- “Study Plan/Progress Report In-charge”: Check the box for the one who will discharge the role.
- “ ”: Click  to add a row and  to delete a record.
- **SAVE**: To confirm the update.

## F. Pagelet Setup

Path: *CUSIS > Home > Personalize > Content*

To view the Study Plan and Progress Report(s) pending your checking, you may set the Pagelet on the front page of CUSIS.

- Go to the path: *CUSIS > Home > Personalize > Content*
- Check the box under “*PeopleSoft Applications*” > “*Study Pln/Progress Rpt Pending*”
- Setup completed. You may find a list of Study Plan and Progress Report pending your checking, if any, when you login CUSIS.

The screenshot displays the CUSIS Student Information System interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign Out. The main content area is titled 'Personalize Home Page' and contains a 'Personalize Content: My Page' section. This section allows users to select pagelets to appear on their homepage. A red box labeled '1' highlights the 'Personalize Content | layout' link in the top right. A red box labeled '2' highlights the 'Study Pln/Progress Rpt Pending' checkbox under the 'PeopleSoft Applications' section. A red box labeled '3' highlights the 'Study Pln/Progress Rpt Pending' table at the bottom of the page.

**Personalize Home Page**

Data Language: English New Window

**Personalize Content: My Page**

Tab Name: My Page

Welcome Message: 英

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

Arrange Pagelets: Go to Personalize Layout

**PeopleSoft Applications**

- ☐ Grade Roster Review-Assess Pnl
- ☐ Approve UG Major Declare(Dept)
- ☐ Program Change Approval
- ☐ Transfer Credit Approval - CD
- ☐ Transfer Credit Approval - MD
- ☐ Study Pln/Progress Rpt Pending
- ☐ BI Publisher
- ☒ Menu
- ☐ Activity Guides - In Progress
- ☐ Top Menu Features Description
- ☐ My Reports
- ☐ Main Menu
- ☐ Sign In

Save Cancel

**Study Pln/Progress Rpt Pending**

EmplID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program	Description
Full Query Results								

## G. Retrieval of Study Plan

Path: *MyCUHK* > *CUSIS* > *CUSIS Administrative Services* > *Records and Enrollment* > *Study Plan & Progress Report* > *Study Plan and Progress Report*

**CUSIS** Chinese University Student Information System

**Menu**

Search:

- My Favorites
- Self Service
- Leave Application
- Campus Community
- Records and Enrollment
  - Online Leave Application
  - Enroll Students
  - Career and Program Information
  - Transcripts
  - Graduation
  - Transfer Credit Evaluation
  - Student Background Information
  - Forms
  - Study Plan and Progress Report
    - Study Plan and Progress Report
    - Prog Adm for Plan and Report
    - Research Student Supervision**

**Study Plan and Progress Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID  begins with

Study Plan Status  begins with

Progress Report Status  begins with

Academic Program  begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- “*EmplID*”: Input student ID number to retrieve a specific Study Plan or click the magnifier icon to choose (to show all students, leave this field blank).
- “*Study Plan Status*”: Click the magnifier icon to choose Study Plan with a specific study plan status.
- “*Progress Report Status*”: Click the magnifier icon to choose Progress Report with a specific progress report status.
- “*Academic Program*”: Input programme code.

Only submitted study plan will be retrieved. To view a Study Plan, click on the record under “Search Results”:

**Study Plan and Progress Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID  begins with

Study Plan Status  begins with

Progress Report Status  begins with

Academic Program  begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**


View All

Empl ID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program Description
1006600272 QHDX, Qhwz Ywx	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:19AM	(blank)	60018	MPhil-PhD Mathematics
1155008987 DK YFKXZ, Jdb Lhwz	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:19AM	(blank)	60018	MPhil-PhD Mathematics
1155014551 YDXZ, Ywywz	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:19AM	(blank)	60018	MPhil-PhD Mathematics
1155017075 QHDX, Hfw Lhx	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:20AM	(blank)	60018	MPhil-PhD Mathematics

First 1-68 of 68 Last

For the Study Plan pending your checking, Study Plan Status will be “Pending check by Division”.

Search Results								
View All								
EmpID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program	Description
1000000001	AA.Bbb	2018	Returned by Supervisor	-	02/01/2019 4:35:51PM	(blank)	60099	Mphil-PhD AA
1234567890	HB.Lhkdw	2018	Pending check by Division	-	07/01/2019 10:01:11AM	(blank)	60099	Mphil-PhD AA
1111111111	BB.Ccc	2018	Pending endorsement by Head of Graduate Division	-	10/12/2018 12:54:18PM	(blank)	60099	Mphil-PhD AA



**CUSIS**  
Chinese University  
Student Information System

**Menu**

Search:

- My Favorites
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
  - Enroll Students
  - Career and Program Information
  - Term Processing
  - Transcripts
  - Graduation
  - Transfer Credit Evaluation
  - Student Background Information
  - Forms
- Study Plan and Progress Report
  - Study Plan and Progress Report**
  - Prog Adm for Plan and Report
  - Research Student Supervision
- Curriculum Management
- Student Financials
- Reporting Tools
- PeopleTools
- CU Interfaces
- CU Outgoing Exchange App
- CU Reports
- My Personalizations
- My Dictionary

## Research Postgraduate Study Plan and Progress Report

### STUDY PLAN:

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (*if applicable*) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

### PROGRESS REPORT:

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

**Student Name**

HB, Lhkdw

**Graduate Division**

Division of AA

**HKPF5 Awardee**

No

**Student ID**

1234567890

**Degree Pursued**

MPhil-PhD AA

2018-19

**Study Plan Status**

Pending check by Division

To complete the task, click **SUBMIT TO SUPERVISOR** as appropriate.

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

Instructions to Programme Administrators:

1. Please view the Study Plan below, then click "SUBMIT TO SUPERVISOR", if appropriate, at the bottom to complete the task.
2. If you want to return the Study Plan to the student for revision, click "RETURN TO STUDENT" at the bottom.

To view previous report(s), choose from the academic years listed.

Previous Study Plan & Progress Report (s)

Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1 2017-18	Report ready	<a href="#">View previous report</a>	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

Course requirements

2018-19

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
N/A				

Qualifying examination / Candidacy requirements

Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements	2017-18	Term 1	

Content shown in this Section depends on the student's study programme.

**Compulsory IPL course**

Course title	Completion year	Completion term	Remarks
Exempted OIP course			

**Other IPL courses** *(as required by the Programme/recommended by the Supervisor or as an optional choice)***Research-related skills****Research skills**

Course title	Completion year	Completion term	Remarks

**Discover research information**

Course title	Completion year	Completion term	Remarks

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

Course title	Completion year	Completion term	Remarks
General Safety - Part A			

**Writing and presentation skills****Thesis writing**

Course title	Completion year	Completion term	Remarks
Thesis Writing Workshop			

**Presentation skills**

Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

**Research Ethics Training (RET)****RET module**

Module title	Completion year	Completion term	Remarks

Content shown in this Section depends on the student's study programme.

**Thesis/Research and other academic activities**

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Conference	32th Conference on Net Working Coding	12/2017	12/2017	

**Research supervision****Supervisor / Co-supervisor**

Role	Name	
Supervisor	Sup AA	(Study Plan/Progress Report In-charge)

PRINT

RETURN TO STUDENT

SUBMIT TO SUPERVISOR

[Return to Search](#)

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:

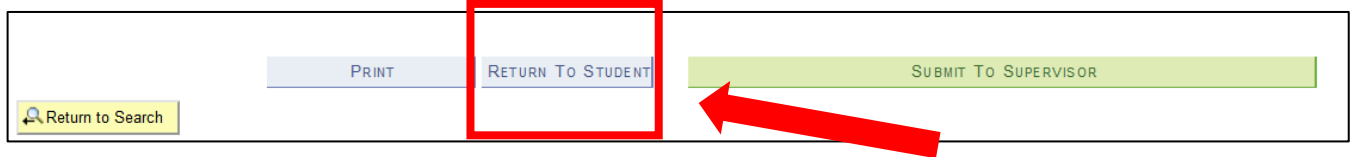
<b>The Chinese University of Hong Kong</b>		<b>CU_SCRR128</b>
<b>CU Student Information System</b>		
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> Yes		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Endorsed by Head of Graduate Division	

b) Previous report not yet completed:

		<b>Report NOT completed</b> (see status below)	
<b>The Chinese University of Hong Kong</b>		<b>CU_SCRR128</b>	
<b>CU Student Information System</b>			
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>			
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890		
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA		
<b>HKPFS Awardee:</b> No			
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student		

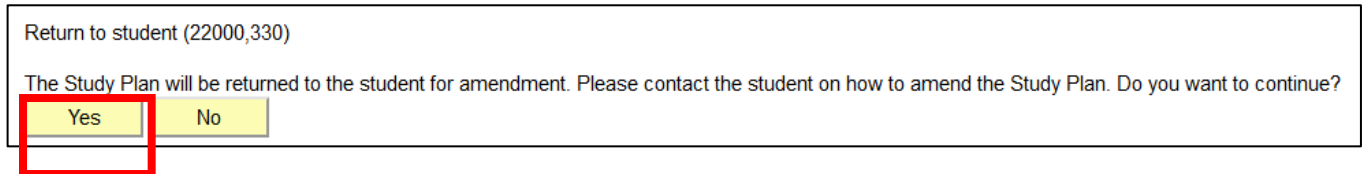
## H. Return of Study Plan to Student (where applicable)

After checking the Study Plan, programme administrator may return the Study Plan to the student for revision, choose **RETURN TO STUDENT**, in which case a notification email to the student will be sent.



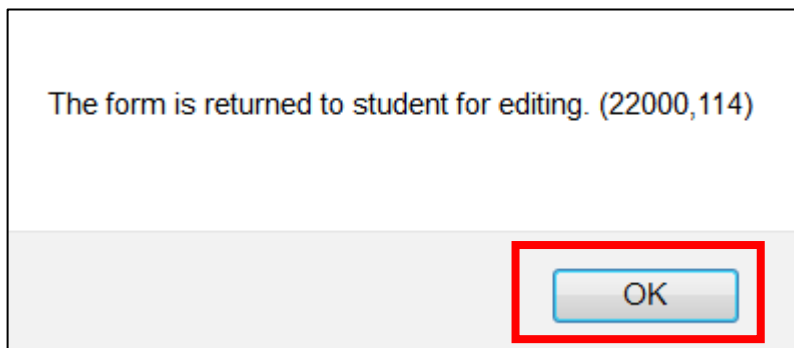
The screenshot shows a horizontal toolbar with four buttons: 'Return to Search' (yellow), 'PRINT' (light blue), 'RETURN TO STUDENT' (light blue, highlighted with a red box), and 'SUBMIT TO SUPERVISOR' (green). A red arrow points from the right towards the 'RETURN TO STUDENT' button.

A confirmation dialog will then be shown.



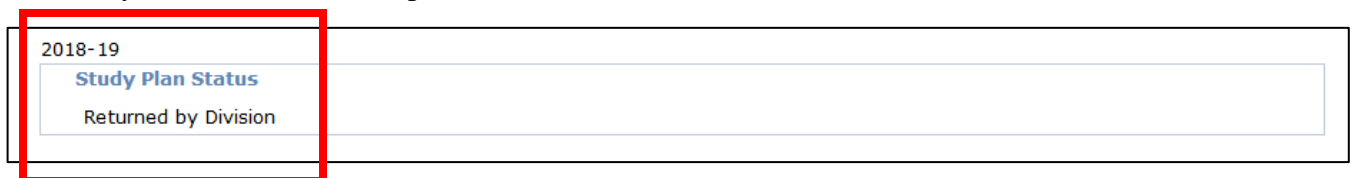
The dialog box has a title bar 'Return to student (22000,330)'. The main text reads: 'The Study Plan will be returned to the student for amendment. Please contact the student on how to amend the Study Plan. Do you want to continue?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

Upon clicking **Yes**, the below message will be displayed for successful return.



The dialog box has a title bar 'The form is returned to student for editing. (22000,114)'. The main text reads: 'The form is returned to student for editing. (22000,114)'. At the bottom right, there is an 'OK' button highlighted with a red box.

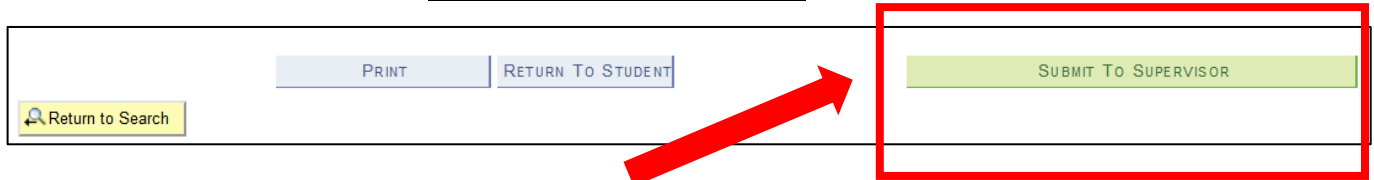
The Study Plan Status will be updated.



The screenshot shows a table with two columns. The first column is highlighted with a red box and contains the text '2018-19' and 'Study Plan Status' (in blue). The second column contains the text 'Returned by Division'.

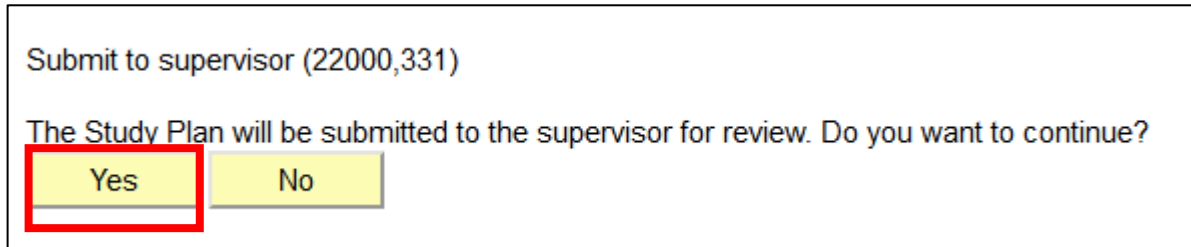
## I. Submission of Study Plan to Supervisor

After checking the Study Plan, Programme Administrator may submit the Study Plan to the Supervisor for reviewing by clicking the button **SUBMIT TO SUPERVISOR**.



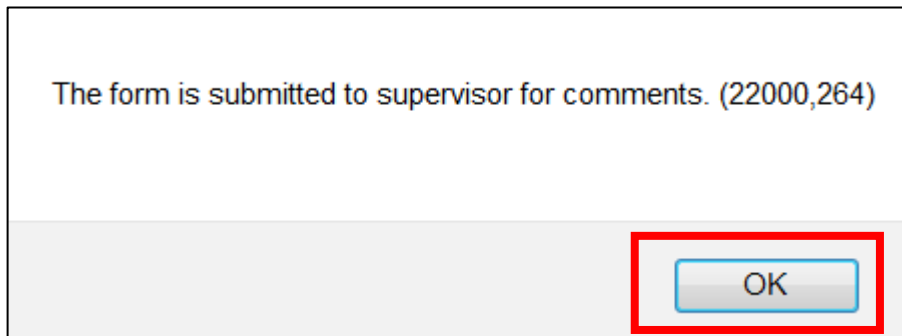
The screenshot shows a horizontal toolbar with four buttons: 'Return to Search' (yellow), 'PRINT' (light blue), 'RETURN TO STUDENT' (light blue), and 'SUBMIT TO SUPERVISOR' (green). A red arrow points from the 'RETURN TO STUDENT' button towards the 'SUBMIT TO SUPERVISOR' button, which is also enclosed in a red rectangular box.

A confirmation dialog will then be shown.



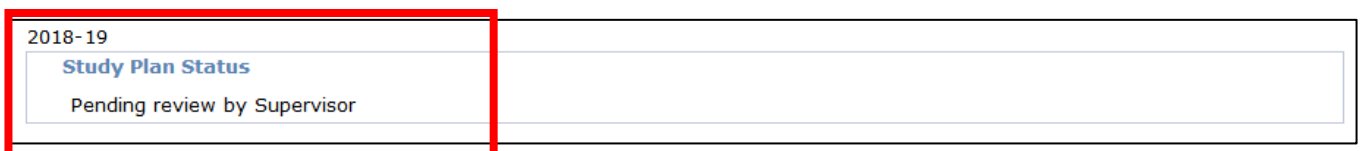
The dialog box has a title 'Submit to supervisor (22000,331)'. Below the title, it says 'The Study Plan will be submitted to the supervisor for review. Do you want to continue?'. At the bottom, there are two buttons: 'Yes' (yellow) and 'No' (yellow). The 'Yes' button is highlighted with a red rectangular box.

Upon clicking **Yes**, the below message will be displayed for successful submission.



The dialog box displays the message 'The form is submitted to supervisor for comments. (22000,264)'. At the bottom right, there is a button labeled 'OK' (light blue), which is enclosed in a red rectangular box.

The Study Plan Status will be updated.



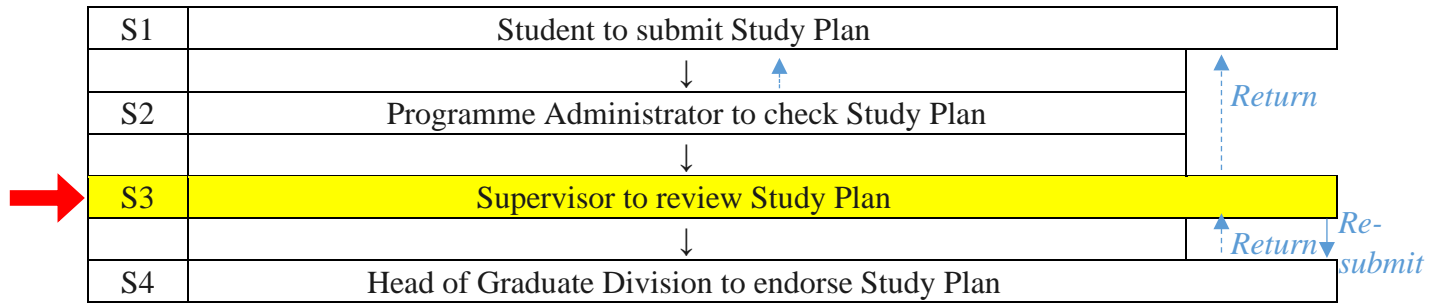
The screenshot shows a table with two columns. The first column contains the text '2018-19' and 'Study Plan Status' (in blue). The second column contains the text 'Pending review by Supervisor'. The first column is highlighted with a red rectangular box.

Step S2 in the workflow is completed.

A notification email to the Supervisor will be sent.

### III. Supervisor

#### A. Workflow for Submission



#### B. Pre-condition

Programme Administrator has submitted the Study Plan for the academic year concerned, i.e., step S2 is completed.

## C. Login

Path: MyCUHK > CUSIS > CUSIS Services for Instructors > Study Plan & Report-Supervisor

The screenshot shows the MyCUHK login page and the CUSIS Services for Instructors interface. The login page has a header with the MyCUHK logo and a message for newly admitted students. Below the message are two input fields: 'Login ID' and 'Password', both highlighted with a red box and the number 1. The interface below the login page has a purple header with 'Homepage' and a navigation bar with four icons: 'MyPage', 'News and Events', 'CUSIS Services for Instructors', and 'eLearning'. The 'CUSIS Services for Instructors' icon is highlighted with a red box and the number 2. Below the navigation bar is a sidebar with a list of links: 'Faculty Center / Gradebook', 'Book Upload', 'ees', 'Study Plan & Report-Supervisor', 'Study Plan & Report-DivHead', 'Teaching Timetable by Subj/Dpt', 'Teaching Timetable by Prog', 'Browse Course Catalog', 'Browse Program Information', 'Online Leave Application - PG', and 'Online Leave Notifications'. The 'Study Plan & Report-Supervisor' link is highlighted with a red box and the number 3. The main content area of the 'CUSIS Services for Instructors' interface has a purple header with 'CUSIS Services for Instructors' and a search icon. Below the header is a 'Data Language' dropdown set to 'English'. The main content area has a 'To Review' and 'Full List' button. Below the buttons is a section titled 'Research Postgraduate Study Plan and Progress Report' with a 'STUDY PLAN:' sub-section. The 'STUDY PLAN:' section contains text about the beginning of each academic year and a 'PROGRESS REPORT:' sub-section. The 'PROGRESS REPORT:' section contains text about the end of each academic year. Below the 'PROGRESS REPORT:' section is a section titled 'Instructions to Supervisors:' with four numbered steps. A 'Refresh' button is at the bottom of the page.

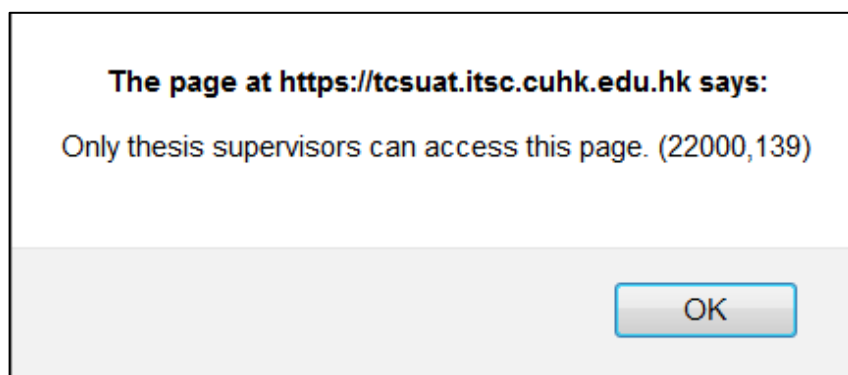
1

2

3

- Login MyCUHK with Staff ID and OnePass (CWEM) password.

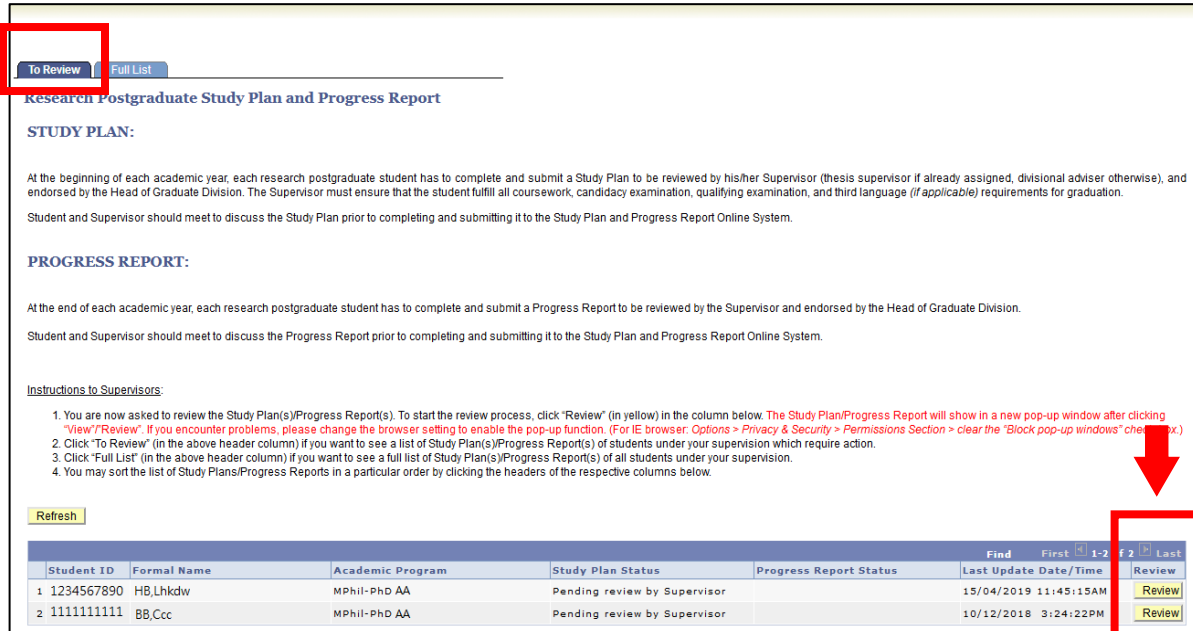
If you have not been assigned the role of Supervisor or Co-supervisor for Study Plan and Progress Report, the below message will be displayed. Please contact your Division staff for update where applicable.



## D. Submission and Review Process

Supervisors can view the Study Plan submitted by the students by clicking “Review”.

“To Review” Tab: A list of Study Plan/Progress Report of the students under your supervision requiring action.



**To Review** Full List

### Research Postgraduate Study Plan and Progress Report

**STUDY PLAN:**

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

**PROGRESS REPORT:**

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

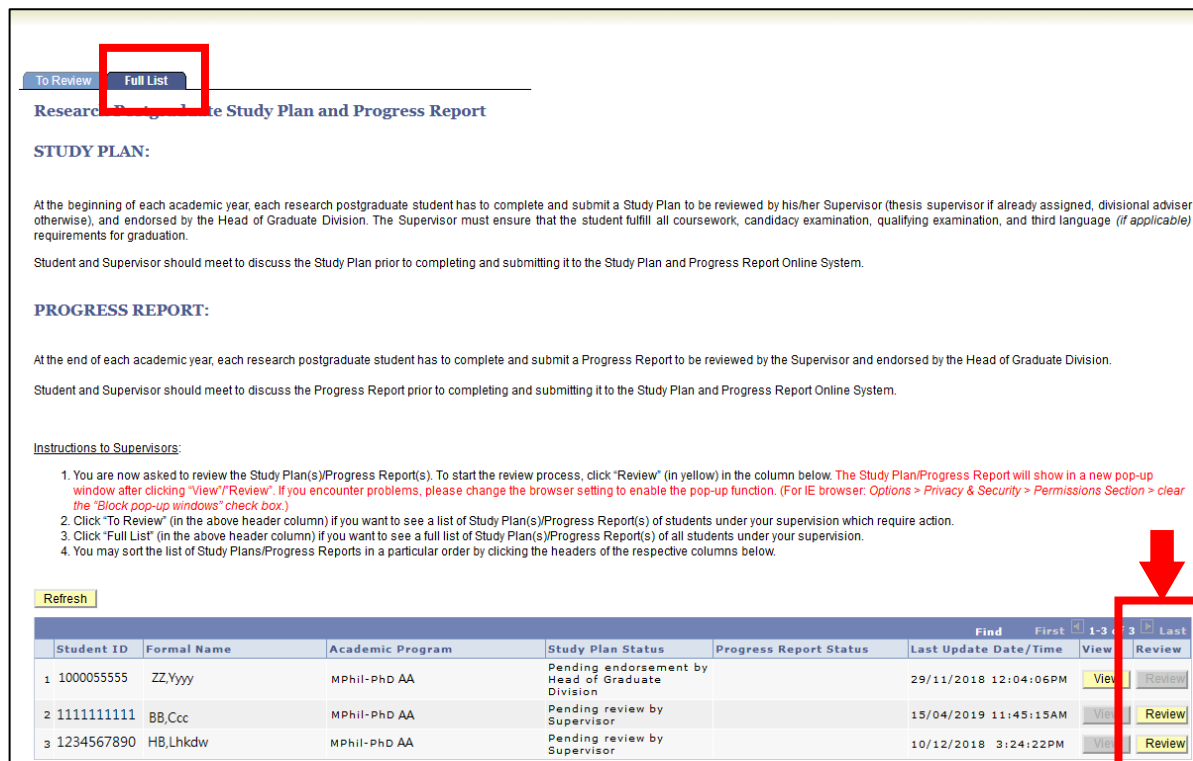
**Instructions to Supervisors:**

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click “Review” (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking “View/Review”. If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the “Block pop-up windows” checkbox.)
2. Click “To Review” (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students under your supervision which require action.
3. Click “Full List” (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students under your supervision.
4. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

Refresh

Student ID	Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time	Find	First	1-2	3	Last
1 1234567890	HB,Lhkdw	MPhil-PhD AA	Pending review by Supervisor		15/04/2019 11:45:15AM					Review
2 1111111111	BB,Ccc	MPhil-PhD AA	Pending review by Supervisor		10/12/2018 3:24:22PM					Review

“Full List” Tab: A full list of Study Plan/Progress Report of all students under your supervision.



**To Review** Full List

### Research Postgraduate Study Plan and Progress Report

**STUDY PLAN:**

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

**PROGRESS REPORT:**

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

**Instructions to Supervisors:**

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click “Review” (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking “View/Review”. If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the “Block pop-up windows” checkbox.)
2. Click “To Review” (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students under your supervision which require action.
3. Click “Full List” (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students under your supervision.
4. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

Refresh

Student ID	Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time	Find	First	1-3	4	Last
1 1000055555	ZZ,Yyyy	MPhil-PhD AA	Pending endorsement by Head of Graduate Division		29/11/2018 12:04:06PM				View	Review
2 1111111111	BB,Ccc	MPhil-PhD AA	Pending review by Supervisor		15/04/2019 11:45:15AM				View	Review
3 1234567890	HB,Lhkdw	MPhil-PhD AA	Pending review by Supervisor		10/12/2018 3:24:22PM				View	Review

A new browser will pop up for reviewing the Study Plan.

## Research Postgraduate Study Plan and Progress Report

### Student Name

H8.Lhkdw

### Student ID

1234567890

### Graduate Division

Division of AA

### Degree Pursued

MPhil-PhD AA

### HKPFS Awardee

No

2018-19

### Study Plan Status

Pending review by Supervisor

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

### Instructions to Supervisors:

1. Please review the Study Plan below.
2. Click the checkbox "I have discussed the Study Plan for this academic year with the student and approve its submission.", then click "SUBMIT TO HEAD OF GRADUATE DIVISION" to complete the task, or click "RETURN TO STUDENT" to return the Study Plan to the student for amendment.

### Previous Study Plan & Progress Report (s)

To view previous report(s), choose from the academic years listed.

Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1 2017-18	Report ready	<a href="#">View previous report</a>	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

### Course requirements

#### 2018-19

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

#### 2017-18

#### 2016-17

#### Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

### Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
N/A				

### Qualifying examination / Candidacy requirements

#### Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements	2017-18	Term 1	

Content shown in this Section depends on the student's study programme.

Content shown in this Section depends on the student's study programme.

**Compulsory IPL course**

Course title	Completion year	Completion term	Remarks
Exempted OIP course			

**Other IPL courses** *(as required by the Programme/recommended by the Supervisor or as an optional choice)***Research-related skills****Research skills**

Course title	Completion year	Completion term	Remarks

**Discover research information**

Course title	Completion year	Completion term	Remarks

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

Course title	Completion year	Completion term	Remarks
General Safety - Part A			

**Writing and presentation skills****Thesis writing**

Course title	Completion year	Completion term	Remarks
Thesis Writing Workshop			

**Presentation skills**

Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

**Research Ethics Training (RET)**

Content shown in this Section depends on the student's study programme.

**RET module**

Module title	Completion year	Completion term	Remarks

**Thesis/Research and other academic activities**

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Conference	32th Conference on Net Working Coding	12/2017	12/2017	

**Research supervision****Supervisor / Co-supervisor**

Role	Name	
Supervisor	Sup AA	(Study Plan/Progress Report In-charge)

☐ I have discussed the Study Plan for this academic year with the student and approve its submission.

[CLOSE THIS WINDOW](#)[PRINT](#)[RETURN TO STUDENT](#)[SUBMIT TO HEAD OF GRADUATE DIVISION](#)

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:

<b>The Chinese University of Hong Kong</b>		CU_SCRR128
<b>CU Student Information System</b>		
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> Yes		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Endorsed by Head of Graduate Division	

b) Previous report not yet completed:

		<b>Report NOT completed</b> (see status below)	CU_SCRR128
		<b>The Chinese University of Hong Kong</b>	
		<b>CU Student Information System</b>	
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>			
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890		
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA		
<b>HKPFS Awardee:</b> No			
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student		

## E. Return of Study Plan to Student (where applicable)

After reviewing the Study Plan, Supervisor may return the Study Plan to the student for revision, choose RETURN TO STUDENT, in which case a notification email to the student will be sent.

Student should consult the Supervisor and then access the system to amend, if necessary, and re-submit the Study Plan.


☐ **I have discussed the Study Plan for this academic year with the student and approve its submission.**

CLOSE THIS WINDOW

PRINT

RETURN TO STUDENT

SUBMIT TO HEAD OF GRADUATE DIVISION



A confirmation dialog will then be shown.

Return to Student (22000,138)

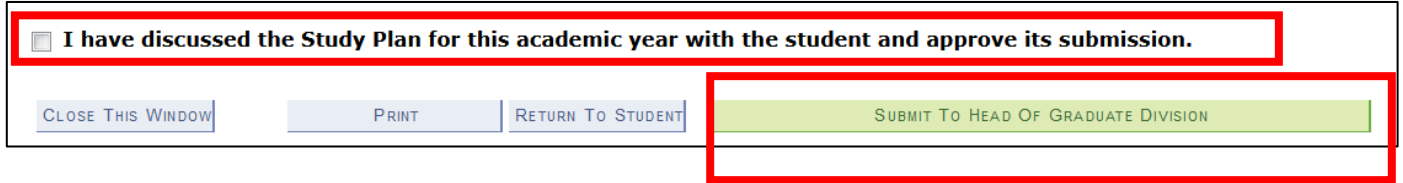
The Study Plan will be returned to the student for amendment. Please ask the student to approach you for a discussion on how to amend the Study Plan. Do you want to continue?

Yes

No

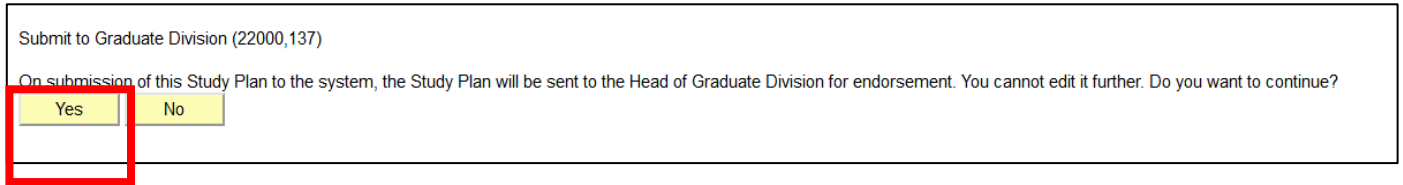
## F. Submission of Study Plan to Head of Graduate Division

After checking the Study Plan, Supervisor may submit the Study Plan to the Head of Graduate Division for review by clicking the approval statement and the button **SUBMIT TO HEAD OF GRADUATE DIVISION**.



The screenshot shows a submission interface with several elements highlighted by red boxes and an arrow. At the top, a red box encloses the text: ☐ I have discussed the Study Plan for this academic year with the student and approve its submission. Below this, there are three buttons: 'CLOSE THIS WINDOW', 'PRINT', and 'RETURN TO STUDENT'. To the right of these buttons is a large green button labeled 'SUBMIT TO HEAD OF GRADUATE DIVISION', which is also enclosed in a red box. A red arrow points from the bottom right towards this green button.

A confirmation dialog will then be shown.



The screenshot shows a confirmation dialog box. At the top, it says 'Submit to Graduate Division (22000,137)'. Below that, it reads: 'On submission of this Study Plan to the system, the Study Plan will be sent to the Head of Graduate Division for endorsement. You cannot edit it further. Do you want to continue?'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

Step S3 in the workflow is completed.

A notification email to the Supervisor will be sent.

## G. Return of Study Plan by Head of Graduate Division (where applicable)

If the Head of Graduate Division has returned the Study Plan (in which case a notification email will be sent), the Supervisor may either re-submit to the Head of Graduate Division for endorsement after clarification or return the Study Plan to the student for further amendment (please refer to Section E), after which the Supervisor should re-submit the Study Plan to the Head of Graduate Division again for endorsement (please refer to Section F).

2018-19

**Study Plan Status**  
Returned by Head of Graduate Division

**The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.**

Instructions to Supervisors:

The Head of Graduate Division has returned the Study Plan to you. Please discuss with him/her to decide on the action required:

1. If the Study Plan requires further revision(s) by the Student, click "RETURN TO STUDENT" at the bottom.
2. If - after discussion with the Head of Graduate Division - the Study Plan can be re-submitted to the Head of Graduate Division for endorsement, click "SUBMIT TO HEAD OF GRADUATE DIVISION" at the bottom.

☐ **I have discussed the Study Plan for this academic year with the student and approve its submission.**

CLOSE THIS WINDOW

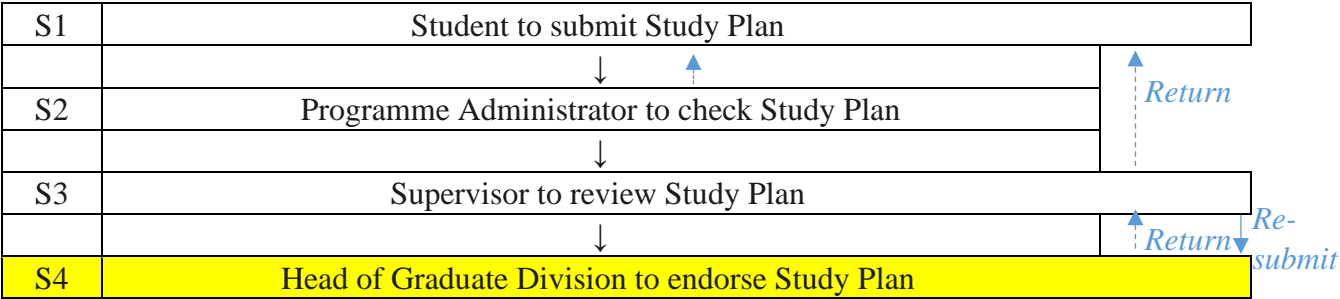
PRINT

RETURN TO STUDENT

SUBMIT TO HEAD OF GRADUATE DIVISION

**IV. Head of Graduate Division**

**A. Workflow for Submission**



**B. Pre-condition**

Study Plan has been reviewed by Supervisor for the academic year concerned, i.e., step S3.

## C. Login

Path: MyCUHK > CUSIS > CUSIS Services for Instructors > Study Plan & Report-DivHead

The image shows a sequence of three screenshots illustrating the login process for the CUSIS Services for Instructors.

**Top Screenshot: MyCUHK Login Page**  
This is the login page for newly admitted students using registration account login information shown in their admission notification. Current/New students who have already collected their OnePass password should login [here](#). A red box labeled '1' highlights the Login ID and Password input fields.

**Middle Screenshot: CUSIS Services for Instructors Homepage**  
The homepage features four main sections: MyPage, News and Events, CUSIS Services for Instructors, and eLearning. A red box labeled '2' highlights the CUSIS Services for Instructors section.

**Bottom Screenshot: CUSIS Services for Instructors Interface**  
The interface shows the 'Study Plan & Report-DivHead' section highlighted in the left sidebar with a red box labeled '3'. The main content area displays instructions for the 'Research Postgraduate Study Plan and Progress Report' system, including sections for STUDY PLAN, PROGRESS REPORT, and Instructions to Heads of Graduate Divisions.

- Login MyCUHK with Staff ID and OnePass (CWEM) password.

## D. Submission and Review Process

Head of Graduate Division can view the Study Plan submitted by the students by clicking **View**.

“To Endorse Study Plan”: A list of Study Plan of students in your Division requiring action.

Data Lang

To Endorse Study Plan

To Endorse Progress Report

Endorsed Plan(s) and Report(s)

Research Postgraduate Study Plan and Progress Report

STUDY PLAN:

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

PROGRESS REPORT:

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

Instructions to Heads of Graduate Divisions:

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click "View" (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking "View"/"Review". If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the "Block pop-up windows" check box.)
2. Click "To Endorse Study Plan" (in the above header column) if you want to see a list of Study Plan(s) of students in your Division which require action.
3. After reviewing the Study Plan, select one or more Study Plan(s), then click "ENDORSE" to complete the task, or click "RETURN TO SUPERVISOR" to return the Study Plan(s) to the Supervisor(s) for clarification or returning the Study Plan to the student for revision.
4. Click "To Endorse Progress Report" (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students in your Division which require action.
5. Click "Endorsed Plan(s) and Report(s)" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division.
6. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

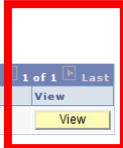

Selected	Student ID	Formal Name	Academic Program	Student Submission Date	Supervisor Submission Date	Find	First	1 of 1	Last
1	1234567890	HB,Lhkdw	MPhil-PhD AA	10/12/2018 12:52PM	10/12/2018 12:54PM				

☒ Select All ☐ Deselect All

I hereby endorse the **SELECTED** Study Plan(s).

RETURN TO SUPERVISOR

ENDORSE



If there is no Study Plan pending your action, below screen will be shown.

Instructions to Heads of Graduate Divisions:

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click "View" (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking "View"/"Review". If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the "Block pop-up windows" check box.)
2. Click "To Endorse Study Plan" (in the above header column) if you want to see a list of Study Plan(s) of students in your Division which require action.
3. After reviewing the Study Plan, select one or more Study Plan(s), then click "ENDORSE" to complete the task, or click "RETURN TO SUPERVISOR" to return the Study Plan(s) to the Supervisor(s) for clarification or returning the Study Plan to the student for revision.
4. Click "To Endorse Progress Report" (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students in your Division which require action.
5. Click "Endorsed Plan(s) and Report(s)" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division.
6. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

No Record.

A new browser will pop up for reviewing the Report.

## Research Postgraduate Study Plan and Progress Report

### Student Name

HB, Lhkdw

### Student ID

1234567890

### Graduate Division

Division of AA

### Degree Pursued

MPhil-PhD AA

### HKPFS Awardee

No

2018-19

### Study Plan Status

Pending endorsement by Head of Graduate Division

**The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.**

### Instructions to Heads of Graduate Divisions:

1. Please review the Study Plan below.
2. After reviewing the Study Plan, click "CLOSE THIS WINDOW" at the bottom.
3. Please go to "To Endorse Study Plan" (in the above header column), select this or more Study Plan(s), then click "ENDORSE" to complete the task, or click "RETURN TO SUPERVISOR" to return the Study Plan(s) to the Supervisor(s) for amendment.

To view previous report(s), choose from the academic years listed.

### Previous Study Plan & Progress Report (s)

Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1 2017-18	Report ready	<a href="#">View previous report</a>	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

### Course requirements

#### 2018-19

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

#### 2017-18

#### 2016-17

### Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

### Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
N/A				

### Qualifying examination / Candidacy requirements

#### Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements	2017-18	Term 1	

Content shown in this Section depends on the student's study programme.

Content shown in this Section depends on the student's study programme.

**Compulsory IPL course**

Course title	Completion year	Completion term	Remarks
Exempted OIP course			

**Other IPL courses** *(as required by the Programme/recommended by the Supervisor or as an optional choice)***Research-related skills****Research skills**

Course title	Completion year	Completion term	Remarks

**Discover research information**

Course title	Completion year	Completion term	Remarks

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

Course title	Completion year	Completion term	Remarks
General Safety - Part A			

**Writing and presentation skills****Thesis writing**

Course title	Completion year	Completion term	Remarks
Thesis Writing Workshop			

**Presentation skills**

Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

**Research Ethics Training (RET)**

Content shown in this Section depends on the student's study programme.

**RET module**

Module title	Completion year	Completion term	Remarks

**Thesis/Research and other academic activities**

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Conference	32th Conference on Net Working Coding	12/2017	12/2017	

**Research supervision****Supervisor / Co-supervisor**

Role	Name	
Supervisor	Sup AA	(Study Plan/Progress Report In-charge)

CLOSE THIS WINDOW

PRINT

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:

<b>The Chinese University of Hong Kong</b>		<b>CU_SCRR128</b>
<b>CU Student Information System</b>		
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> Yes		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Endorsed by Head of Graduate Division	

b) Previous report not yet completed:

<b>The Chinese University of Hong Kong</b>		<b>CU_SCRR128</b>
<b>CU Student Information System</b>		
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<div>Report NOT completed (see status below)</div>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> No		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student	

## E. Return of Study Plan to Supervisor (where applicable)

After reviewing the Study Plan, Head of Graduate Division may return the Study Plan to the Supervisor for clarification, select the student(s), then **RETURN TO SUPERVISOR**, in which case a notification email to the Supervisor will be sent.

To Endorse Study PlanTo Endorse Progress ReportEndorsed Plan(s) and Report(s)

Data Lang

### Research Postgraduate Study Plan and Progress Report

#### STUDY PLAN:

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

#### PROGRESS REPORT:

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

#### Instructions to Heads of Graduate Divisions:

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click "View" (in yellow) in the column below. **The Study Plan/Progress Report will show in a new pop-up window after clicking "View"/"Review". If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the "Block pop-up windows" check box.)**
2. Click "To Endorse Study Plan" (in the above header column) if you want to see a list of Study Plan(s) of students in your Division which require action.
3. After reviewing the Study Plan, select one or more Study Plan(s), then click "ENDORSE" to complete the task, or click "RETURN TO SUPERVISOR" to return the Study Plan(s) to the Supervisor(s) for clarification or returning the Study Plan to the student for revision.
4. Click "To Endorse Progress Report" (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students in your Division which require action.
5. Click "Endorsed Plan(s) and Report(s)" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division.
6. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

Selected	Student ID	Formal Name	Academic Program	Student Submission Date	Supervisor Submission Date	View
<input checked="" type="checkbox"/>	234567890	HB_Lhkdw	MPhil-PhD AA	10/12/2018 12:52PM	10/12/2018 12:54PM	<a href="#">View</a>

☒ Select All☐ Deselect All

I hereby endorse the **SELECTED** Study Plan(s).

[RETURN TO SUPERVISOR](#)[ENDORSE](#)

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## F. Endorsement of the Study Plan(s)

After reviewing the Study Plan(s), Head of Graduate Division can endorse the Study Plan(s) by choosing **ENDORSE**.

**Research Postgraduate Study Plan and Progress Report**

**STUDY PLAN:**

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

**PROGRESS REPORT:**

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

**Instructions to Heads of Graduate Divisions:**

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click "View" (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking "View"/"Review". If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the "Block pop-up windows" check box.)
2. Click "To Endorse Study Plan" (in the above header column) if you want to see a list of Study Plan(s) of students in your Division which require action.
3. After reviewing the Study Plan, select one or more Study Plan(s), then click "ENDORSE" to complete the task, or click "RETURN TO SUPERVISOR" to return the Study Plan(s) to the Supervisor(s) for clarification or returning the Study Plan to the student for revision.
4. Click "To Endorse Progress Report" (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students in your Division which require action.
5. Click "Endorsed Plan(s) and Report(s)" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division.
6. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

Selected	Student ID	Formal Name	Academic Program	Student Submission Date	Supervisor Submission Date	View
<input checked="" type="checkbox"/>	1234567890	HB,Lhkdw	MPhil-PhD AA	10/12/2018 12:52PM	10/12/2018 12:54PM	<a href="#">View</a>

☒ Select All ☐ Deselect All

I hereby endorse the **SELECTED** Study Plan(s).

[RETURN TO SUPERVISOR](#) **ENDORSE**

Upon clicking **ENDORSE**, the below message will be displayed for successful endorsement.

**The page at <https://tcsuat.itsc.cuhk.edu.hk> says:**

Those study plan is/are endorsed. (22000,125)

**OK**

Step S4 in the workflow is completed.

A notification email to the student will be sent.

## G. View the endorsed Study Plan(s) and Progress Report(s)

Head of Graduate Division can view the endorsed Study Plan and Progress Report under “*Endorsed Plan(s) and Report(s)*” by clicking **View**.

[To Endorse Study Plan](#) [To Endorse Progress Report](#) [Endorsed Plan\(s\) and Report\(s\)](#)

---

### Research Postgraduate Study Plan and Progress Report

#### STUDY PLAN:

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (*if applicable*) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

#### PROGRESS REPORT:

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

Instructions to Heads of Graduate Divisions:

Study Plan/Progress Report will show in a new pop-up window after clicking “View”/“Review”. To enable pop-up function, please change the browser setting. (For IE browser: Options > Privacy & Security > Permissions Section > clear the “Block pop-up windows” check box.)

1. Click “To Endorse Study Plan” (in the above header column) if you want to see a list of Study Plan(s) of students in your Division which require action.
2. Click “To Endorse Progress Report” (in the above header column) if you want to see a list of Progress Report(s) of students in your Division which require action.
3. Click “Endorsed Plan(s) and Report(s)” (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division.
4. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

[Refresh](#)

Student ID	Formal Name	Academic Program	Study Plan Endorsed On	Progress Report Endorsed On	Find	First	1 of 1	Last	View
1 1234567890	HB,Lhkdw	MPhil-PhD AA	20/07/2019 11:43AM						<a href="#">View</a>

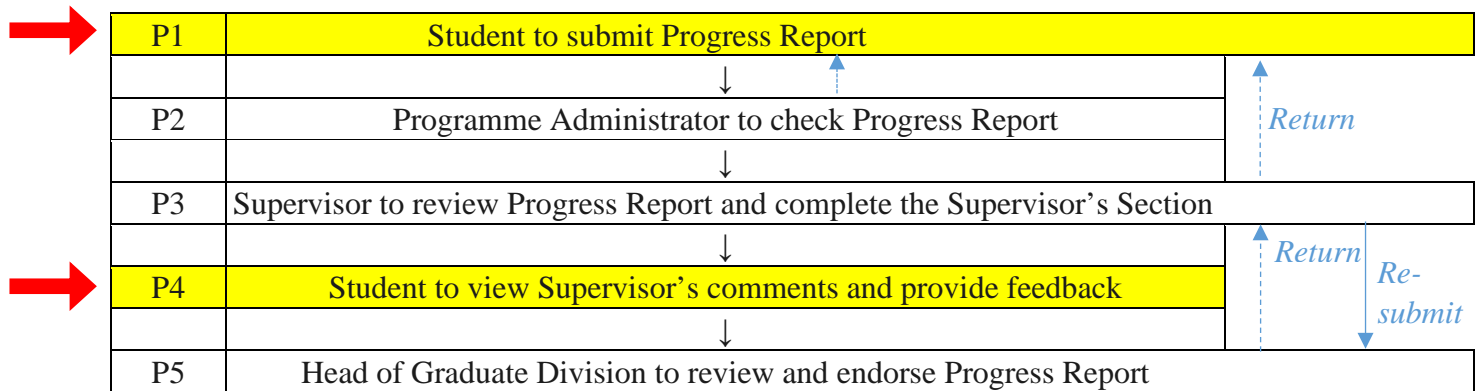
## PROGRESS REPORT

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report annually to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss this Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

### V. Student and Student Feedback

#### Workflow for Submission



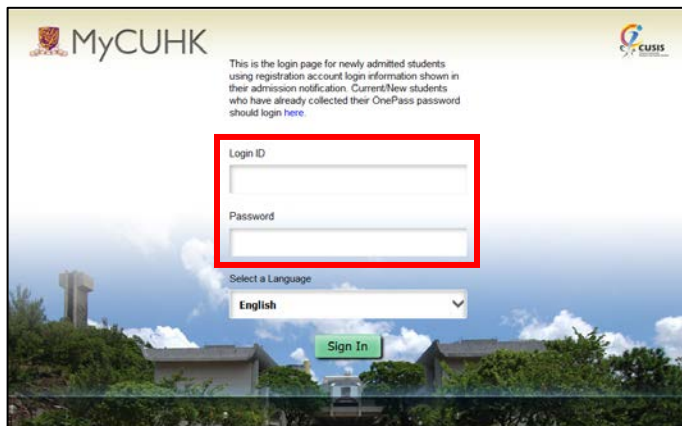
## Step P1 Student to Submit Progress Report

### A. Pre-condition

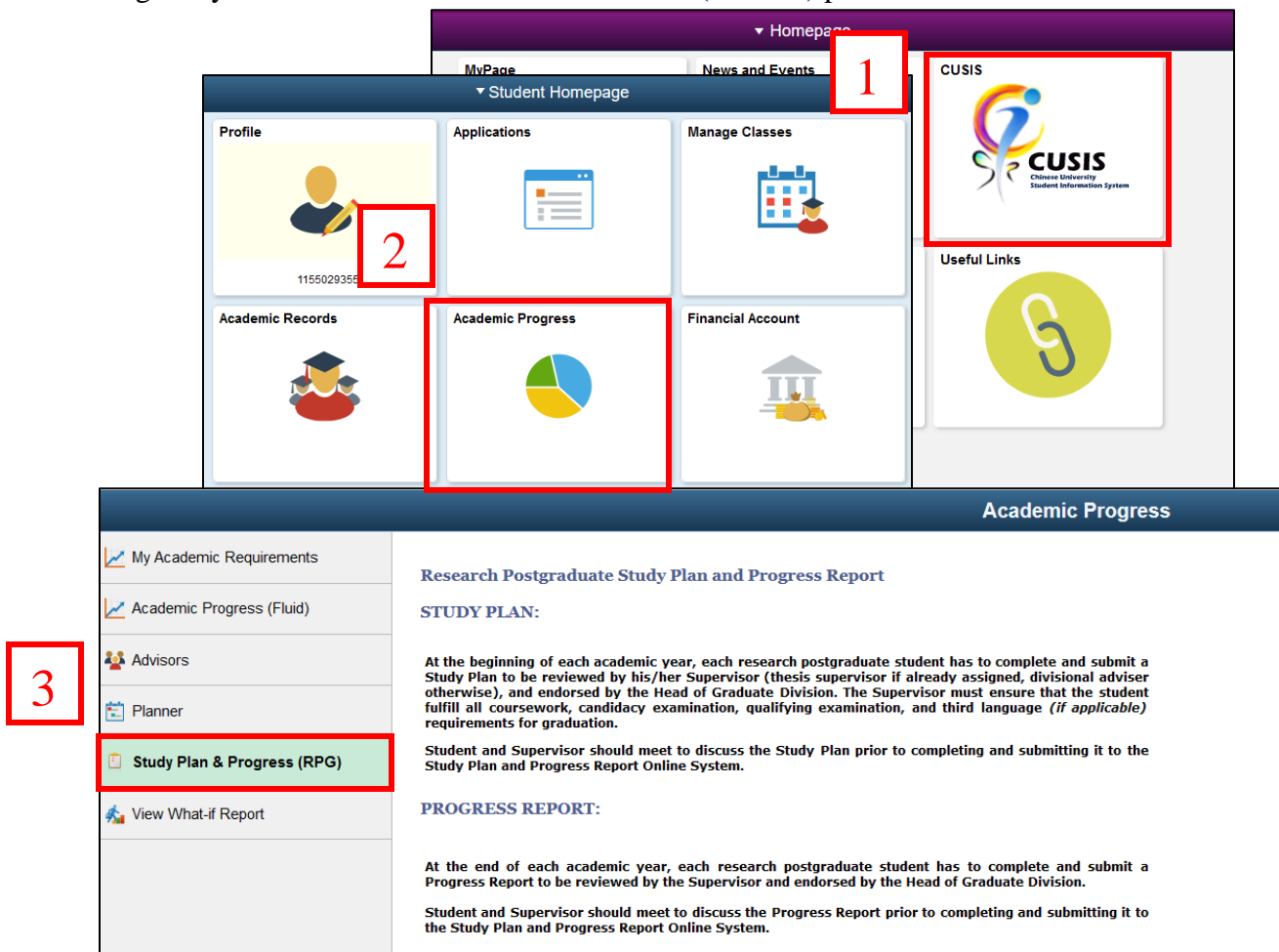
Study Plan of the same academic year has been completed, i.e., endorsed by the Head of Graduate Division/completed step S4.

### B. Login

Path: MyCUHK > CUSIS > Academic Progress > Study Plan & Progress (RPG)



- Login MyCUHK with Student ID and OnePass (CWEM) password.



## C. System Main Menu

Please follow the instructions in each Section to complete the Progress Report.

You can click on the number buttons or “Quick Navigation” in subsequent screens to jump to different Sections.

2018-19

Study Plan Status

Endorsed by Head of Graduate Division

Progress Report Status



Not yet submitted by student

**The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.**


### Form Sections


Notes to Students:

1. Please report your progress in Sections 1-9 through clicking to edit the respective sections one by one or clicking "START" to begin.
2. Section 8 "Progression Milestones" shows the full Study Plan and Progress Report.
3. You may refer to the student handbook at <https://www.qs.cuhk.edu.hk/page/PostgraduateStudentHandbook> for more details about your RPg study.

Quick Navigation			
Form Sections			
1 <a href="#">Course requirements</a>			
2 <a href="#">Language requirements</a>			
3 <a href="#">Qualifying examination / Candidacy requirements</a>			
4 <a href="#">Improving Postgraduate Learning (IPL)</a>			
5 <a href="#">Research Ethics Training (RET)</a>			
6 <a href="#">Thesis/Research and other academic activities</a>			
7 <a href="#">Research supervision</a>			
8 <a href="#">Progression milestones</a>			Last save on 20/07/2019 11:43 AM on this page
9 <a href="#">Comments</a>			

Legend:

 Last saved position

 Max. step visited

START

## 1) Course requirements (for viewing only)

All courses actually taken in the current academic year are listed, with grades if available.

Changes are not allowed in the Course requirements Section.

Notes to Students:

1. All courses actually taken in the current academic year are listed below with grades, if available.
2. Changes are not allowed in this Section.
3. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.

**The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.**

1 2 3 4 5 6 7 8 **9**

### Course requirements

\* Compulsory fields

2018-19

**Course(s) enrolled**

Course code	Course Title	Enrolled	Grade
ENGG5501	Foundations of Optimization	Term 1	B
IERG5330	Network Economics	Term 1	A-

**Course(s) planned but not taken or course(s) exempted**

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

**Course(s) enrolled**

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

SAVE Quick Navigation NEXT

For the Progress Report the system will automatically retrieve the most updated courses that you have taken.

You can show or hide the details by clicking on the Expand/Collapse icon next to the academic year.

- **NEXT**: Move to the next Section.

## 2) Language requirements

Students should input the year and the term of completion under “Completion” if the requirement has been fulfilled.

For language requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details have been retrieved automatically.

Notes to Students:

1. Please input the year and the term of completion under "Completion" if the requirement has been fulfilled.
2. If the requirement has not yet been fulfilled as planned, please leave the fields under "Completion" blank, and state the reason under "Remarks" if appropriate.
3. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
4. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom.

**The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.**

1 2 3 4 5 6 7 8 9

### Language requirements

**\* Compulsory fields**

\* Required to study a language

☐ Not Required

☐ Required - Chinese

☐ Required - English

☒ Required - Others Japanese

Completion: Academic Year  Term

Remarks:

Details inputted in the Study Plan cannot be deleted or amended in the Progress Report.

- “Completion: Academic Year”/”Term”: Choose the year and the term of completion from the drop-down menu, if appropriate.
- “Remarks”: For planned activities not yet conducted, please state the reason under “Remarks” if appropriate.
- **SAVE**: Save the input of the Section before leaving the system.
- **NEXT**: Move to the next Section.

### 3) Qualifying examination/Candidacy requirements

Doctoral students must pass the qualifying examination/candidacy requirements for advancement to doctoral candidature.

Content shown in this Section depends on the student's study programme.

Students should input the year and the term of completion under "Completion" if all components of the requirement have been fulfilled.

For Qualifying examination/Candidacy requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details have been retrieved automatically.

Notes to Students:

1. Please input the year and the term of completion under "Completion" to report the progress.
2. If the qualifying examination / candidacy requirements have not yet been fulfilled as planned, please leave the fields under "Completion" blank, and state the reason under "Remarks" if appropriate.
3. If you have completed any requirements which were not planned, please add new rows (click "+") to provide all the details.
4. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
5. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom before logging out.
6. If you have changed programme from MPhil to PhD or vice versa, you will have to fill in this Section again.

**The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.**

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### Qualifying examination / Candidacy requirements

**\* Compulsory fields**

☒ \* Candidacy requirements

Completion: Academic year  Term

Remarks:

- “Completion: Academic Year”/”Term”: Choose the year and the term of completion from the drop-down menu, if appropriate.
- “Remarks”: For planned activities not yet conducted, please state the reason under “Remarks” if appropriate.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

#### 4) Improving Postgraduate Learning (IPL)

Students should input the year and the term of completion under “Completion” if the requirement has been fulfilled.

For IPL requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details have been retrieved automatically.

Compulsory IPL course(s):

Notes to Students:

1. Please input the year and the term of completion under "Completion" to report the progress.
2. If any of the IPL courses has not yet been completed as planned, please leave the fields under "Completion" blank, and state the reason under "Remarks" if appropriate.
3. If you have completed any IPL courses which were not planned, please add new rows (click "+") to provide all the details.
4. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
5. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom.

**The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.**

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### Improving Postgraduate Learning (IPL)

IPL courses are offered by the Centre for Learning Enhancement And Research (CLEAR) for postgraduate students to acquire concepts, methodologies and skills useful for their studies. For IPL course details, please visit the [CLEAR](#) website.

**\* Compulsory fields**

**Compulsory IPL course(s)**

☒ **\* Observing Intellectual Property and Copyright Law during Research (OIP)**

*(According to the Graduate Council's resolution, this module is compulsory for all research postgraduate students admitted from July 2001 onwards.)*

**Completion:**    **Academic year**     **Term**

**Remark:**

☐ **OIP course exempted #**

# Exemption is only granted by [CLEAR](#).

- “Completion: Academic Year”/”Term”: Choose the year and the term of completion from the drop-down menu, if appropriate.
- “Remarks”: For planned activities not yet conducted, please state the reason under “Remarks” if appropriate.
- “OIP course exempted”: Exemption is only granted by [CLEAR](#).

Other IPL courses (as required by the Programme or recommended by the Supervisor or as an optional choice):

**Other IPL courses (as required by the Programme/recommended by the Supervisor or as an optional choice):**

For planned course(s) not yet completed, please state the reason under “Remarks” if appropriate.

**Research-related Skills**

**Research skills**

Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.

**Discover research information**

Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

(Supervisors are required to prescribe relevant safety courses for students who have to conduct laboratory work and to ensure their completion of the modules before starting laboratory work.)

Course title	Completion year	Completion term	Remarks

**Writing and presentation Skills**

**Thesis writing**

Course title	Completion year	Completion term	Remarks
Introduction to Research & Thesis Writing	2018-19	Term 2	

**Presentation skills**

Course title	Completion year	Completion term	Remarks

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

SAVE Quick Navigation BACK NEXT

- “Completion year”/“Completion term”: Choose the year and the term of completion from the drop-down menu, if appropriate.
- “Remarks”: For planned courses not yet taken, please state the reason under “Remarks” if appropriate.
- “+ -”: Click + to add a row and - to delete a row.
- **SAVE**: Save the input of the Section before leaving the system.
- **NEXT**: Move to the next Section.

## 5) Research Ethics Training (RET)

Content shown in this Section depends on the student's study programme.

Students should input the year and the term of completion under "Completion" if the requirement has been fulfilled.

For RET requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details have been retrieved automatically.

Notes to Students:

1. Please input the year and the term of completion under "Completion" to report the progress.
2. If any of the RET modules has not yet been completed as planned, please leave the fields under "Completion" blank, and state the reason under "Remarks" if appropriate.
3. If you have completed any RET modules which were not planned, please add new rows (click "+") to provide all the details.
4. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
5. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom.

The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.

1 2 3 4 5 6 7 8 9

### Research Ethics Training (RET)

Research postgraduate students admitted in 2017-18 and thereafter are required to complete an online RET module on "Publication Ethics" offered by the [Office of Research and Knowledge Transfer Services \(ORKTS\)](#) and have a valid Publication Ethics Certificate for graduation. Relevant information can be accessed at the [RET](#) website.

**RET modules (as recommended by Supervisor or as an optional choice for students)**

Module title	Completion year	Completion term	Remarks

The module title inputted in the Study Plan cannot be deleted or amended in the Progress Report.

BACK NEXT

- "Module title": Choose the module from the drop-down menu.
- "Completion year"/"Completion term": Choose the year and the term of completion from the drop-down menu, if appropriate.
- "Remarks": For planned modules not yet taken, please state the reason under "Remarks" if appropriate.
- "+ -": Click + to add a row and - to delete a row.
- **SAVE**: Save the input of the Section before leaving the system.
- **NEXT**: Move to the next Section.

## 6) Thesis/Research and other academic activities

Students who have undertaken an activity in the current academic year (i.e., 1 August of this year to 31 July of the following year) should complete this Section.

Students should input the year and the term of completion under “Completion” if the requirement has been fulfilled.

For Thesis/Research and other academic activities completed and inputted in the endorsed Progress Report in previous year(s), the completion details have been retrieved automatically.

Notes to Students:

1. Please report the details under "Completion from" and "Completion to" to report the progress.
2. If any of the activities has not yet been conducted as planned, please leave the fields under "Completion" blank, and state the reason under "Remarks" if appropriate.
3. If you have conducted activities which were not planned, please add new rows (click "+") to provide all the details.
4. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
5. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom.

**The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.**

1 2 3 4 5 6 7 8 9

### Thesis/Research and other academic activities

Types of activities	Plan (e.g. To attend a conference on Robotics in the US.)	From (MM/YYYY)	To (MM/YYYY)	Remarks		
Conference	ABC International Conference	01/2019	02/2019		+	-
Internship	Take intern at EFG Company	07/2018	09/2018		+	-
Field trip	Collect data in the UK			Will do it in next academic term.	+	-

The activities and plan inputted in the Study Plan cannot be deleted or amended in the Progress Report.

SAVE Quick Navigation BACK NEXT

- “From (MM/YYYY)” and “To (MM/YYYY)” : Type in the month and year, if appropriate.
  - The start date and end date of the activity should be within the current academic year (i.e., 1 August of this year to 31 July of the following year).
  - The input format is (MM/YYYY), e.g., for March 2018, “03/2018” should be inputted.
- “Remarks” : For planned activities not yet conducted, please state the reason under “Remarks” if appropriate.
- “+ -” : Click + to add a row and - to delete a row.
- **SAVE** : Save the input of the Section before leaving the system.
- **NEXT** : Move to the next Section.

## 7) Research supervision (for viewing only)

Students can view the names of their Supervisors and Co-supervisors in this Section.

Notes to Students:

This page is for information only. Changes can only be made by the Division Office.

**The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.**

1 2 3 4 5 6 7 8 9

### Research supervision

The Supervisor and/or the Head of Graduate Division may wish to engage other teachers to help with the supervision. These teachers could be appointed as Co-supervisors, depending on the extent of the responsibility assumed. Such an arrangement is in general encouraged for the breadth of supervision, but would be required if the Supervisor is expected to be on leave for a significant period, or to leave University service before the completion of the thesis by the student.

The Supervisor/Co-supervisor in charge of Study Plan/Progress Report is responsible for discharging the administrative functions related to the Study Plan and Progress Report Online System. The Supervisor/Co-supervisor in charge of Study Plan/Progress Report can be the student's Supervisor or Co-supervisor. The comments/decisions recorded on the System represent the collective views of the Supervisor and Co-supervisor(s), if any.

Supervisor / Co-supervisor		
Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

SAVE Quick Navigation BACK NEXT

- **NEXT**: Move to the next Section.

## 8) Progression milestones (for viewing only)

Information saved in the Progress Report will be collated and shown in this Section.

Students can amend the content of a particular Section by clicking the relevant link under “Quick Navigation” to go back to the page for editing.

### Notes to Students:

1. This Section is a summary of all items recorded in the previous Sections.
2. If changes to any of the Sections are required, please click “QUICK NAVIGATION” to select from the menu to go to a particular Section for revision.
3. If no changes to any of the Sections are required, please click “NEXT” to go to the last Section “Comments from Student”.
4. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click “SAVE” at the bottom.

**The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.**



### Progression milestones

Milestones should be set at the beginning of each academic year jointly by the student and the supervisor(s).

To view previous report(s), choose from the academic years listed.

#### Previous Study Plan & Progress Report (s)

Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
2017-18	Report ready	<a href="#">View previous report</a>	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

#### Course requirements

**2018-19**

##### Course(s) enrolled

Course code	Course Title	Enrolled	Grade
ENGG5501	Foundations of Optimization	Term 1	B
IERG5330	Network Economics	Term 1	A-

##### Course(s) planned but not taken or course(s) exempted

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

#### Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
Others	Japanese			

#### Qualifying examination / Candidacy requirements

##### Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

**Improving Postgraduate Learning (IPL)****Compulsory IPL course**

Course title	Completion year	Completion term	Remarks
Observing Intellectual Property and Copyright Law during Research (OIP)			

**Other IPL courses** *(as required by the Programme/recommended by the Supervisor or as an optional choice)***Research-related skills****Research skills**

Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.

**Discover research information**

Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

Course title	Completion year	Completion term	Remarks

**Writing and presentation skills****Thesis writing**

Course title	Completion year	Completion term	Remarks
Introduction to Research & Thesis Writing			

**Presentation skills**

Course title	Completion year	Completion term	Remarks

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

**Research Ethics Training (RET)****RET module**

Module title	Completion year	Completion term	Remarks

**Thesis/Research and other academic activities**

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Conference	ABC International Conference	01/2019	02/2019	
Internship	Take intern at EFG Company	07/2018	09/2018	
Field trip	Collect data in the UK			Will do it in next academic term.

**Research supervision****Supervisor / Co-supervisor**

Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

SAVE

Quick Navigation

BACK

NEXT

You may go to a particular Section for revision by clicking the relevant link under “Quick Navigation” for revision.

**Quick Navigation**

- 1 [Course requirements](#)
- 2 [Language requirements](#)
- 3 [Qualifying examination / Candidacy requirements](#)
- 4 [Improving Postgraduate Learning \(IPL\)](#)
- 5 [Research Ethics Training \(RET\)](#)
- 6 [Thesis/Research and other academic activities](#)
- 7 [Research supervision](#)
- 8 [Progression milestones](#)
- 9 [Comments](#)

- “*Quick Navigation*”: Click the relevant link to go back to the relevant Section for editing.
- **NEXT**: Move to the next Section.

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:

<b>The Chinese University of Hong Kong</b>		<b>CU_SCRR128</b>
<b>CU Student Information System</b>		
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> Yes		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Endorsed by Head of Graduate Division	

b) Previous report not yet completed:

<b>The Chinese University of Hong Kong</b>		<b>CU_SCRR128</b>
<b>CU Student Information System</b>		
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<div>Report NOT completed (see status below)</div>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> No		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student	

## 9) Comments

Student should complete the “Comments from student” section, then submit to the Division.

To add comments and attachment:

Notes to Students:

1. Please complete the "Comments from Student" section, then click "SUBMIT TO DIVISION".
2. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom.

**The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.**

1 2 3 4 5 6 7 8 9

### Comments

#### Comments from student

Students may add comments, if any, relating (only) to their study and the supervision relationship throughout this academic year. Students are encouraged to discuss problems and/or suggestions with their Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate Division or Faculty Dean.

☐ I have no comments.

☒ I would like to make the following comments (max. 500 words):

Prof. A is a very good Supervisor. Thanks a lot.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	View
CUHK_GS_Logo.jpg		<a href="#">View</a>

[SAVE](#) [Quick Navigation](#) [BACK](#) [SUBMIT TO DIVISION](#)

You may attach additional documents (in one file of size < 2MB):


File Name	Date	Add	View
		<a href="#">Add</a>	<a href="#">View</a>

- *Comments from student*: Choose to add comments or not by clicking the applicable bullet.
- **SAVE**: Save the input of the Section before leaving the system.
- **SUBMIT TO DIVISION**: Submit the Progress Report to Programme Administrator for checking.

## D. Submission and Review Process

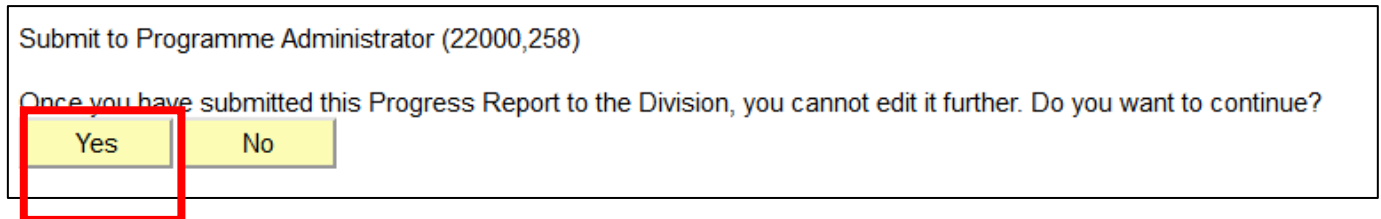
### 1) Submission by Student

On completion of the Progress Report, students should submit it to the Division (Programme Administrator) for checking by clicking the button **SUBMIT TO DIVISION**.



SAVE Quick Navigation BACK SUBMIT TO DIVISION

A confirmation dialog will then be shown.

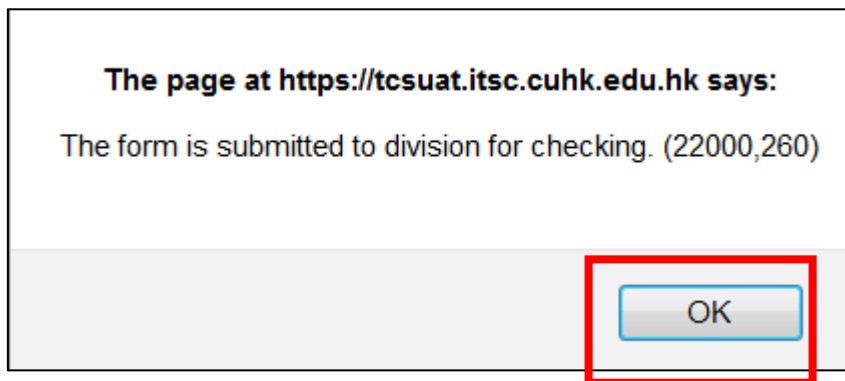


Submit to Programme Administrator (22000,258)

Once you have submitted this Progress Report to the Division, you cannot edit it further. Do you want to continue?

Yes No

Upon clicking **Yes**, the below message will be displayed for successful submission.



**The page at <https://tcsuat.itsc.cuhk.edu.hk> says:**

The form is submitted to division for checking. (22000,260)

OK

Progress Report Status will be updated.



2018-19	
<b>Study Plan Status</b> Endorsed by Head of Graduate Division	<b>Progress Report Status</b> Pending check by Division

Step P1 in the workflow is completed.

A notification email to the Division (Programme Administrator) will be sent.

**2) Return by Division Staff (Programme Administrator) to Student (where applicable)**

Programme Administrator may return the Progress Report to students for amendment or further updating, in which case a notification email to the student will be sent.

Student should consult the Programme Administrator and then access the system to amend, if necessary, and re-submit the Progress Report.

**3) Return by Supervisor to Student (where applicable)**

Supervisor may return the Progress Report to a student for amendment or further updating, in which case a notification email to the student will be sent.

Student should consult the Supervisor and then access the system to amend, if necessary, and re-submit the Progress Report.

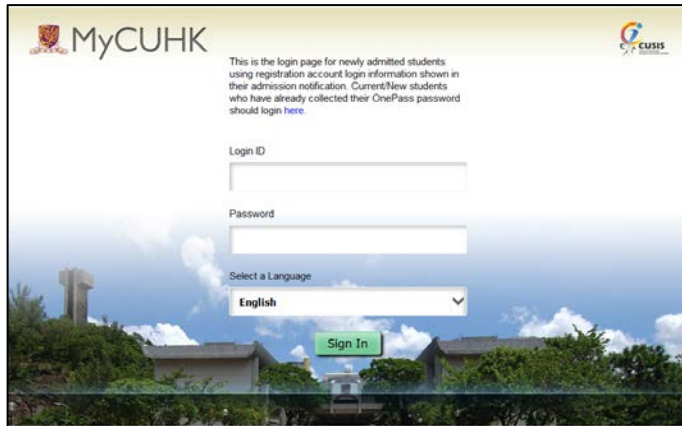
## Step P4 Student to View Supervisor's Comments and Provide Feedback

### A. Pre-condition

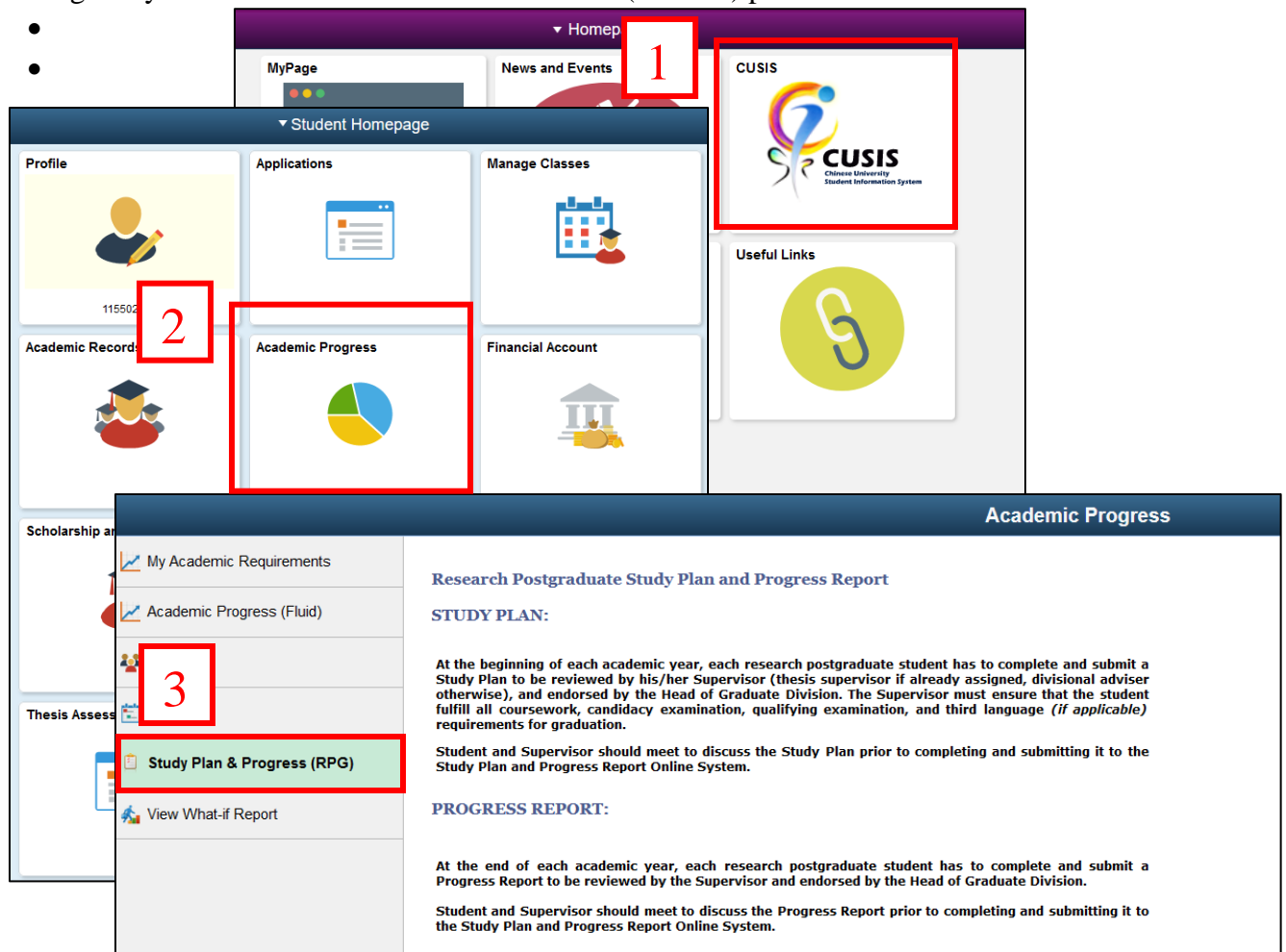
Progress Report has been reviewed by Supervisor, i.e., step P3.

### B. Login

Path: *MyCUHK > CUSIS > Academic Progress > Study Plan & Progress (RPG)*



- Login MyCUHK with Student ID and OnePass (CWEM) password.



## Submission and Review Process

### Submission by Student

To complete the “*Student’s feedback to Supervisor’s comments*” section, please click Section 9 to view the Supervisor’s comments and fill out the relevant section following the instructions.

**HKPFS Awardee**  
No  
2018-19

**Study Plan Status**  
Endorsed by Head of Graduate Division



**Progress Report Status**  
Pending feedback by student



**The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.**

### Form Sections

Notes to Students:

To complete the “Student’s feedback to Supervisor’s comments” section, please click Section 9 then fill out the relevant section.

Quick Navigation			
Form Sections			
1	<a href="#">Course requirements</a>		
2	<a href="#">Language requirements</a>		
3	<a href="#">Qualifying examination / Candidacy requirements</a>		
4	<a href="#">Improving Postgraduate Learning (IPL)</a>		
5	<a href="#">Research Ethics Training (RET)</a>		
6	<a href="#">Thesis/Research and other academic activities</a>		
7	<a href="#">Research supervision</a>		
8	<a href="#">Progression milestones</a>		
9	<a href="#">Comments</a>	 	Last save on 18/07/2019 10:05AM on this page

**Legend:**  Last saved position  Max. step visited

START

On completion of the Progress Report, students should submit the Progress Report to the Head of Graduate Division for endorsement by clicking the button **SUBMIT TO HEAD OF GRADUATE DIVISION**.

2018-19

Study Plan Status

Endorsed by Head of Graduate Division

Progress Report Status

Pending feedback by student

Notes to Students:

1. Please complete the "Student's feedback to Supervisor's comments" section, then click "SUBMIT TO HEAD OF DIVISION".
2. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom.

The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.

123456789

Comments

Comments from student

Students may add comments, if any, relating (only) to their study and the supervision relationship throughout this academic year. Students are encouraged to discuss problems and/or suggestions with their Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate Division or Faculty Dean.

☐ I have no comments.

☒ I would like to make the following comments (max. 500 words):

Prof. A is a very good Supervisor. Thanks a lot.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	View
CUHK_GS_Logo.jpg	07/05/2019 4:13:13PM	<a href="#">View</a>

## Comments from Supervisor

### I. Confirmation:

I have read this Progress Report and

- ☐ return this Progress Report to the student for revision.
- ☐ provide my below comments on the student's study progress for viewing by the student.

### II. Comments from Supervisor:

1. Academic progress of the student:

- ☐ Satisfactory
- ☐ Improvement needed
- ☒ Not satisfactory

#### Suggested action to be taken by Division (optional):

- ☐ Division to issue a warning letter to the student.
- ☐ Division to recommend suspension of PGS for a certain period of time due to unsatisfactory performance.  
[Note: Supervisor is required to submit a written request with endorsement of the Division Head to the Graduate School to justify the suspension of PGS.]  
Suggested suspension  months, effective from 1st  of
- ☐ Others, please specify (max. 500 words):

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
1		Add	View

#### Note:

***Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students.***

2. Comments on the student's progress:

- ☐ I have no comments.
- ☒ I would like to make the following comments (max. 500 words):

Need to work harder.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
1		Add	View

3. Approval:

- ☒ I have discussed the Progress Report for this academic year with the student and approve its submission.

**Student's feedback to Supervisor's comments**

I have read the Supervisor's comments on my Progress Report and

☐ I have no further comments.
 ☐ would like to make the following comments (max. 500 words):

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
1		Add	View

SAVE
Quick Navigation
BACK

SUBMIT TO HEAD OF GRADUATE DIVISION

A confirmation dialog will then be shown.

Submit to the Head of Graduate Division (22000,259)

On submission of this Progress Report to the system, the Progress Report will be sent to the Head of Graduate Division for endorsement. You cannot edit it further. Do you want to continue?

Yes

No

Upon clicking Yes, the below message will be displayed for successful submission.

**The page at <https://tcsuat.itsc.cuhk.edu.hk> says:**

The form is submitted to Head of Graduate Division for endorsement. (22000,287)

OK

Progress Report Status will be updated.

2018-19 <b>Study Plan Status</b> Endorsed by Head of Graduate Division	<b>Progress Report Status</b> Pending endorsement by Head of Graduate Division
--	---

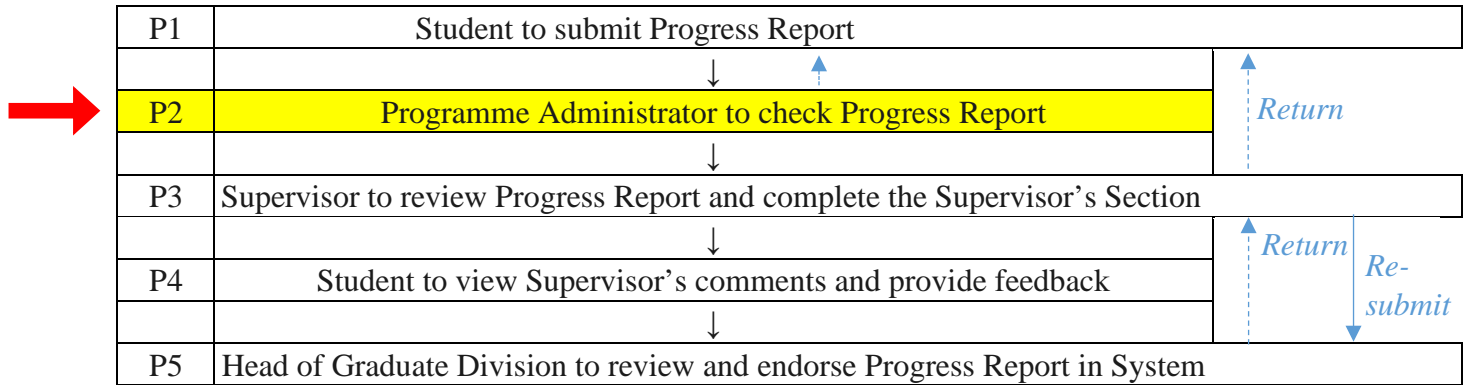
Step P4 in the workflow is completed.

A notification email to the Head of Graduate Division will be sent.

## VI. Programme Administrator and Division operational staff

(Staff designated by the Division to provide administrative support for submission of Study Plan and Progress Report)

### A. Workflow for Submission of Progress Report

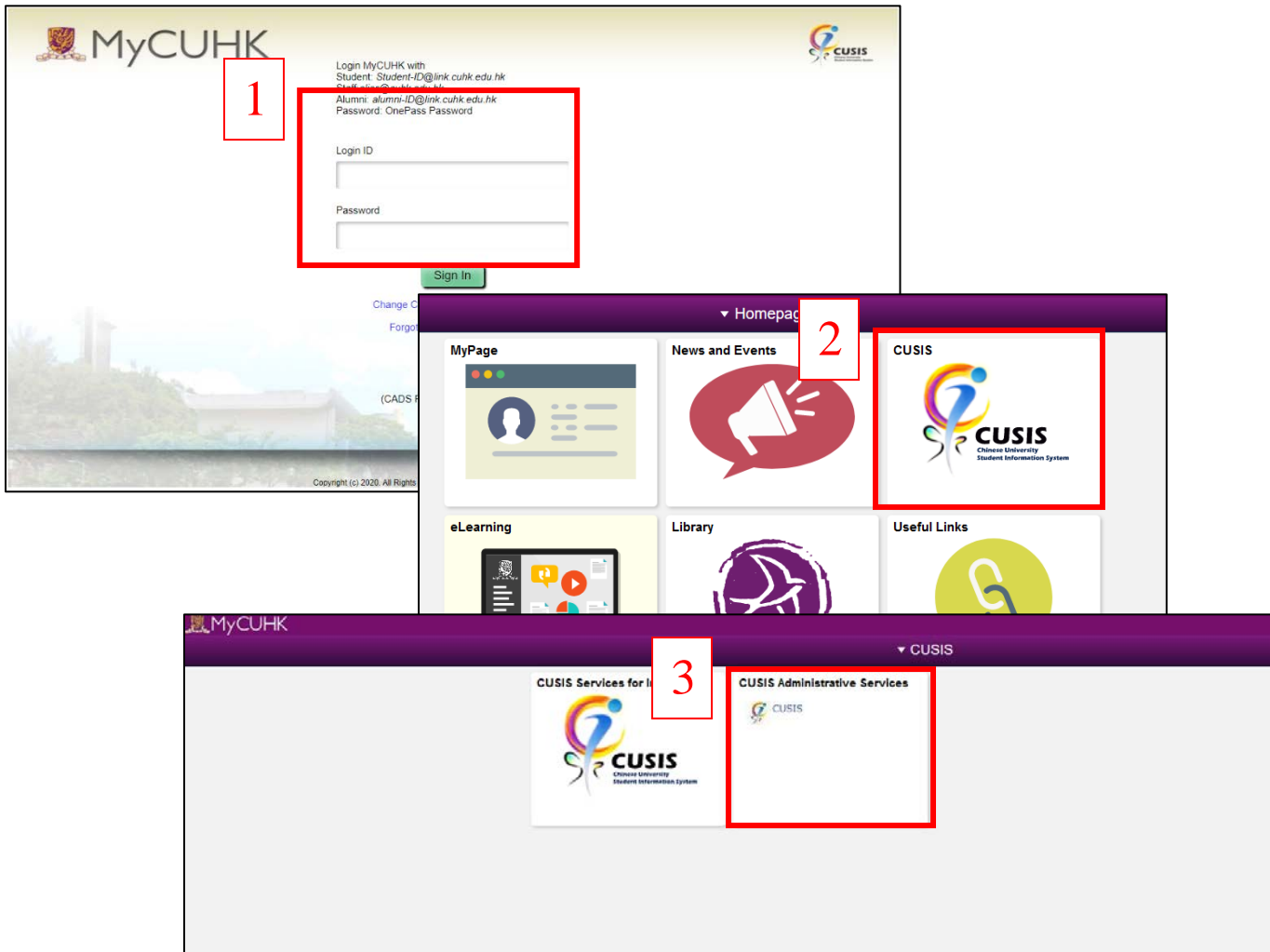


### B. Pre-condition

Student has submitted the Progress Report for the academic year concerned, i.e., step P1 is completed.

## C. Login

Path: *MyCUHK* > *CUSIS* > *CUSIS Administrative Services*



- Login MyCUHK with Staff ID and OnePass (CWEM) password.

## D. Programme Administrator Maintenance

Path: MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Prog Adm for Plan and Report

Divisions can update the Programme Administrator for Study Plan and Progress Report.

**CUSIS** Chinese University Student Information System

**Menu**

Search:

- My Favorites
- Self Service
- Leave Application
- Campus Community
- Records and Enrollment
  - Online Leave Application
  - Enroll Students
  - Career and Program Information
  - Transcripts
  - Graduation
  - Transfer Credit Evaluation
  - Student Background Information
  - Forms
  - Study Plan and Progress Report
    - Study Plan and Progress Report
    - Prog Adm for Plan and Report**
    - Research Student Supervision

**Prog Adm for Plan and Report**

Academic Institution CUHK1 CUHK

Academic Career	Academic Program	Description	Programme Administrator	Name	Additional Email Address (Optional)
RPG	40055	MPhil Communication	560019		hfwdvqhhw@qkhhb.fdk.hk
RPG	50020	PhD Communication	560019		hfwdvqhhw@qkhhb.fdk.hk
RPG2	47055	MPhil Communication	560019		hfwdvqhhw@qkhhb.fdk.hk
RPG2	57020	PhD Communication	560019		hfwdvqhhw@qkhhb.fdk.hk

**Important Notes:**

- Rights of Programme Administrator:
  - To view and check submitted Study Plans and Progress Reports.
  - To return a Study Plan or a Progress Report to a student for amendment, if necessary.
- Only one staff should serve as Programme Administrator of a programme.
- All notifications will be sent to the staff's CWEM account by default. Such can be sent to an additional email account (e.g. a departmental account) if provided above.

**Save**

- “Programme Administrator”: Input the Staff ID of the Programme Administrator to be designated for the programme. The system will retrieve the staff name automatically.
- “Additional Email Address (Optional)”: All notifications can be sent to an additional email account if provided.
- **SAVE**: To confirm the update.


## E. Research Student Supervisor Maintenance

Path: *MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Research Student Supervision*

Divisions can update the approved Supervisor(s)/Co-supervisor(s) for Study Plan and Progress Report.

- “*EmplID*”: Input the Student ID number to retrieve the specific student supervision record.
- “*Campus ID*”, “*National ID*”, “*Last Name*”, “*First Name*”: Input the corresponding field to search with the information you have.
- To show all students under the Division to whose records you have access right, leave all fields blank.
- **Search**: To search according to the information you provided, then choose the student for whom you would like to update his/her Supervisor(s)/Co-supervisor(s) for Study Plan and Progress Report.

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Study Plan and Progress Report](#) > [Research Student Supervision](#)

 **Chinese University**  
Student Information System

Home | [Worklist](#) | [Add to Favorites](#) | [Sign Out](#)

Data Language: English | [New Window](#) | [Personalize Page](#)

### Research Student Supervision

JDW, Hh Mdx 中文名      1155029355      ★

Academic Institution: CUHK      Academic Career: Postgraduate - Research

Academic Program: MPhil-PhD Mathematics      Student Career Nbr: 1

Find | View All
First 1 of 1 Last



Effective Date: 11/06/2018

Supervisor/Co-supervisor				
*ID	Name	Role	Leave Application In-charge	Study Plan/Progress Report In-charge
1 494364	Y*,Yong	Supervisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Important Notes:**

1. The Supervisor/Co-supervisor is charge of Study Plan/Progress Report is responsible for discharging the administrative functions related to the Study Plan and Progress Report Online System. The Supervisor/Co-supervisor in charge of Study Plan/Progress Report can be the student's Supervisor or Co-supervisor. The comments/decisions recorded on the System should represent the collective views of the Supervisor and Co-supervisor(s), if applicable.
2. In case of a change of the Supervisor/Co-supervisor(s), Division Staff should check who will discharge the role of Supervisor/Co-supervisor in charge of Study Plan/Progress Report and amend this Section as necessary.
3. Supervisor/Co-supervisor(s) are given access to the Study Plan and Progress Report System to view the reports of their students.
4. The Supervisor in charge of leave application will be given access to view and edit the online leave application of their students.

[Save](#)   [Return to Search](#)   [Include History](#)   [Correct History](#)

- “Effective Date”: Input an effective date for the update.
- “ID”: Input Supervisor’s Staff ID number for the student. The system will retrieve the name of the Supervisor automatically.
- “Role”: Choose the role from the drop-down menu.
- “Study Plan/Progress Report In-charge”: Check the box for the one who will discharge the role.
- “+ -”: Click  to add a row and  to delete a record.
- **SAVE**: To confirm the update.

## F. Pagelet Setup

Path: *CUSIS > Home > Personalize > Content*

To view the Study Plan and Progress Report(s) pending your checking, you may set the Pagelet on the front page of CUSIS.

- Go to the path: *CUSIS > Home > Personalize > Content*
- Check the box under “*PeopleSoft Applications*” > “*Study Pln/Progress Rpt Pending*”
- Setup completed. You may find a list of Study Plan and Progress Report pending your checking, if any, when you login CUSIS.

The screenshot shows the CUSIS Chinese University Student Information System interface. The top navigation bar includes links for Home, Work, and Favorites, with a 'Sign Out' button. The 'Personalize Home Page' section is active, displaying 'Personalize Content: My Page'. The 'Tab Name' is set to 'My Page'. The 'Welcome Message' is set to '英'. The 'Choose Pagelets' section includes a list of 'PeopleSoft Applications' with checkboxes. The 'Study Pln/Progress Rpt Pending' checkbox is highlighted with a red box and the number 2. The 'Menu' section is also visible. The bottom of the page shows a table titled 'Study Pln/Progress Rpt Pending' with columns for EmpID, Formal Name, Academic Year, Study Plan Status, Progress Report Status, Study Plan Submission Date, Progress Rpt Submission Date, Academic Program, and Description. The table is highlighted with a red box and the number 3. The 'Full Query Results' link is visible below the table.

1

2

3

EmpID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program	Description
Full Query Results								

## G. Retrieval of Progress Report

Path: MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Study Plan and Progress Report

**CUSIS** Chinese University Student Information System

**Menu**

Search:

- My Favorites
- Self Service
- Leave Application
- Campus Community
- Records and Enrollment
  - Online Leave Application
  - Enroll Students
  - Career and Program Information
  - Transcripts
  - Graduation
  - Transfer Credit Evaluation
  - Student Background Information
  - Forms
  - Study Plan and Progress Report**
    - Study Plan and Progress Report
    - Prog Adm for Plan and Report
    - Research Student Supervision

**Study Plan and Progress Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID  begins with

Study Plan Status  begins with

Progress Report Status  begins with

Academic Program  begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- “*EmplID*”: Input student ID number to retrieve a specific Study Plan or click the magnifier icon to choose (to show all students, leave this field blank).
- “*Study Plan Status*”: Click the magnifier icon to choose Study Plan with a specific study plan status.
- “*Progress Report Status*”: Click the magnifier icon to choose Progress Report with a specific progress report status.
- “*Academic Program*”: Input programme code.

Only submitted Progress Report will be retrieved. To view a Progress Report, click on the record under “Search Results”:

**Study Plan and Progress Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID  begins with

Study Plan Status  begins with

Progress Report Status  begins with

Academic Program  begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**


View All

Empl ID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program Description
1006600272	QHDX, Qhwz Ywx	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:19AM	(blank)	60018 MPhil-PhD Mathematics
1155008987	DK YFKQZ, Jdb Lhwz	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:19AM	(blank)	60018 MPhil-PhD Mathematics
1155014551	YDXZ, Ywywz	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:19AM	(blank)	60018 MPhil-PhD Mathematics
1155017075	QHDX, Hfw Lhxz	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:20AM	(blank)	60018 MPhil-PhD Mathematics

First 1-68 of 68 Last

For the Progress Report pending your checking, Progress Report Status will be “Pending check by Division”.

Search Results							
View All							
EmpID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program Description
1000000001	AA.Bbb	2018	Returned by Supervisor	-	02/01/2019 4:35:51PM	(blank)	60099 Mphil-PhD AA
1234567890	HB.Lhkdw	2018	Endorsed by Head of Graduate Division	Pending check by Division	07/01/2019 10:01:11AM	15/07/2019 10:00:00AM	60099 Mphil-PhD AA
1111111111	BB.Ccc	2018	Pending endorsement by Head of Graduate Division	-	10/12/2018 12:54:18PM	(blank)	60099 Mphil-PhD AA



Chinese University  
Student Information System

**Menu**

Search:

- My Favorites
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
  - Enroll Students
  - Career and Program Information
  - Term Processing
  - Transcripts
  - Graduation
  - Transfer Credit Evaluation
  - Student Background Information
  - Forms
- Study Plan and Progress Report
  - Study Plan and Progress Report**
  - Prog Adm for Plan and Report
  - Research Student Supervision
- Curriculum Management
- Student Financials
- Reporting Tools
- PeopleTools
- CU Interfaces
- CU Outgoing Exchange App
- CU Reports
- My Personalizations
- My Dictionary

## Research Postgraduate Study Plan and Progress Report

### STUDY PLAN:

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

### PROGRESS REPORT:

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

**Student Name**  
HB, Lhkdw

**Graduate Division**  
Division of AA

**HKPFS Awardee**  
No

2018-19

**Study Plan Status**  
Endorsed by Head of Graduate Division

**Student ID**  
1234567890

**Degree Pursued**  
MPhil-PhD AA

**Progress Report Status**  
Pending check by Division

To complete the task, click **SUBMIT TO SUPERVISOR** as appropriate.

The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.

Instructions to Programme Administrators:

1. Please view the Progress Report below, then click "SUBMIT TO SUPERVISOR", if appropriate, at the bottom to complete the task.
2. If you want to return the Progress Report to the student for revision, click "RETURN TO STUDENT" at the bottom.

To view previous report(s), choose from the academic years listed.

#### Previous Study Plan & Progress Report (s)

Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1 2017-18	Report ready	<a href="#">View previous report</a>	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

#### Course requirements

2018-19

##### Course(s) enrolled

Course code	Course Title	Enrolled	Grade
ENGG5501	Foundations of Optimization	Term 1	B
IERG5330	Network Economics	Term 1	A-

##### Course(s) planned but not taken or course(s) exempted

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

##### Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

#### Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
Others	Japanese			

#### Qualifying examination / Candidacy requirements

##### Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

Content shown in this Section depends on the student's study programme.

**Improving Postgraduate Learning (IPL)**

Content shown in this Section depends on the student's study programme.

**Compulsory IPL course**

Course title	Completion year	Completion term	Remarks
Observing Intellectual Property and Copyright Law during Research (OIP)			

**Other IPL courses** *(as required by the Programme/recommended by the Supervisor or as an optional choice)***Research-related skills****Research skills**

Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.

**Discover research information**

Course title	Completion year	Completion term	Remarks
Discover Research Information	2018 - 19	Term 1	

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

Course title	Completion year	Completion term	Remarks

**Writing and presentation skills****Thesis writing**

Course title	Completion year	Completion term	Remarks
Introduction to Research & Thesis Writing			

**Presentation skills**

Course title	Completion year	Completion term	Remarks

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

**Research Ethics Training (RET)**

Content shown in this Section depends on the student's study programme.

**RET module**

Module title	Completion year	Completion term	Remarks

**Thesis/Research and other academic activities**

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Conference	ABC International Conference	01/2019	02/2019	
Internship	Take intern at EFG Company	07/2018	09/2018	
Field trip	Collect data in the UK			Will do it in next academic term.

## Research supervision

### Supervisor / Co-supervisor

Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

### Comments from student

Students may add comments, if any, relating (only) to their study and the supervision relationship throughout this academic year. Students are encouraged to discuss problems and/or suggestions with their Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate Division or Faculty Dean.

- ☐ I have no comments.
- ☒ I would like to make the following comments (max. 500 words):

Prof. A is a very good Supervisor. Thanks a lot.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	View
CUHK_GS_Logo.jpg	07/05/2019 4:13:13PM	<a href="#">View</a>

### Comments from Supervisor

#### I. Confirmation:

I have read this Progress Report and

- ☐ return this Progress Report to the student for revision.
- ☐ provide my below comments on the student's study progress for viewing by the student.

### Student's feedback to Supervisor's comments

I have read the Supervisor's comments on my Progress Report and

- ☐ I have no further comments.
- ☐ would like to make the following comments (max. 500 words):

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
		Add	View

### Endorsement by Head of Graduate Division

#### I. Confirmation:

I have read this Progress Report and

- ☐ return it to the Supervisor for clarification and re-submission.
- ☐ endorse it.

PRINT

RETURN TO STUDENT

SUBMIT TO SUPERVISOR

[Return to Search](#)

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:

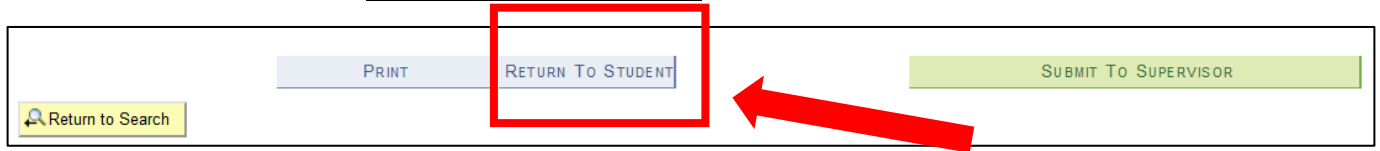
<b>The Chinese University of Hong Kong</b>		<b>CU_SCRR128</b>
<b>CU Student Information System</b>		
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> Yes		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Endorsed by Head of Graduate Division	

b) Previous report not yet completed:

<div>Report NOT completed (see status below)</div>		<b>CU_SCRR128</b>
<b>The Chinese University of Hong Kong</b>		
<b>CU Student Information System</b>		
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> No		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student	

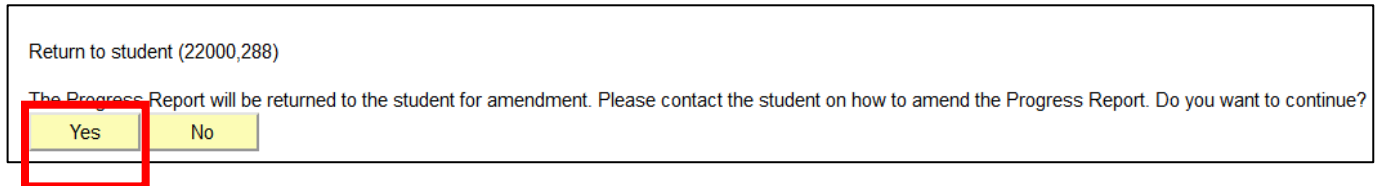
## H. Return of Progress Report to Student (where applicable)

After checking the Progress Report, Programme Administrator may return the Progress Report to the student for revision, choose **RETURN TO STUDENT**.



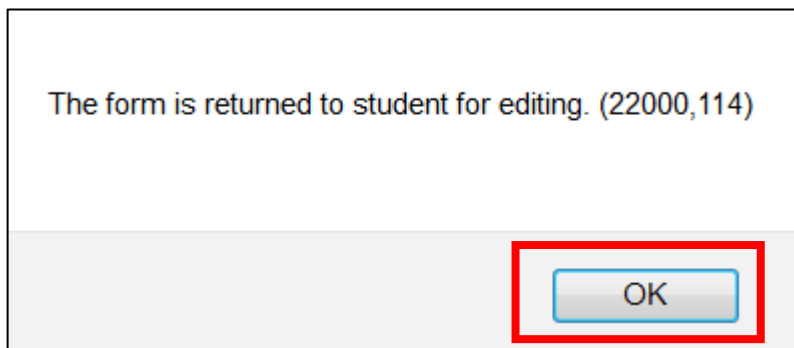
The screenshot shows a horizontal bar with three buttons: 'Return to Search' (yellow), 'PRINT' (light blue), and 'RETURN TO STUDENT' (light blue). A red box highlights the 'RETURN TO STUDENT' button, and a red arrow points to it from the right. To the right of these buttons is a green button labeled 'SUBMIT TO SUPERVISOR'.

A confirmation dialog will then be shown.



The dialog box has a title bar 'Return to student (22000,288)'. The main text reads: 'The Progress Report will be returned to the student for amendment. Please contact the student on how to amend the Progress Report. Do you want to continue?'. At the bottom, there are two buttons: 'Yes' (yellow) and 'No' (yellow). The 'Yes' button is highlighted with a red box.

Upon clicking **Yes**, the below message will be displayed for successful return.



The message box has a title bar 'The form is returned to student for editing. (22000,114)'. The main text reads: 'The form is returned to student for editing. (22000,114)'. At the bottom right, there is a button labeled 'OK' (light blue) which is highlighted with a red box.

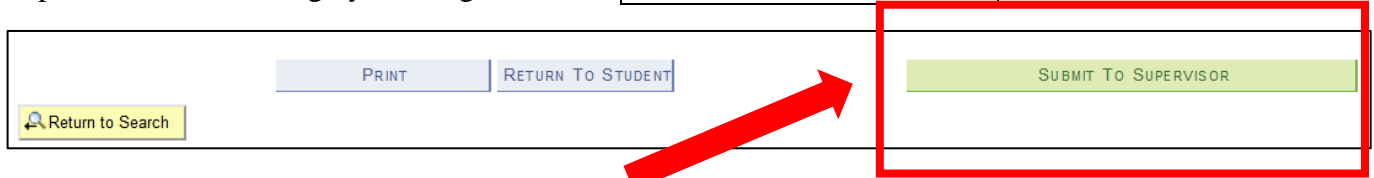
The Progress Report Status will be updated.



The screenshot shows a table with two columns. The first column is titled 'Study Plan Status' and contains the text 'Endorsed by Head of Graduate Division'. The second column is titled 'Progress Report Status' and contains the text 'Not yet submitted by student'. The 'Progress Report Status' column is highlighted with a red box.

## I. Submission of Progress Report to Supervisor

After checking the Progress Report, Programme Administrator may submit the Progress Report to the Supervisor for reviewing by clicking the button **SUBMIT TO SUPERVISOR**.



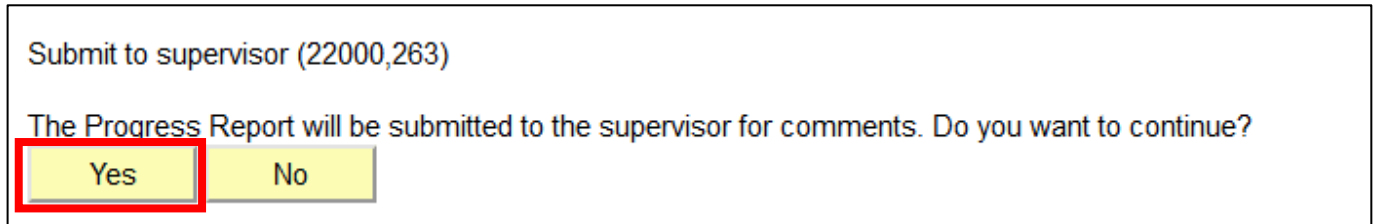
Return to Search

PRINT

RETURN To STUDENT

SUBMIT To SUPERVISOR

A confirmation dialog will then be shown.

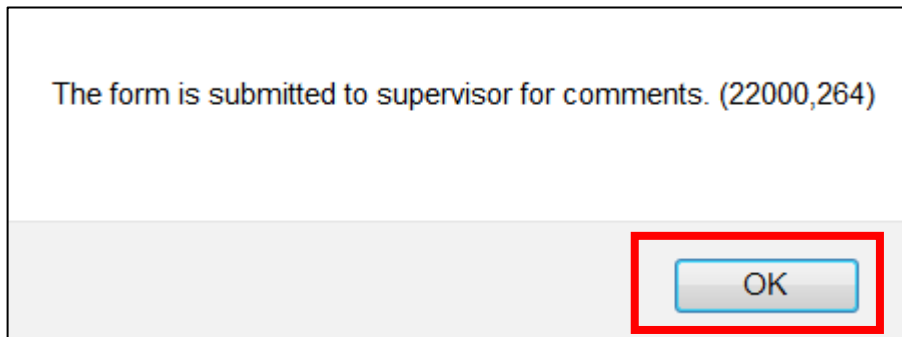


Submit to supervisor (22000,263)

The Progress Report will be submitted to the supervisor for comments. Do you want to continue?

Yes No

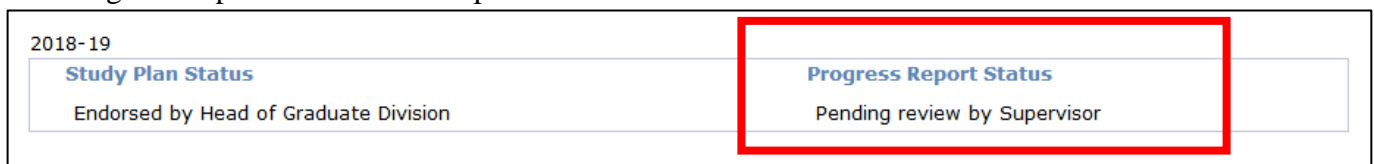
Upon clicking **Yes**, the below message will be displayed for successful submission.



The form is submitted to supervisor for comments. (22000,264)

OK

The Progress Report Status will be updated.



2018-19

Study Plan Status

Endorsed by Head of Graduate Division

Progress Report Status

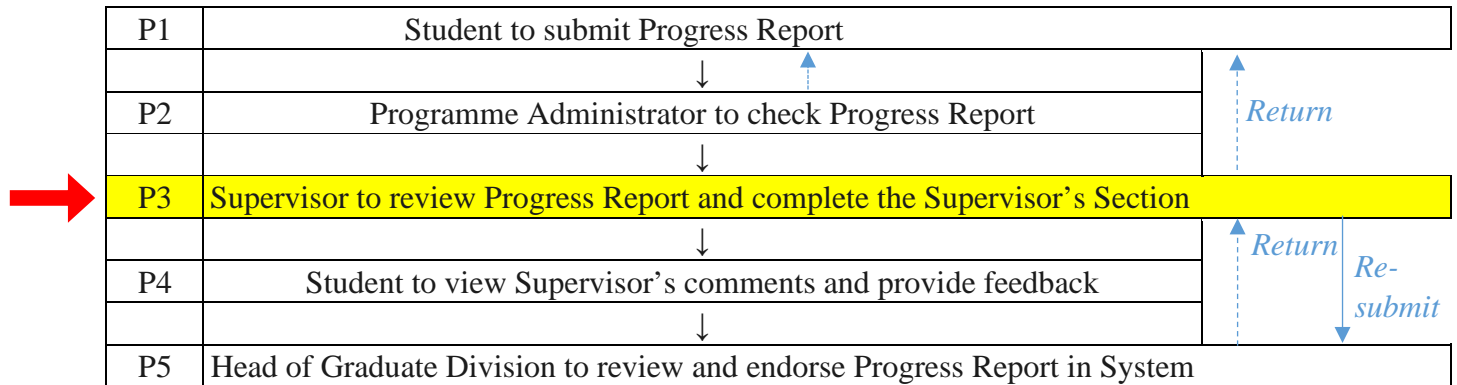
Pending review by Supervisor

Step P2 in the workflow is completed.

A notification email to the Supervisor will be sent.

## VII. Supervisor

### A. Workflow for Submission



### B. Pre-condition

Programme Administrator has submitted the Progress Report for the academic year concerned, i.e., step P2 is completed.

## C. Login

Path: MyCUHK > CUSIS > CUSIS Services for Instructors > Study Plan & Report-Supervisor

The screenshot shows the MyCUHK login page and the CUSIS Services for Instructors interface. The login page has a header with the MyCUHK logo and a message for newly admitted students. Below the message is a login form with fields for Login ID and Password, both highlighted with a red box and labeled with a red '1'. The interface below the login page has a purple header with 'Homepage' and a navigation bar with 'MyPage', 'News and Events', 'CUSIS Services for Instructors', and 'eLearning'. The 'CUSIS Services for Instructors' link is highlighted with a red box and labeled with a red '2'. The main content area has a purple header with 'CUSIS Services for Instructors' and a language dropdown set to 'English'. On the left is a sidebar with a list of links, including 'Study Plan & Report-Supervisor', which is highlighted with a red box and labeled with a red '3'. The main content area displays the 'Research Postgraduate Study Plan and Progress Report' page, which includes sections for 'STUDY PLAN:', 'PROGRESS REPORT:', and 'Instructions to Supervisors:'. The 'Instructions to Supervisors:' section contains a numbered list of steps for reviewing the study plan and progress report.

MyCUHK

This is the login page for newly admitted students using registration account login information shown in their admission notification. Current/New students who have already collected their OnePass password should login [here](#).

1

Login ID

Password

Homepage

MyPage

News and Events

2

CUSIS Services for Instructors

eLearning

CUSIS

Chinese University Student Information System

Homepage

CUSIS Services for Instructors

Data Language: English

Faculty Center / Gradebook

3

Study Plan & Report-Supervisor

Study Plan & Report-DivHead

Teaching Timetable by Subj/Dpt

Teaching Timetable by Prog

Browse Course Catalog

Browse Program Information

Online Leave Application - PG

Online Leave Notifications

Refresh

To Review Full List

Research Postgraduate Study Plan and Progress Report

STUDY PLAN:

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

PROGRESS REPORT:

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

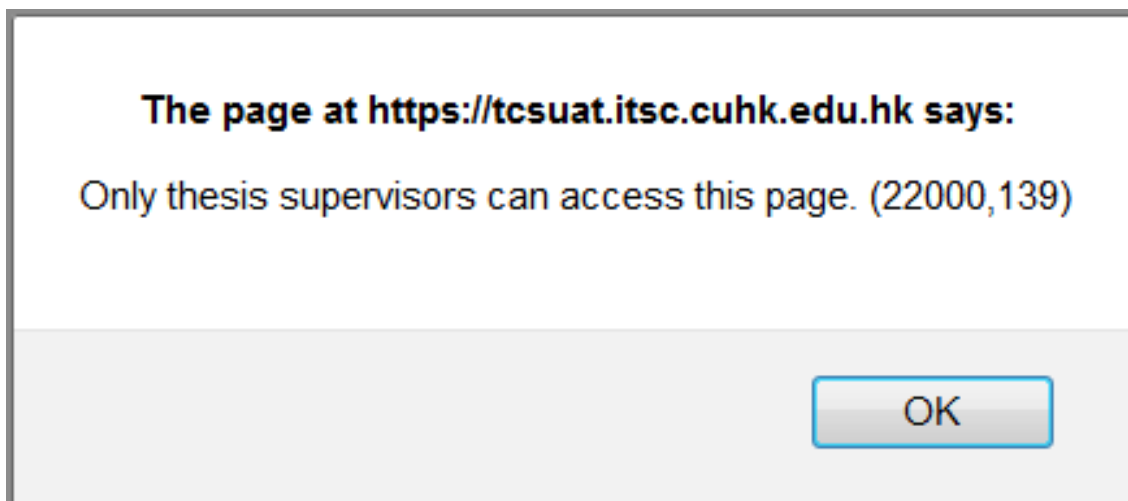
Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

Instructions to Supervisors:

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click "Review" (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking "View/Review". If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the "Block pop-up windows" check box.)
2. Click "To Review" (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students under your supervision which require action.
3. Click "Full List" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students under your supervision.
4. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

- Login MyCUHK with Staff ID and OnePass (CWEM) password.

If you have not been assigned the role of Supervisor or Co-supervisor for Study Plan and Progress Report, the below message will be displayed. Please contact your Division staff for update where applicable.



## D. Submission and Review Process

Supervisors can view the Progress Report submitted by the students by clicking “Review”.

“To Review” Tab: A list of Study Plan/Progress Report of the students under your supervision requiring action.

**Research Postgraduate Study Plan and Progress Report**

**STUDY PLAN:**

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

**PROGRESS REPORT:**

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

**Instructions to Supervisors:**

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click “Review” (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking “View/Review”. If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the “Block pop-up windows” check box.)
2. Click “To Review” (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students under your supervision which require action.
3. Click “Full List” (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students under your supervision.
4. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

**Refresh**

Student ID	Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time	Find	First	1-3	4	5	Last
1 1234567890	HB,Lhkdw	MPhil-PhD AA	Endorsed by Head of Graduate Division	Pending review by Supervisor	17/07/2019 5:20:00PM						<b>Review</b>
2 1111111111	BB,Ccc	MPhil-PhD AA	Pending review by Supervisor		10/12/2018 3:24:22PM						<b>Review</b>

“Full List” Tab: A full list of Study Plan/Progress Report of all students under your supervision.

**Research Postgraduate Study Plan and Progress Report**

**STUDY PLAN:**

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

**PROGRESS REPORT:**

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

**Instructions to Supervisors:**

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click “Review” (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking “View/Review”. If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the “Block pop-up windows” check box.)
2. Click “To Review” (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students under your supervision which require action.
3. Click “Full List” (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students under your supervision.
4. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

**Refresh**

Student ID	Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time	Find	First	1-3	4	5	Last
1 1000055555	ZZ,Yyyy	MPhil-PhD AA	Pending endorsement by Head of Graduate Division		29/11/2018 12:04:06PM						<b>View</b> <b>Review</b>
2 1111111111	BB,Ccc	MPhil-PhD AA	Pending review by Supervisor		15/04/2019 11:45:15AM						<b>View</b> <b>Review</b>
3 1234567890	HB,Lhkdw	MPhil-PhD AA	Endorsed by Head of Graduate Division	Pending review by Supervisor	17/07/2019 5:20:00PM						<b>View</b> <b>Review</b>

A new browser will pop up for reviewing the Progress Report.

## Research Postgraduate Study Plan and Progress Report

### Student Name

HB, Lhkdw

### Student ID

1234567890

### Graduate Division

Division of AA

### Degree Pursued

MPhil-PhD AA

### HKPFS Awardee

No

2018-19

### Study Plan Status

Endorsed by Head of Graduate Division

### Progress Report Status

Pending review by Supervisor

The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.

### Instructions to Supervisors:

1. Please review the Progress Report below, then complete the "Comments from Supervisor" section at the bottom, then click "Submit" to complete the task.
2. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" then "CLOSE THIS WINDOW" at the bottom.

To view previous report(s), choose from the academic years listed.

### Previous Study Plan & Progress Report (s)

Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1 2017-18	Report ready	<a href="#">View previous report</a>	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

### Course requirements

#### 2018-19

#### Course(s) enrolled

Course code	Course Title	Enrolled	Grade
ENGG5501	Foundations of Optimization	Term 1	B
IERG5330	Network Economics	Term 1	A-

#### Course(s) planned but not taken or course(s) exempted

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

#### 2017-18

#### 2016-17

#### Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

### Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
Others	Japanese			

### Qualifying examination / Candidacy requirements

#### Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

Content shown in this Section depends on the student's study programme.

**Improving Postgraduate Learning (IPL)**

Content shown in this Section depends on the student's study programme.

**Compulsory IPL course**

Course title	Completion year	Completion term	Remarks
Observing Intellectual Property and Copyright Law during Research (OIP)			

**Other IPL courses** *(as required by the Programme/recommended by the Supervisor or as an optional choice)***Research-related skills****Research skills**

Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.

**Discover research information**

Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

Course title	Completion year	Completion term	Remarks

**Writing and presentation skills****Thesis writing**

Course title	Completion year	Completion term	Remarks
Introduction to Research & Thesis Writing			

**Presentation skills**

Course title	Completion year	Completion term	Remarks

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

**Research Ethics Training (RET)**

Content shown in this Section depends on the student's study programme.

**RET module**

Module title	Completion year	Completion term	Remarks

**Thesis/Research and other academic activities**

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Conference	ABC International Conference	01/2019	02/2019	
Internship	Take intern at EFG Company	07/2018	09/2018	
Field trip	Collect data in the UK			Will do it in next academic term.

**Research supervision****Supervisor / Co-supervisor**

Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

**Comments from student**

Students may add comments, if any, relating (only) to their study and the supervision relationship throughout this academic year. Students are encouraged to discuss problems and/or suggestions with their Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate Division or Faculty Dean.

- ☐ I have no comments.
- ☒ I would like to make the following comments (max. 500 words):

Prof. A is a very good Supervisor. Thanks a lot.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	View
CUHK_GS_Logo.jpg	07/05/2019 4:13:13PM	<a href="#">View</a>

**Comments from Supervisor****I. Confirmation:**

I have read this Progress Report and

- ☐ return this Progress Report to the student for revision.
- ☐ provide my below comments on the student's study progress for viewing by the student.

CLOSE THIS WINDOW

SAVE

PRINT

SUBMIT

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:

<b>The Chinese University of Hong Kong</b> <b>CU Student Information System</b>		CU_SCRR128
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> Yes		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Endorsed by Head of Graduate Division	

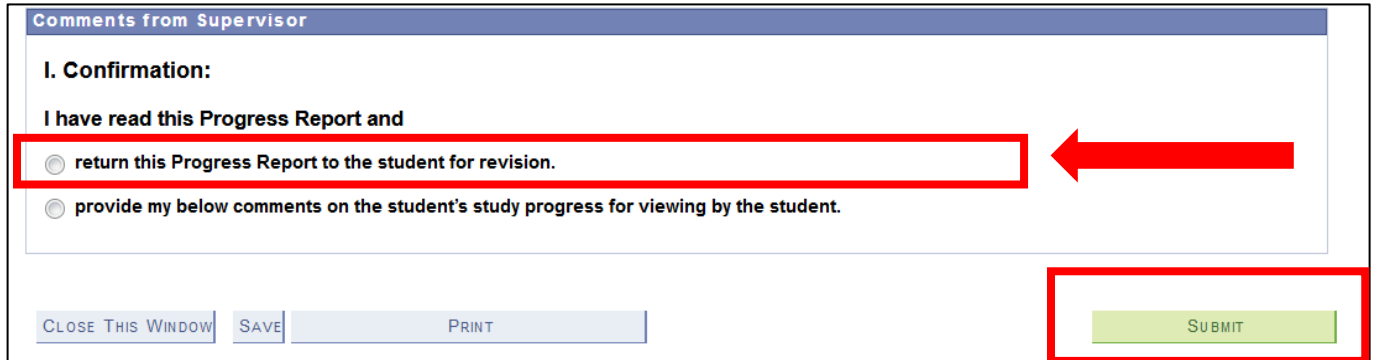
b) Previous report not yet completed:

<b>The Chinese University of Hong Kong</b> <b>CU Student Information System</b>		CU_SCRR128
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
Report NOT completed (see status below)		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> No		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student	

## E. Return of Progress Report to Student (where applicable)

After reviewing the Progress Report, Supervisor may return the Progress Report to the student for revision. Choose “*return this Progress Report to the student for revision.*”, then **SUBMIT**, in which case a notification email to the student will be sent.

Student should consult the Supervisor and then access the system to amend, if necessary, and re-submit the Progress Report.



Comments from Supervisor

**I. Confirmation:**

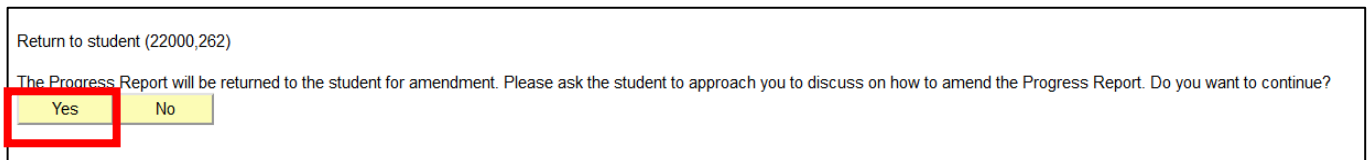
I have read this Progress Report and

☒ return this Progress Report to the student for revision.

☐ provide my below comments on the student's study progress for viewing by the student.

CLOSE THIS WINDOW SAVE PRINT SUBMIT

A confirmation dialog will then be shown.



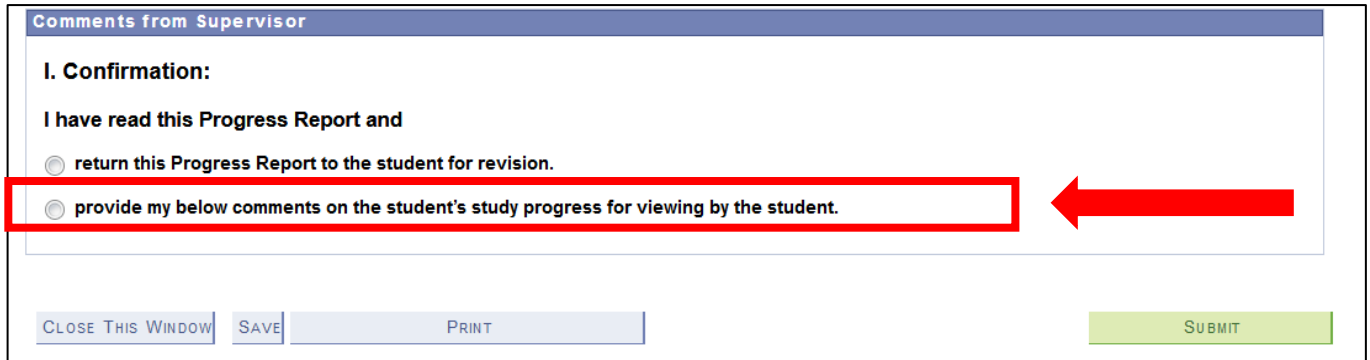
Return to student (22000,262)

The Progress Report will be returned to the student for amendment. Please ask the student to approach you to discuss on how to amend the Progress Report. Do you want to continue?

Yes No

## F. Providing comments on the Progress Report

After reviewing the Progress Report, Supervisor may provide comments to the student. Choose “*provide my below comments on the student’s study progress for viewing by the student.*”



**Comments from Supervisor**

**I. Confirmation:**

I have read this Progress Report and

☐ return this Progress Report to the student for revision.

☐ provide my below comments on the student's study progress for viewing by the student.

“II. Comments from Supervisor:” will be expanded for Supervisor to input comments, then click **SUBMIT** to complete the task.

## Comments from Supervisor

### I. Confirmation:

I have read this Progress Report and

- ☐ return this Progress Report to the student for revision.
- ☒ provide my below comments on the student's study progress for viewing by the student.

### II. Comments from Supervisor:

1. Academic progress of the student:

- ☐ Satisfactory
- ☐ Improvement needed
- ☐ Not satisfactory

Please complete the whole Section  
(i.e., 1, 2 and 3).

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View	
		<a href="#">Add</a>	<a href="#">View</a>	

#### Note:

*Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students.*

2. Comments on the student's progress:

- ☐ I have no comments.
- ☐ I would like to make the following comments (max. 500 words):

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
		<a href="#">Add</a>	<a href="#">View</a>

3. Approval:

- ☐ I have discussed the Progress Report for this academic year with the student and approve its submission.

[CLOSE THIS WINDOW](#)

[SAVE](#)

[PRINT](#)

[SUBMIT](#)

## **“Not satisfactory” Academic Progress has been Chosen**

If “*Not satisfactory*” has been chosen under “*Academic progress of the student*”, “*Suggested action to be taken by Division (optional):*” will be expanded for Supervisor’s further completion.

### **II. Comments from Supervisor:**

1. Academic progress of the student:

- ☐ Satisfactory
- ☐ Improvement needed
- ☒ Not satisfactory

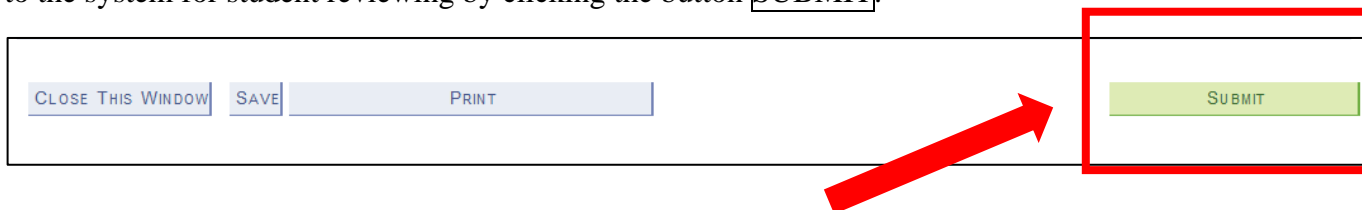
[Note: Checking “Not satisfactory” does not necessarily lead to discontinuation of study as the latter requires the endorsement of the Graduate Division Head and approval by the Graduate Council.]

#### **Suggested action to be taken by Division (optional):**

- ☐ Division to issue a warning letter to the student.  
[Note: The warning letter will serve as a documentation of the unsatisfactory academic progress of the student, so that if the student fails to meet the requirements laid out in the letter, it can be used to support the case for discontinuation. The letter should detail why the supervisor deems the academic progress not satisfactory and include the supervisor’s expectation/ requirements as well as include or point to the section Unsatisfactory Performance and Discontinuation of Studies in [General Regulations Governing Postgraduate Studies](#), which serves as the warning.]
- ☐ Division to recommend suspension of PGS for a certain period of time due to unsatisfactory performance.  
[Note: Supervisor is required to submit a written request with endorsement of the Division Head to the Graduate School to justify the suspension of PGS.]  
Suggested suspension period:  months, effective from 1st of
- ☐ Others, please specify (max. 500 words):

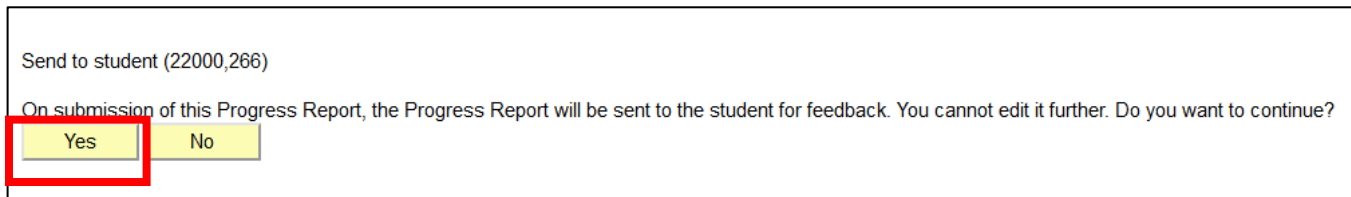
## G. Submission of Progress Report to the System for Viewing by the Student

After reviewing the Progress Report and providing comments, Supervisor may submit the Progress Report to the system for student reviewing by clicking the button **SUBMIT**.



Interface showing buttons: CLOSE THIS WINDOW, SAVE, PRINT, and SUBMIT. A red arrow points to the SUBMIT button.

A confirmation dialog will then be shown.




Send to student (22000,266)

On submission of this Progress Report, the Progress Report will be sent to the student for feedback. You cannot edit it further. Do you want to continue?

Yes No

The Progress Report Status will be updated.



Research Postgraduate Study Plan and Progress Report

**STUDY PLAN:**

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

**PROGRESS REPORT:**

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

Instructions to Supervisors:

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click "Review" (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking "View"/"Review". If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the "Block pop-up windows" check box.)
2. Click "To Review" (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students under your supervision which require action.
3. Click "Full List" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students under your supervision.
4. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

Refresh

Student ID	Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time	View	Review
1 1234567890	HB, Lhkdw	MPhil-PhD	Endorsed by Head of Graduate Division	Pending feedback by student	18/07/2019 10:05AM	View	Review

Step P3 in the workflow is completed.

A notification email to the student will be sent.

## H. Return of Progress Report by Head of Graduate Division (where applicable)

If the Head of Graduate Division has returned the Progress Report (in which case a notification email will be sent), the Supervisor may either re-submit to the Head of Graduate Division for endorsement after clarification or return the Progress Report to the student for further amendment (please refer to Section E), after which the Supervisor should re-submit the Progress Report to the Head of Graduate Division again for endorsement.

[To Review](#) [Full List](#)

### Research Postgraduate Study Plan and Progress Report

**STUDY PLAN:**

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

**PROGRESS REPORT:**

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

**Instructions to Supervisors:**

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click "Review" (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking "View"/"Review". If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the "Block pop-up windows" check box.)
2. Click "To Review" (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students under your supervision which require action.
3. Click "Full List" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students under your supervision.
4. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

[Refresh](#)

Student ID	Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time	Find	First	1 of 1	Last
1 1234567890	HB, Lhkdw	MPhil-PhD AA	Endorsed by Head of Graduate Division	Returned by Head of Graduate Division	20/07/2019 11:00AM				<a href="#">Review</a>

### Student's feedback to Supervisor's comments

**I have read the Supervisor's comments on my Progress Report and**

☐ I have no further comments.

☒ would like to make the following comments (max. 500 words):

I will work harder.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
		Add	View

### Endorsement by Head of Graduate Division

**I. Confirmation:**

**I have read this Progress Report and**

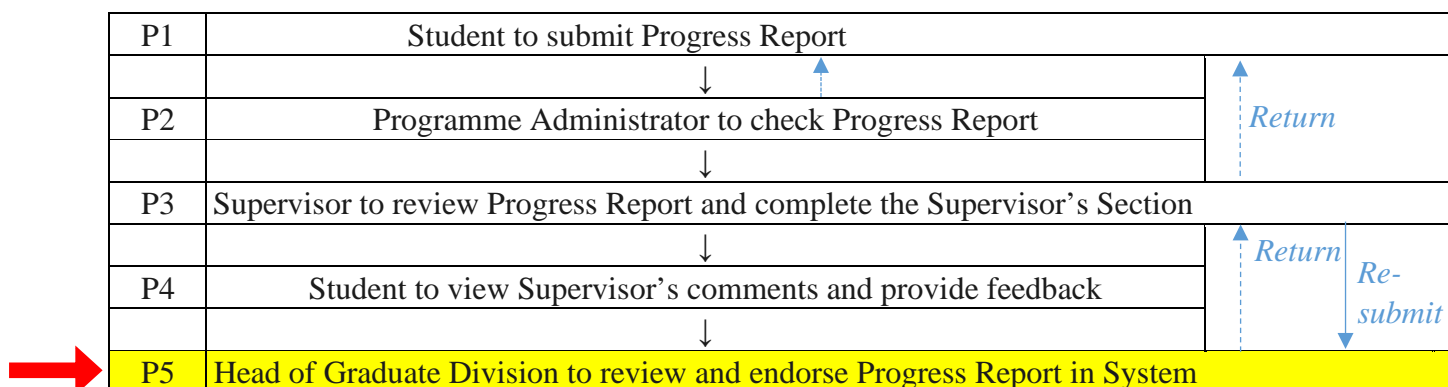
☒ return it to the Supervisor for clarification and re-submission.

☐ endorse it.

[CLOSE THIS WINDOW](#) [PRINT](#) [RETURN TO STUDENT](#) [SUBMIT TO HEAD OF GRADUATE DIVISION](#)

## VIII. Head of Graduate Division

### A. Workflow for Submission



### B. Pre-condition

Student has submitted the feedback on Progress Report for the academic year concerned, i.e., step P4 is completed.

## C. Login

Path: *MyCUHK > CUSIS > CUSIS Services for Instructors > Study Plan & Report-DivHead*

The image shows a sequence of screenshots from a web browser. The first screenshot is the MyCUHK login page, featuring the MyCUHK logo and a login form with fields for 'Login ID' and 'Password'. A red box with the number '1' highlights the login form. The second screenshot shows the 'Homepage' of the CUSIS Services for Instructors, with a red box and the number '2' highlighting the 'CUSIS Services for Instructors' link. The third screenshot shows the 'Study Plan & Report-DivHead' link in the left sidebar, highlighted with a red box and the number '3'. The main content area of the third screenshot displays instructions for the 'STUDY PLAN' and 'PROGRESS REPORT' processes, including a list of steps for review and endorsement.

1

2

3

MyCUHK

This is the login page for newly admitted students using registration account login information shown in their admission notification. Current/New students who have already collected their OnePass password should login [here](#).

▼ Homepage

MyPage

News and Events

CUSIS Services for Instructors

eLearning

Library

Homepage

Faculty Center / Gradebook

Gradebook Upload

sees

Plan & Report-Supervisor

Study Plan & Report-DivHead

Teaching Timetable by Subj/Dpt

Teaching Timetable by Prog

Browse Course Catalog

Browse Program Information

Online Leave Application - PG

Online Leave Notifications

To Endorse Study Plan

To Endorse Progress Report

Endorsed Plan(s) and Report(s)

Data Language: English

Research Postgraduate Study Plan and Progress Report

**STUDY PLAN:**

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

**PROGRESS REPORT:**

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

Instructions to Heads of Graduate Divisions:

1. You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click "View" (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking "View"/"Review". If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the "Block pop-up windows" check box.)
2. Click "To Endorse Study Plan" (in the above header column) if you want to see a list of Study Plan(s) of students in your Division which require action.
3. After reviewing the Study Plan, select one or more Study Plan(s), then click "ENDORSE" to complete the task, or click "RETURN TO SUPERVISOR" to return the Study Plan(s) to the Supervisor(s) for clarification or returning the Study Plan to the student for revision.
4. Click "To Endorse Progress Report" (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students in your Division which require action.
5. Click "Endorsed Plan(s) and Report(s)" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division.
6. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

- Login MyCUHK with Staff ID and OnePass (CWEM) password.

## D. Submission and Review Process

Head of Graduate Division can view the Progress Report submitted by the students by clicking **View**.

**“To Endorse Progress Report”**: A list of Progress Report of students in your Division requiring action.

To Endorse Study PlanTo Endorse Progress ReportEndorsed Plan(s) and Report(s)

### Research Postgraduate Study Plan and Progress Report

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5. Click "Endorsed Plan(s) and Report(s)" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division.
6. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

Refresh

Student ID	Formal Name	Academic Program	Student Submission Date	Supervisor Submission Date	Student Feedback Date	Find	First	1 of 1	Last	View
1	1234567890	HB, Lhkdw	MPhil-PhD AA	17/07/2019 5:20PM	18/07/2019 10:05AM	19/07/2019 11:35AM				View

If therer is no Progress Report pending your action, below screen will be shown.

eLearning

### PROGRESS REPORT:

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6. You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.

No Record.

A new browser will pop up for reviewing the Progress Report.

## Research Postgraduate Study Plan and Progress Report

### Student Name

HB, Lhkdw

### Student ID

1234567890

### Graduate Division

Division of AA

### Degree Pursued

MPhil-PhD AA

### HKPFS Awardee

No

2018-19

### Study Plan Status

Endorsed by Head of Graduate Division

### Progress Report Status

Pending endorsement by Head of Graduate Division

The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.

### Instructions to Heads of Graduate Divisions:

1. Please review the Progress Report below, and complete the "Endorsement by Head of Graduate Division" section at the bottom, then click "Submit" to complete the task.
2. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" the "CLOSE THIS WINDOW" at the bottom.

To view previous report(s), choose from the academic years listed.

### Previous Study Plan & Progress Report (s)

Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1 2017-18	Report ready	<a href="#">View previous report</a>	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

### Course requirements

#### 2018-19

#### Course(s) enrolled

Course code	Course Title	Enrolled	Grade
ENGG5501	Foundations of Optimization	Term 1	B
IERG5330	Network Economics	Term 1	A-

#### Course(s) planned but not taken or course(s) exempted

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

#### 2017-18

#### 2016-17

#### Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

### Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
Others	Japanese			

### Qualifying examination / Candidacy requirements

#### Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

Content shown in this Section depends on the student's study programme.

**Improving Postgraduate Learning (IPL)**

Content shown in this Section depends on the student's study programme.

**Compulsory IPL course**

Course title	Completion year	Completion term	Remarks
Observing Intellectual Property and Copyright Law during Research (OIP)			

**Other IPL courses** *(as required by the Programme/recommended by the Supervisor or as an optional choice)***Research-related skills****Research skills**

Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.

**Discover research information**

Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

Course title	Completion year	Completion term	Remarks

**Writing and presentation skills****Thesis writing**

Course title	Completion year	Completion term	Remarks
Introduction to Research & Thesis Writing			

**Presentation skills**

Course title	Completion year	Completion term	Remarks

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

**Research Ethics Training (RET)**

Content shown in this Section depends on the student's study programme.

**RET module**

Module title	Completion year	Completion term	Remarks

**Thesis/Research and other academic activities**

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Conference	ABC International Conference	01/2019	02/2019	
Internship	Take intern at EFG Company	07/2018	09/2018	
Field trip	Collect data in the UK			Will do it in next academic term.

**Research supervision****Supervisor / Co-supervisor**

Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

**Comments from student**

Students may add comments, if any, relating (only) to their study and the supervision relationship throughout this academic year. Students are encouraged to discuss problems and/or suggestions with their Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate Division or Faculty Dean.

- ☐ I have no comments.
- ☒ I would like to make the following comments (max. 500 words):

Prof. A is a very good Supervisor. Thanks a lot.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	View
CUHK_GS_Logo.jpg	07/05/2019 4:13:13PM	<a href="#">View</a>

## Comments from Supervisor

### I. Confirmation:

#### I have read this Progress Report and

- ☐ return this Progress Report to the student for revision.
- ☒ provide my below comments on the student's study progress for viewing by the student.

### II. Comments from Supervisor:

#### 1. Academic progress of the student:

- ☐ Satisfactory
- ☐ Improvement needed
- ☒ Not satisfactory

[Note: Checking "Not satisfactory" does not necessarily lead to discontinuation of study as the latter requires the endorsement of the Graduate Division Head and approval by the Graduate Council.]

#### Suggested action to be taken by Division (optional):

- ☐ Division to issue a warning letter to the student.  
[Note: The warning letter will serve as a documentation of the unsatisfactory academic progress of the student, so that if the student fails to meet the requirements laid out in the letter, it can be used to support the case for discontinuation. The letter should detail why the supervisor deems the academic progress not satisfactory and include the supervisor's expectation/ requirements as well as include or point to the section Unsatisfactory Performance and Discontinuation of Studies in [General Regulations Governing Postgraduate Studies](#), which serves as the warning.]
- ☐ Division to recommend suspension of PGS for a certain period of time due to unsatisfactory performance.  
[Note: Supervisor is required to submit a written request with endorsement of the Division Head to the Graduate School to justify the suspension of PGS.]
- Suggested suspension period:  months, effective from 1st of
- ☐ Others, please specify (max. 500 words):

#### You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View	
		<a href="#">Add</a>	View	

#### Note:

*Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students.*

#### 2. Comments on the student's progress:

- ☐ I have no comments.
- ☐ I would like to make the following comments (max. 500 words):

#### You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
		<a href="#">Add</a>	View

#### 3. Approval:

- ☐ I have discussed the Progress Report for this academic year with the student and approve its submission.

#### Student's feedback to Supervisor's comments

I have read the Supervisor's comments on my Progress Report and

- ☐ I have no further comments.
- ☒ would like to make the following comments (max. 500 words):

I will work harder.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
		Add	View

#### Endorsement by Head of Graduate Division

##### I. Confirmation:

I have read this Progress Report and

- ☐ return it to the Supervisor for clarification and re-submission.
- ☐ endorse it.

CLOSE THIS WINDOW

SAVE

PRINT

SUBMIT

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:

<b>The Chinese University of Hong Kong</b>		<b>CU_SCRR128</b>
<b>CU Student Information System</b>		
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> Yes		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Endorsed by Head of Graduate Division	

b) Previous report not yet completed:

		<b>Report NOT completed</b> (see status below)	
<b>The Chinese University of Hong Kong</b>		<b>CU_SCRR128</b>	
<b>CU Student Information System</b>			
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>			
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890		
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA		
<b>HKPFS Awardee:</b> No			
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student		

## E. Return of Progress Report to Supervisor (where applicable)

After reviewing the Progress Report, Head of Graduate Division may return the Progress Report to the Supervisor for clarification, choose “return it to the Supervisor for clarification and re-submission.”, then **SUBMIT**, in which case a notification email to the Supervisor will be sent.



Endorsement by Head of Graduate Division

**I. Confirmation:**

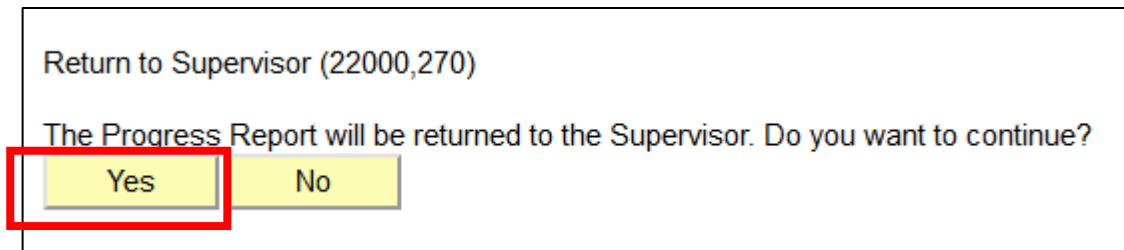
I have read this Progress Report and

☒ return it to the Supervisor for clarification and re-submission.

☐ endorse it.

[CLOSE THIS WINDOW](#) [SAVE](#) [PRINT](#) [SUBMIT](#)

A confirmation dialog will then be shown.



Return to Supervisor (22000,270)

The Progress Report will be returned to the Supervisor. Do you want to continue?

[Yes](#) [No](#)

## F. Endorsement of the Progress Report

After reviewing the Progress Report, Head of Graduate Division can endorse the Progress Report by choosing “endorse it.”

**Endorsement by Head of Graduate Division**

**I. Confirmation:**

I have read this Progress Report and

☐ return it to the Supervisor for clarification and re-submission.

☒ endorse it.

[CLOSE THIS WINDOW](#) [SAVE](#) [PRINT](#) [SUBMIT](#)

“II. Comments from Head of Graduate Division:” will be expanded for Head of Graduate Division to input comments, then click [SUBMIT](#) to complete the task.

**Endorsement by Head of Graduate Division**

**I. Confirmation:**

I have read this Progress Report and

☐ return it to the Supervisor for clarification and re-submission.

☒ endorse it.

**II. Comments from Head of Graduate Division:**

☐ I have no further comments.

☐ I would like to make the following comments (max. 500 words):

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
		Add	View

[CLOSE THIS WINDOW](#) [SAVE](#) [PRINT](#) [SUBMIT](#)

A confirmation dialog will then be shown.

Endorse the Progress Report (22000,271)

Once you have endorsed this Progress Report, you cannot edit it further. Do you want to continue?

[Yes](#) [No](#)

Step P5 in the workflow is completed.

A notification email to the student will be sent.

~End~