For Internal Reference Only



User Guide

for

Online Study Plan and Progress Report

Graduate School The Chinese University of Hong Kong November 2024

Contents

Introductio	n			5			
Minimum S	System	Requir	ements and User Tips	6			
Browser		•••••		6			
Pop-up H	Blocker			6			
Session 7	Timeou	t		6			
			n of Study Plan and Progress Report				
I.							
	A.		rkflow for Submission				
	В.	-	in				
	C.	Syst	tem Main Menu				
		1)	Course requirements				
		2)	Language requirements	12			
		3)	Qualifying examination/Candidacy requirements				
		4)	Improving Postgraduate Learning (IPL)	14			
		5)	Research Ethics Training (RET)	16			
		6)	Thesis/Research and other academic activities				
		7)	Research supervision (for viewing only)	18			
		8)	Progression milestones (for viewing only)	19			
	D.	Sub	mission and Review Process	23			
		1)	Submission by Student	23			
		2)	Return by Division Staff (Programme Administrator) to Student (where applicable)	. 24			
		3)	Return by Supervisor to Student (where applicable)	24			
II.	Prog	gramm	e Administrator and Division operational staff	25			
	А.	Wo	rkflow for Submission of Progress Report	25			
	В.	Pre-	condition	25			
	C.	Log	in	26			
	D.	Prog	gramme Administrator Maintenance	27			
	E.	Res	earch Student Supervisor Maintenance	28			
	F.	Pag	elet Setup	30			
	G.	Reti	rieval of Study Plan	31			
	H.	Return of Study Plan to Student (where applicable)					
	I.	Sub	mission of Study Plan to Supervisor	38			
III.	Sup	Supervisor					
	А.	Wo	rkflow for Submission	39			

	B.	Pre-condition	. 39
	C.	Login	. 40
	D.	Submission and Review Process	. 42
	E.	Return of Study Plan to Student (where applicable)	. 47
	F.	Submission of Study Plan to Head of Graduate Division	. 48
	G.	Return of Study Plan by Head of Graduate Division (where applicable)	. 49
IV.	Head	d of Graduate Division	50
	А.	Workflow for Submission	. 50
	В.	Pre-condition	. 50
	C.	Login	. 51
	D.	Submission and Review Process	. 52
	E.	Return of Study Plan to Supervisor (where applicable)	. 57
	F.	Endorsement of the Study Plan(s)	. 58
	G.	View the endorsed Study Plan(s) and Progress Report(s)	. 59
PROGRE	ESS RE	PORT	60
V.	Stud	ent and Student Feedback	60
	Wo	kflow for Submission	. 60
	Step	P1 Student to Submit Progress Report	. 61
	A.	Pre-condition	. 61
	В.	Login	. 61
	C.	System Main Menu	. 62
		1) Course requirements (for viewing only)	. 63
		2) Language requirements	. 64
		3) Qualifying examination/Candidacy requirements	. 65
		4) Improving Postgraduate Learning (IPL)	. 66
		5) Research Ethics Training (RET)	. 68
		6) Thesis/Research and other academic activities	. 69
		7) Research supervision (for viewing only)	. 70
		8) Progression milestones (for viewing only)	. 71
		9) Comments	. 75
	D.	Submission and Review Process	. 76
		1) Submission by Student	. 76
		2) Return by Division Staff (Programme Administrator) to Student (where applicable)	. 77
		3) Return by Supervisor to Student (where applicable)	. 77
	Step	P4 Student to View Supervisor's Comments and Provide Feedback	. 78
	A.	Pre-condition	. 78

	B.	Login	
	C.	Submission and Review Process	
		Submission by Student	
VI.	Prog	ramme Administrator and Division operational staff	
	A.	Workflow for Submission of Progress Report	
	B.	Pre-condition	
	C.	Login	
	D.	Programme Administrator Maintenance	
	E.	Research Student Supervisor Maintenance	
	F.	Pagelet Setup	
	G.	Retrieval of Progress Report	
	H.	Return of Progress Report to Student (where applicable)	
	I.	Submission of Progress Report to Supervisor	
VII.	Supe	ervisor	97
	A.	Workflow for Submission	
	B.	Pre-condition	
	C.	Login	
	D.	Submission and Review Process	
	E.	Return of Progress Report to Student (where applicable)	
	F.	Providing comments on the Progress Report	
	"No	t satisfactory" Academic Progress has been Chosen	
	G.	Submission of Progress Report to the System for Viewing by the Student	
	H.	Return of Progress Report by Head of Graduate Division (where applicable)	
VIII.	Head	d of Graduate Division	
	A.	Workflow for Submission	
	B.	Pre-condition	
	C.	Login	
	D.	Submission and Review Process	
	E.	Return of Progress Report to Supervisor (where applicable)	
	F.	Endorsement of the Progress Report	

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 <u>https://www.cuhk.edu.hk/cusis/com/cusis-PCrequirement.pdf</u>.

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 <u>www.cuhk.edu.hk/itsc/training/faq-popup.html</u> 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

	S 1	Student to submit Study Plan]			
		\downarrow \uparrow	A	-			
Study	S2	Programme Administrator to check Study Plan	Return				
-		\downarrow		_			
Plan	S 3	Supervisor to review Study Plan					
		\downarrow	Return	Re-			
	S4	Head of Graduate Division to endorse Study Plan		submi			
		\downarrow		_			
	P1	P1 Student to submit Progress Report					
		\downarrow					
	P2	Programme Administrator to check Progress Report Return					
Progress		\downarrow		_			
C	P3	Supervisor to review Progress Report and complete the Supervisor's	Section				
Report		\downarrow		_			
	P4	Student to view Supervisor's comments and provide feedback	Return	e-			
		\downarrow		ubmit			
	P5	Head of Graduate Division to review and endorse 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

S 1	Student to submit Study Plan	
S2	Programme Administrator to check Study Plan	Return
	\downarrow	
S 3	Supervisor to review Study Plan	
	\downarrow	Return Re-
S4	Head of Graduate Division to endorse Study Plan	sub

A. Workflow for Submission

B. Login

3

MyCUHK		Cusis
,	Login MyCUHK with Student IO@link cuhk edu hk Staff alias@cuhk edu hk Alumni - alumni-IO@link cuhk edu hk Password: OnePass Password	
	Login ID	
	Password	
	Sign In	
	Change Current / Expired Password Forgot Alumni ID / Password	
	Contact ITSC	
and the second	(CADS Reference Number 086)	- mail and a state
	All and a state of the	
NO. S.	Copyright (c) 2020. All Rights Reserved. The Chinese University of Hong Kong.	C STATES CALL

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

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

				✓ Homepaç ⁻			
			MyPage ●●● ● ●●	News and Events	CUSIS		
			· Student Homepage		CUSIS		
	Profile		Applications	Manage Classes	Chinese University Student Information System		
	115502938	<u>ء</u> 2			Useful Links		
	Academic Records		Academic Progress	Financial Account			
	*						
					Academic Progress		
🔀 My Academic Rec	quirements	Researc	esearch Postgraduate Study Plan and Progress Report				
🔀 Academic Progre	ss (Fluid)	STUDY	DY PLAN:				
Nutrisors		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					
📩 Planner	🔁 Planner		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 (<i>if applicable</i>) requirements for graduation.				
🗐 Study Plan & Progress (RPG)		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.					
🐁 View What-if Report		PROGRI	ROGRESS 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				
			Plan and Progress Report Online		supretting and submitting it to		

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.
orm Sections
Notes to Students:
 Please input your study plan in Sections 1-8 through clicking to edit the respective sections one by one or clicking "START" to begin. Section 8 "Progression Milestone" shows the full Study Plan and Progress Report. You may refer to the student handbook at <u>https://www.qs.cuhk.edu.hk/page/PostgraduateStudentHandbook</u> for more details about your RPg study.
Quick Navigation
Form Sections
1 <u>Course requirements</u>
2 Language requirements
3 Qualifying examination / Candidacy requirements
4 Improving Postgraduate Learning (IPL)
5 <u>Research Ethics Training (RET)</u>
6 Thesis/Research and other academic activities
7 Research supervision
8 <u>Progression milestones</u>
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. (1-2-3-4-5-5-7-8) Course requirements	
* Compulsory fields	
✓ 2018-19 * Course code Course title Q +	You can show or hide the details by clicking on the Expand/Collapse icon next
✓ 2017-18 Course(s) enrolled	to the academic year.
Course code Course Title Enrolled Grade	
SAVE Quick Navigation NEXT	

- *"Course code":* Input the course code or click the magnifier icon \bigcirc 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:	
 Please indicate the language requirements you are planning to complete in the current acader for fulfillment of the graduation requirements. 	
Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to Section.	go to a particular
Please be reminded to save your input from time to time. If you want to leave the system withou click "SAVE" at the bottom before logging out.	t completing the task,
The whole Study Plan process including endorsement by Head of Graduate Division is expected March 2019. Please submit the Study Plan as soon as possible.	to be completed by 29
Language requirements	
* Compulsory fields	
* Required to study a language	
O Not Required	
Required - Chinese	
Required - English	
Required - Others	
SAVE Quick Navigation	BACK NEXT

- Choose the applicable option
 - o "Not Required"
 - *"Required Chinese"*: Required to study Chinese
 - o "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:					
academic year,if applicable, for fulfillment of 2. Click "NEXT" to go to the next Section, or click Section. 3. Please be reminded to save your input from click "SAVE" at the bottom before logging out	 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. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular 				
The whole Study Plan process including endorse March 2019. Please submit the Study Plan as soo	· · · · · · · · · · · · · · · · · · ·	aduate Division is expe	cted to be completed by 29		
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		F F
	SAVE	Quick Navigation	ВАСК	NEXT	

For other requirements, if any:

- "*Requirement*": Specify other requirements.
- 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:
 Please input the compulsory IPL course(s) and other IPL courses planned to be taken in the current academic year. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
 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.
 Some programmes have special requirements. Please refer to the student handbook at <u>https://www.qs.cuhk.edu.hk</u> <u>/page/PostgraduateStudentHandbook</u> 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.
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 <u>CLEAR</u> 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 <u>compulsory</u> for all research postgraduate students admitted from July 2001 onwards.)
OIP course exempted #
Exemption is only granted by <u>CLEAR</u> .

• "OIP course exempted": Exemption is only granted by <u>CLEAR</u>.

search skills				
ourse title	Completion	year Completion term	Remarks	
	•			+ -
scover research information				
ourse title	Completion	year Completion term	Remarks	
	•			+ -
mputer skills				
ourse title	Completion	year Completion term	Remarks	
	▼			+ -
	t sofaty courses for students who has	in to conduct laboratory work	, and to ansure their comply	
modules before starting laboratory work.)	t safety courses for students who hav			
e modules before starting laboratory work.)	Completion		and to ensure their comple	
e modules before starting laboratory work.) ourse title				+ -
e modules before starting laboratory work.)	Completion	year Completion term		+ -
e modules before starting laboratory work.) burse title ing and presentation Skills esis writing	Completion	year Completion term	Remarks	
e modules before starting laboratory work.) purse title ing and presentation Skills esis writing purse title	Completion	year Completion term	Remarks	+ -
e modules before starting laboratory work.) purse title ing and presentation Skills esis writing purse title esentation skills	Completion	year Completion term	Remarks	+ -
e modules before starting laboratory work.) purse title ing and presentation Skills esis writing purse title esentation skills	Completion Completion Completion y	year Completion term	Remarks Remarks	+ -
e modules before starting laboratory work.) ourse title ing and presentation Skills esis writing	Completion Completion y Completion y	year Completion term	Remarks Remarks	
e modules before starting laboratory work.) purse title ing and presentation Skills esis writing purse title esentation skills	Completion Completion y Completion y	year Completion term	Remarks Remarks	
er modules before starting laboratory work.) purse title Ing and presentation Skills esis writing purse title essentation skills purse title hing and learning	Completion Completion y Completion y	year Completion term ear Completion term year Completion term	Remarks Remarks	
e modules before starting laboratory work.) purse title ing and presentation Skills esis writing purse title esentation skills purse title	Completion Completion y Completion y Completion y	year Completion term ear Completion term year Completion term	Remarks Remarks Remarks Remarks	

- *"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.

- *"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:					
2. Click "NEXT" Section.	the thesis/research and other academic activities planned to be underta to go to the next Section, or click "QUICK NAVIGATION" to select from the minded to save your input from time to time. If you want to leave the syste	menu to go to a particul	lar		
	influence to save your input norm time to time. If you want to reave the syste it the bottom before logging out.	an waada compleang a	le lask,		
	an process including endorsement by Head of Graduate Division is a submit the Study Plan as soon as possible.	expected to be comple	ted by 29		
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	
]			+ -
Conference					
Exchange					
Field trip	Save Quick Navigatio				
Internship	SAVE Quick Navigation	BA	CK NEX	Т	
Others					
Thesis/Research					
	4				

- *"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.

	 This page is for information only. Changes can only be made by the Division Office. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular 						
	process including endors ubmit the Study Plan as so	· · · · · · · · · · · · · · · · · · ·	of G	raduate Division is expected	to be completed by 29		
1-2-3-4-5-	-6-7-8						
Research supervi	sion						
Co-supervisors, dependin be required if the Superv The Supervisor/Co-super Progress Report Online	ng on the extent of the res isor is expected to be on l visor in charge of Study P System. The Supervisor/C	sponsibility assur leave for a signific Plan/Progress Rep Co-supervisor in c	ned cant port harg	ge other teachers to help wit . Such an arrangement is in period, or to leave University is responsible for discharging ge of Study Plan/Progress Re views of the Supervisor and C	general encouraged for t r service before the com g the administrative func eport can be the student	the breadth of su pletion of the the ctions related to	pervision, but would esis by the student. the Study Plan and
						I	
Supervisor / Co-s Role	Name						
Supervisor	Sup A			(Study Plan/Progress Re	port In-charge)		
Co-Supervisor	Sup B						
Co-Supervisor	Sup C						
		SAVE	⊳	Quick Navigation	ВАСК	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.

	 If changes particular If no chan Click "View programm Please be 	- on is a summary of to any of the Sectio Section for revision ges to any of the Se v previous report" to te.	ections are required, plea o view report(s) submitte your input from time to tir	click "QUICK NA se click "SUBMI d in the previous	VIGATION" to selec T TO DIVISION". year(s) under the c	ct from the menu to go to a current academic without completing the task,			
1 Pı Mi	March 2019. Plea)-(2)-(3)-(4)- rogression n	ise submit the Stur -(5)-(6)-(7)-(8) nilestones be set at the begin	dy Plan as soon as poss	ible.		ected to be completed by 29 he supervisor(s).	To v	iew previous repo ose from the acade years listed.	
P	revious Study F	lan & Progress	Report (s)						
	Academic Year	Status	View previous	Student attachment	Supervisor attachment	Student feedback attachment		Division Head attachment	
	2017-18	Report ready	View previous repo	t Student attachment	Supervisor attachment	Student feedback at	ttachment	Division Head attachment	r -
	iourse requiren 2018-19 Course code anguage requir English/Chines		Course title 1e Completi	on year Con	npletion term	Remarks			

proving Postgraduate Learning (IPL	-)		
ompulsory IPL course			
ourse title	Completion year	Completion term	Remarks
bserving Intellectual Property and aw during Research (OIP)	Copyright		
ther IPL courses (as required by the esearch-related skills	Programme/recommended by the	Supervisor or as an opti	onal choice)
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
aboratory skills			
Course title	Completion year	Completion term	Remarks
Vriting and presentation skills			
Thesis writing			
Course title	Completion year	Completion term	Remarks
Presentation skills			
Course title	Completion year	Completion term	Remarks
ourse alle	completion year	completion term	Actitatives
eaching and learning			
Course title	Completion year	Completion term	Remarks

Research Ethics Train	ning (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	l other academic	activities			
Type of activities	Plan	From	(MM/YYYY) To (M	IM/YYYY) Remarks	
Research supervisio	n				
Supervisor / Co-supe	ervisor				
Role	Name				
Supervisor Co-Supervisor	Sup A Sup B		(Study P	an/Progress Report In-cl	large)
Co-Supervisor	Sup C				
	-				
			Quick Navigation	ВАСК	SUBMIT TO DIVISION
				DAGK	
You may	go to a			<u> </u>	
particular Se	ection for				
revision by c			Quick Navigati	on	
relevant lir	0		1 Course require	ments	
"Quick Navig			2 Language regi		
-				mination / Candidacy requ tgraduate Learning (IPL)	<u>uirements</u>
revisi	on.]	5 Research Ethic		
		′		ch and other academic act	ivities
			7 Research supe		
			8 Progression m	ilestones	

- *"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_SCR CU Student Information System					
Research Postgraduate Study Plan and Progress Report (2017-18)					
Student Name: HB, Lhkdw	Student ID: 1234567890				
Graduate Division: Division AA	Degree Pursued: MPhil-PhD AA				
HKPFS Awardee: Yes					
Study Plan Status: Endorsed by Head of Graduate Division	Progress Report Status: Endorsed by Head of Graduate D	Division			

b) Previous report not yet completed:

	The Chinese	eport NOT completed (see status below) University of Hong Kong dent Information System	CU_SCRR128
Resear	ch Postgraduate S	tudy Plan and Progress Report (2017	-18)
Student Name: HB, Lhkdw		Student ID: 1234567890	
Graduate Division: Division of AA			
HKPFS Awardee: No			
Study Plan Status: Endorsed by Head of Graduate Division		Progress Report Status: 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.

Quick Navigation	ВАСК	SUBMIT TO DIVISION	

A confirmation dialog will then be shown.

Submit to Programme Administrator (22000,110)						
Once you ha	ve submitted this Study Plan to the Division, you cannot edit it further. Do you want to continue?					

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. (22000,118)				
	ОК			

Study Plan Status will be updated.

Г

2018-19	
Study Plan Status	
Pending check by Division	

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)

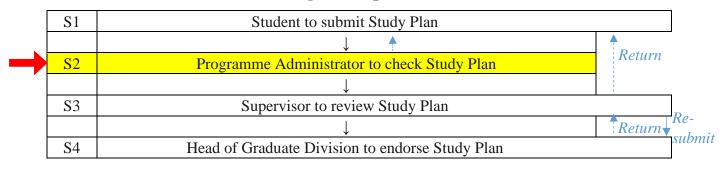
Supervisor may return the Study Plan to a student for amendment or further updating, in which case a notification email to the student will be sent.

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.

Menu				0 •	
Search: My Favorites Self Service					
Leave Application Campus Community	Prog Adm for Pla	n and Report			
 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 	Academic Career RPG RPG2 RPG2 RPG2	of Programme	Administrator: heck submitted Study Plans and Progre	Programme Administrator 560019 560019 560019 560019	Find View All E First 0 1-4 of 4 10 Las Additional Email Address (Optional) hfwdwqhhw@qkhb.fdk.hb hfwdwqhhw@qkhb.fdk.hb hfwdwqhhw@qkhb.fdk.hb
	2. Only o 3. All not	ne staff shoul ifications will b	tudy Plan or a Progress Report to a stu d serve as Programme Administrator of e sent to the staff's CWEM account by intmental account) if provided above.	dent for amendment, if necessary. 'a programme. default. Such can be sent to an additional er	nail

- *"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.

Menu Search: My Favorites Self Service	C Q T
 Leave Application Campus Community Records and Enrollment Online Leave Application 	Enter any information you have and click Search. Leave fields blank for a list of all values.
 Control Evaluation 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 Study Plan and Progress Report Prog Adm for Plan and Report Research Student Supervision 	▼ Search Criteria Empl ID begins with ~ Academic Institution = ~ CUHK1 Academic Career = ~ Postgraduate - Research ~ Student Career Nbr = ~
	Search Clear Basic Search 🖾 Save Search Criteria

- "*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 Enro 	llment 🔹 🚿 Study Pla	an and Progress Report 🔻	> Researc	ch Student Supervision		
6						H	Home Worklist Add to	Favorites Sign Ou
ÇUSI	S Chinese Univ Student Info	versity rmation System						
					Data Lan	guage: English	V New Window	v Personalize Page
Researcr	Student	Supervision						
JDW, Hh Md	x 中文名		1155029355	*				
Academic I	nstitution: CU	IHK	Acaden	nic Career: Postgraduat	e - Research			
Academic	Program: MP	hil-PhD Mathematics	Student (Career Nbr: 1				
						Find Vie	w All 🛛 First 🕚 1	of 1 🕑 Last
Effective	Date: 11/06/20	10					+ -	
Effective	Date: 11/06/201	18						
Supervi	sor/Co-superv	visor				Find View All 🖓	First 4 1 of 1	🕑 Last
*ID	Nar		Role	Leave Application In	charge	Study Plan/Progres		
1 4943	64 Y*,	Yong	Supervisor ~				3	+ -
Important No	ites:							
		supervisor is charge of Study	Plan/Progress Penort	ie responsible for dischar	ung the adm	inistrative functions relat	ted to the	
Study	Plan and Pro	gress Report Online System	The Supervisor/Co-su	pervisor in charge of Stud	y Plan/Progr	ess Report can be the s	tudent's	
	visor or Co-su visor(s), if appl	pervisor. The comments/deci licable	sions recorded on the	System should represent	the collective	e views of the Supervisor	r and Co-	
2. In cas	se of a change	of the Supervisor/Co-supervi			arge the role	of Supervisor/Co-superviso	visor in	
		n/Progress Report and amen rvisor(s) are given access to t			iew the rend	ute of their students		
		narge of leave application will						
Save 0	Return to Sea	arch				🏂 Inc	clude History 👘 C	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.
- " \blacksquare ": Click \blacksquare to add a row and \Box 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.

		Home Worklist A	dd to Favorites Sign O
CUSIS Chinese University Student Information Sy	stem		
		ļ	alize Content Layo
Menu	Personalize Home Page	×	
Search:	Data Language: English	V New Window	
<u> </u> ⊗			
▶ ₩¥ Favorites	Personalize Content: My Page		
Self Service	Tab Name My Page		
Leave Application			
Campus Community	Welcome Message 英		
Records and Enrollment	Choose Pagelets: Simply check the items that you want to appear on your homepage.		
Curriculum Management	Remember to click "Save" when done.		
Student Financials	Arrange Pagelets: Go to Personalize Layout		
▶ Academic Advisement			
Contributor Relations	People Soft Applications		
▶ Set Up SACR	Grade Roster Review-Assess Pnl		
▶ Worklist	Approve UG Major Declare(Dept)		
▶ Tree Manager	Program Change Approval		
▶ Reporting Tools	Transfer Credit Approval - CD		
▶ PeopleTools	Transfer Credit Approval - MD		
► CU Interfaces	Study PIn/Progress Rpt Pending		
CU Outgoing Exchange App	BI Publisher		
Non-local Exp. Learning (NEL)	Menu Menu		
► CU Reports	Activity Guides - In Progress		
Online Leave Application Setup	Top Menu Features Description		
Application	My Reports		
Usage Monitoring	Main Menu		
Change My Password	Sign In		
My Preferences			
My System Profile			
My Dictionary	Save Cancel	>	
My Feeds			
	0 0 7		
Study PIn/Progress Rpt Pending			
EmpIID Formal Academic Study Prog Name Year Status Status	rt Submission Submission Brogram 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	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
 Records and Enrollment Online Leave Application Enroll Students Career and Program Information Transcripts Graduation Transfer Credit Evaluation Student Background Information 	✓ Search Criteria Empl ID begins with Q Study Plan Status begins with Q Progress Report Status begins with Q Academic Program begins with
 Forms Study Plan and Progress Report Study Plan and Progress Report Prog Adm for Plan and Report Research Student Supervision 	Search Clear Basic Search 🖾 Save Search Criteria

- "*EmplID*": Input student ID number to retrieve a specific Study Plan or click the magnifier icon \bigcirc to choose (to show all students, leave this field blank).
- *"Study Plan Status"*: Click the magnifier icon <a>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 P ogress Report						
Enter any mormation you have and click Search	. Leave fields blank for a list of all values.					
Find an Existing Value						
Search Criteria						
Empl ID begins with 🗸	Q					
Study Plan Status begins with 🧹	Q					
Progress Report Status begins with 🧹	Q					
Academic Program begins with 🧹						
Search Clear Basic Search 🖾 S	Jave Search Criteria					
Search Results						
View All					First @	🖲 1-68 of 68 🛞 Last
Empl ID Formal Name Academic Y	ear Study Plan Status	Progress Report Status Stud	Plan Submission Date	Progress Rpt Submission Date	Academic Program D	escription
1006600272 QHDX, Qhwxz Ywx 2019	Endorsed by Head of Graduate Division	- 15/0	2/2020 10:36:19AM	(blank)	60018 N	IPhil-PhD Mathematics
1155008987 DK YFKXZ, Jdb Lhwx 2019	Endorsed by Head of Graduate Division		2/2020 10:36:19AM	· · · ·		IPhil-PhD Mathematics
1155014551 YDXZ, Ywywxz 2019	Endorsed by Head of Graduate Division		2/2020 10:36:19AM			IPhil-PhD Mathematics
1155017075 QHDX, Hfw Lhxz 2019	Endorsed by Head of Graduate Division	- 15/0	2/2020 10:36:20AM	(blank)	60018 N	IPhil-PhD Mathematics

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

View All								First 🕢 1-3 of 3 🕟 Las
EmplID	Formal Name	Academic Ye	ar Study Plan Status	Progress Report Statu	s Study Plan Submission Da	te Progress Rpt Submission D	ate Academic Progra	m Description
1000000001	AA.Bbb	<u>2018</u>	Returned by Supervisor	2	02/01/2019 4:35:51PM	(blank)	60099	Mphil-PhD AA
1234567890	HB,Lhkdw	2018	Pending check by Division	5	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	Research Postgraduate	Study Plan and Progress Report
Campus Community		
Student Admissions Records and Enrollment	STUDY PLAN:	
Enroll Students	DICDITIAN	
Career and Program		
Information	At the beginning of each academic ve	ar, each research postgraduate student has to complete and submit a Study Plan to be reviewed by
▷ Term Processing		if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division.
▷ Transcripts		student fulfill all coursework, candidacy examination, qualifying examination, and third language (if
Graduation	applicable) requirements for graduation	
Transfer Credit Evaluation	-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Student Background		t to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress
Information	Report Online System.	
D Forms		
Study Plan and Progress Descart	PROGRESS REPORT:	
 Report Study Plan and Progress 	PROGRESS REPORT:	
Report		
 Prog Adm for Plan and 		
Report	At the end of each academic year, ea	ch research postgraduate student has to complete and submit a Progress Report to be reviewed by
- Research Student	the Supervisor and endorsed by the H	lead of Graduate Division.
Supervision		
Curriculum Management		to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress
Student Financials	Report Online System.	
Reporting Tools		
PeopleTools		
 CU Interfaces CU Outgoing Exchange App 	Student Name	Student ID
CU Reports	HB, Lhkdw	1234567890
- My Personalizations		
- My Dictionary	Graduate Division	Degree Pursued
	Division of AA	MPhil-PhD AA
	HKPFS Awardee	
	No	
	2018-19	
	Study Plan Status	
	· · ·	
	Pending check by Division	

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

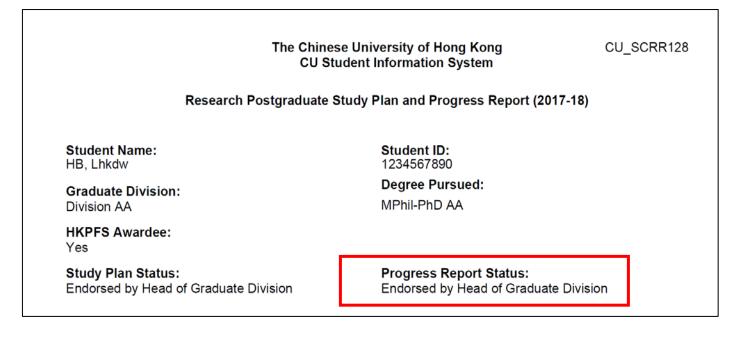
ictions to Programme	Administrators:				(To view p	revious report(s)
		n click "SUBMIT TO SUPE			plete the task.		om the academic
If you want to return	the Study Plan to	the student for revision, clic	K "RETURN TO ST	UDENT" at the bottom.			
						yea	ars listed.
vious Study Plan	& Progress Re	port (s)					
Academic Year	Status	View previous report	attachment	Supervisor attachment	Student f attachme		Division Head attachment
2017-18	Report ready	<u>View previous repo</u>	ort attachment	Supervisor attachme	nt Student f	eedback attachmer	nt Division Head attachm
ourse requiren	nents						
▼ <u>2018-19</u>							
Course code	1	Course t	itle				
BIOL7701		Seminar					
BIOL8813		Research					
N 0047 40							
<u>2017-18</u>							
 <u>2016-17</u> Course(s) en 	rolled						
Course Code		Course Title				Enrolled	Grade
BIOL7301		Seminar				Term 1	В
		Thesis Research				Term 1	A-
BIOL8006		Thesis Research					
BIOL8006 LSCI5012		Adv Top in Cell Im	aging			Term 1	B+
			aging			Term 1	B+
LSCI5012	rements		aging			Term 1	8+
		Adv Top in Cell Im	aging Completion y	rear Completic	on term	Term 1 Remarks	B+
LSCI5012 .anguage requi		Adv Top in Cell Im		rear Completio	on term		B+
LSCI5012 anguage requi		Adv Top in Cell Im		rear Completio	on term		B+
LSCI5012 .anguage requi English/Chine N/A	<u>se</u> Otherl	Adv Top in Cell Im	Completion y	rear Completio	on term		B+
LSCI5012 anguage requi English/Chine N/A Qualifying exam	se Other I	Adv Top in Cell Im anguage ndidacy requireme	Completion y	rear Completio	on term		B+
LSCI5012 anguage requi English/Chine N/A Qualifying exam	se Other I	Adv Top in Cell Im anguage	Completion y	rear Completio	on term		B+
LSCI5012 anguage requi English/Chine N/A Qualifying exam	se Other I	Adv Top in Cell Im anguage ndidacy requireme	Completion y nts	rear Completio	on term Remari	Remarks	B+
LSCI5012 anguage requi English/Chine N/A Qualifying exam	se Other I nination / Can mination / Ca	Adv Top in Cell Im anguage ndidacy requireme	Completion y nts nts on year Co			Remarks	B+
LSCI5012 anguage requi English/Chine N/A Qualifying exam Qualifying exa Name	se Other I nination / Can mination / Ca	Adv Top in Cell Im anguage ndidacy requireme indidacy requireme Completi	Completion y nts nts on year Co	ompletion term		Remarks	B+
LSCI5012 anguage requi English/Chine N/A Qualifying exam Qualifying exa Name	se Other I nination / Can mination / Ca	Adv Top in Cell Im anguage ndidacy requireme indidacy requireme Completi	Completion y nts nts on year Co	ompletion term	Remark	Remarks	
LSCI5012 anguage requi English/Chine N/A Qualifying exam Qualifying exa Name	se Other I nination / Can mination / Ca	Adv Top in Cell Im anguage ndidacy requireme indidacy requireme Completi	Completion y nts nts on year Co	ompletion term	Remart	Remarks	his
LSCI5012 anguage requi English/Chine N/A Qualifying exam Qualifying exa Name	se Other I nination / Can mination / Ca	Adv Top in Cell Im anguage ndidacy requireme indidacy requireme Completi	Completion y nts nts on year Co	ompletion term	Remark Conter Section	Remarks	his
LSCI5012 anguage requi English/Chine N/A Qualifying exam Qualifying exa Name	se Other I nination / Can mination / Ca	Adv Top in Cell Im anguage ndidacy requireme indidacy requireme Completi	Completion y nts nts on year Co	ompletion term	Remark Conter Section	Remarks	his

compulsory IPL course the student's study programme. compare title Completion year Completion term Remarks ther IPL courses (as required by the Programme/recommended by the Supervisor or as an optional choice) search-related skills search-related skills completion year Completion term Remarks search skills completion year Completion term Remarks secorer research information completion year Completion term Remarks omputer skills completion year Completion term Remarks soorace title Completion year Completion term Remarks aboratory skills completion year Completion term Remarks aboratory skills completion year Completion term Remarks eneral Safety - Part A completion year Completion term Remarks tring and presentation skills completion year Completion term Remarks hesis writing completion year Completion term Remarks norrse title Completion year Completion term Remarks hesis writing course title Completion year </th <th>roving Postgraduate Learning (</th> <th>(IPL)</th> <th>Content shown in</th> <th>this Section depends on</th>	roving Postgraduate Learning ((IPL)	Content shown in	this Section depends on
Description Completion year Completion term Remarks search skills Completion year Completion term Remarks Discover research skills Completion year Completion term Remarks Discover research information Completion year Completion term Remarks Discover research information Completion year Completion term Remarks Course title Completion year Completion term Remarks Secorase title Completion year Completion term Remarks Thesis writing Course title Completion year Completion term Remarks Presentation skills Completion year Completion term Remarks Completion term Remarks Course title				_
Exempted OIP course Control Courses (as required by the Programme/recommended by the Supervisor or as an optional choice) iesearch-related skills Research skills Course title Completion year Completion term Remarks Course title Completion year Discover research information Course title Completion year Course title Completion year Completion term Remarks Course title Completion year Course title Completion year Completion term Course title Completion year Completion term Laboratory skills Course title Completion year Course title Completion year Completion term Remarks Course title Completion year Course title Completion year Completion term Freis writing Course title Completion year Course title Completion year Completion term Presentation skills Completion year Completion term Presentation skills Completion year Completion term Course title Completion year Completion term Present	Compulsory IPL course			, study programme.
Other IPL Courses (as required by the Programme/recommended by the Supervisor or as an optional choice) esearch-related skills Research skills Course title Completion year Discover research information Course title Completion year Computer skills Course title Completion year Completion term Remarks Course title Completion year Presentation skills Presentation skills Course title Completion year Course title Completion year Course title Completion year Course titite Completion year	Course title	Completion year	Completion term	Remarks
Research-related skills Research skills Course title Completion year Completion term Remarks Course title Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Course title Completion year Completion term Remarks Course title Course title Completion year Completion term Remarks Course title Course ti	Exempted OIP course			
Course title Completion year Completion term Remarks Discover research information Completion year Completion term Remarks Course title Completion year Completion term Remarks General Safety - Part A Completion year Completion term Remarks riting and presentation skills Completion year Completion term Remarks Thesis writing Completion year Completion term Remarks Presentation skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Presentation skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks	esearch-related skills	the Programme/recomm	ended by the Supervisor o	r as an optional choice)
Discover research information Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion skills Thesis writing Course title Completion year Completion term Remarks Presentation skills Thesis Writing Workshop Presentation skills Course title Completion year Completion term Remarks Course title Completion year Completion year Comple	Research skills			
Computer skills Course title Completion year Completion term Remarks Laboratory skills Course title Completion year Completion term Remarks General Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A //riting and learning Image: Safety - Part A Image: Safety - Part A //riting and learning Image: Safety - Part A Image: Safety - Part A	Course title	Completion year	Completion term	Remarks
Course title Completion year Completion term Remarks Computer skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks General Safety - Part A Image: Completion term Remarks riting and presentation skills Image: Completion year Completion term Remarks Thesis writing Completion year Completion term Remarks Presentation skills Image: Completion year Completion term Remarks Course title Completion year Completion term Remarks Presentation skills Image: Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Image: Course title				
Computer skills Course title Completion year Completion term Remarks Laboratory skills Course title Completion year Completion term Remarks General Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A //riting and learning Image: Safety - Part A Image: Safety - Part A //riting and learning Image: Safety - Part A Image: Safety - Part A	Discover research information			
Course title Completion year Completion term Remarks Laboratory skills Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks /riting and presentation skills	Course title	Completion year	Completion term	Remarks
Course title Completion year Completion term Remarks Laboratory skills Completion year Completion term Remarks General Safety - Part A Completion year Completion term Remarks riting and presentation skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Presentation skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Presentation skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Communication Skills Completion year Completion term Remarks Communication Skills Workshop Completion term Remarks				
Laboratory skills Course title Completion year Completion term Remarks General Safety - Part A Image: Completion skills Image: Completion skills /riting and presentation skills Completion year Completion term Remarks /riting and presentation skills Completion year Completion term Remarks Presentation skills Completion year Completion term Remarks Presentation skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Communication Skills Completion year Completion term Remarks eaching and learning Completion term Remarks Completion term Remarks	-			
Course title Completion year Completion term Remarks General Safety - Part A Image: Completion skills Image: Completion skills Thesis writing Completion year Completion term Remarks Course title Completion year Completion term Remarks Thesis Writing Workshop Image: Completion year Completion term Remarks Presentation skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Communication Skills Workshop Image: Completion term Remarks eaching and learning Image: Completion term Remarks	Course title	Completion year	Completion term	Remarks
riting and presentation skills Thesis writing Course title Completion year Completion term Remarks Presentation skills Course title Completion year Completion term Remarks Communication Skills Workshop	Laboratory skills			
Thesis writing Completion year Completion term Remarks Course title Completion year Completion term Remarks Presentation skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Communication Skills Workshop Image: Completion term Remarks eaching and learning Image: Completion term Remarks		Completion year	Completion term	Remarks
Course title Completion year Completion term Remarks Communication Skills Workshop Image: Completion term Remarks eaching and learning Image: Completion term Remarks	Course title	Completion year	Completion term	Remarks
Communication Skills Workshop	Course title General Safety - Part A Iriting and presentation skills Thesis writing Course title			
eaching and learning	Course title General Safety - Part A A Ariting and presentation skills Thesis writing Course title Thesis Writing Workshop			
	Course title General Safety - Part A riting and presentation skills Thesis writing Course title Thesis Writing Workshop Presentation skills	Completion year	Completion term	Remarks
	Course title General Safety - Part A riting and presentation skills Thesis writing Course title Thesis Writing Workshop Presentation skills Course title	Completion year	Completion term	Remarks
completion year completion term kemarks	Course title General Safety - Part A Ariting and presentation skills Thesis writing Course title Thesis Writing Workshop Presentation skills Course title Communication Skills Workshop	Completion year	Completion term	Remarks
	Course title General Safety - Part A Triting and presentation skills Thesis writing Course title Thesis Writing Workshop Presentation skills Course title Communication Skills Workshop	Completion year Completion year	Completion term Completion term	Remarks
	Course title General Safety - Part A Triting and presentation skills Thesis writing Course title Thesis Writing Workshop Presentation skills Course title Communication Skills Workshop	Completion year Completion year	Completion term Completion term	Remarks

Research Ethics Traini RET module	ing (RET)					vn in this Section depends on ent's study programme.
Module title		Completion yea	ar C	Completio	on term	Remarks
Thesis/Research and o	other academic a	ctivities				
Type of activities	Plan		From (MM	I/YYYY)	To (MM/YYYY)	Remarks
Conference	32th Conference Coding	e on Net Working	12/2017		12/2017	
Research supervision Supervisor / Co-supe						
Supervisor	Sup AA				(Study Plar	n/Progress Report In-charge)
	Print	RETURN TO	Student		Su	ibmit To Supervisor

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

a) Previous report completed:



b) Previous report not yet completed:

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

	Print	RETURN TO STUDENT	SUBMIT TO SUPERVISOR
Return to Search			

A confirmation dialog will then be shown.

Return to stu	dent (22000,330)
The Study Pla Yes	an will be returned to the student for amendment. Please contact the student on how to amend the Study Plan. Do you want to continue?

٦

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

The form is returned to student for e	editing. (22000,114)
	ОК

The Study Plan Status will be updated.

Г



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.

	PRINT RETURN TO STUDE	т	SUBMIT TO SUPERVISOR
Return to Search			

A confirmation dialog will then be shown.

Submit to sup	ervisor (2200	0,331)
The Study Pla	n will be subn	nitted to the supervisor for review. 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 comr	nents. (22000,264)
	ОК

The Study Plan Status will be updated.

2018-19	
Study Plan Status	
Pending review by Supervisor	

Step S2 in the workflow is completed.

A notification email to the Supervisor will be sent.

III. Supervisor

S1 Student to submit Study Plan ↓ ▲ S2 Programme Administrator to check Study Plan ↓ ↓ S3 Supervisor to review Study Plan ↓ ▲ S4 Head of Graduate Division to endorse Study Plan

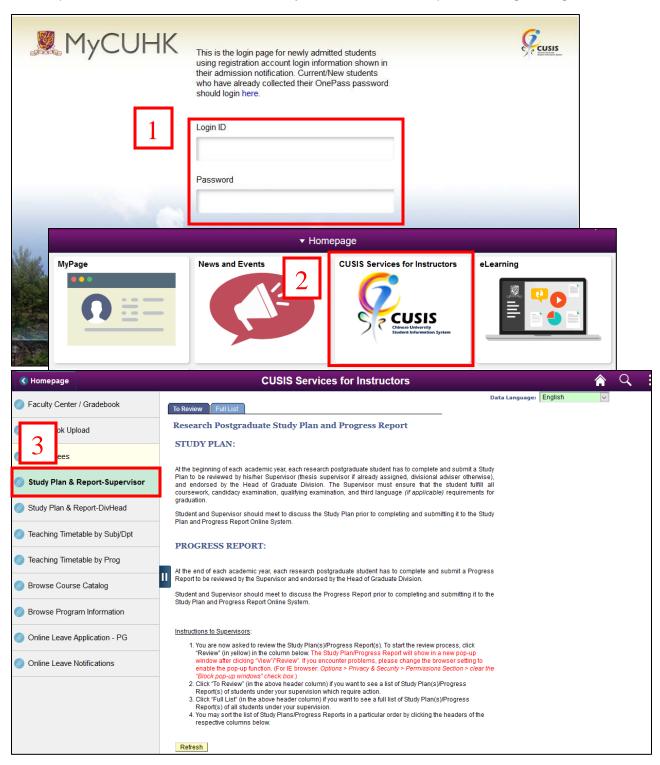
A. Workflow for Submission

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



• 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.

The page at https://tcsuat.itsc.cuhk.edu.hk says:
Only thesis supervisors can access this page. (22000,139)
ОК

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 p endorsed by the Head of Graduate Division. The Superviso					
Student and Supervisor should meet to discuss the Study	Plan prior to completing and submit	ting it to the Study Plan and Progress Report Online	e System.		
PROGRESS REPORT:					
At the end of each academic year, each research postgrad	luate student has to complete and su	ubmit a Progress Report to be reviewed by the Sup-	ervisor and endorsed by the Head of	Graduate Division.	
Student and Supervisor should meet to discuss the Progre	ess Report prior to completing and s	ubmitting it to the Study Plan and Progress Report	Online System		
Instructions to Supervisors: 1. You are now asked to review the Study Plan(s)/Proj "View"/Review". If you encounter problems, please 2. Click: "To Review". (In the above header column) if yo 3. Click: "Full List" (in the above header column) if you 4. You may sort the list of Study Plans/Progress Repo Refresh	e change the browser setting to enab ou want to see a list of Study Plan(s), want to see a full list of Study Plan(s)	le the pop-up function. (For IE browser: Options > F /Progress Report(s) of students under your supervi)/Progress Report(s) of all students under your sup	Privacy & Security > Permissions Sec ision which require action.		
					f 2 🕨 Last
Student ID Formal Name	Academic Program	Study Plan Status Pending review by Supervisor	Progress Report Status	Last Update Date/Time	Review
1 1234567890 HB,Lhkdw 2 111111111 BB.Ccc				15/04/2019 11:45:15AM	Review
2 IIIIIII 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 Researce Projection to Study Plan a	and Progress Report				
STUDY PLAN:					
At the beginning of each academic year, each resear otherwise), and endorsed by the Head of Graduate requirements for graduation.					
Student and Supervisor should meet to discuss the S	tudy Plan prior to completing and submit	tting it to the Study Plan and Prog	gress Report Online System.		
PROGRESS REPORT:					
At the end of each academic year, each research post	graduate student has to complete and s	ubmit a Progress Report to be re	eviewed by the Supervisor and endo	orsed by the Head of Graduate Division.	
Student and Supervisor should meet to discuss the P	rogress Report prior to completing and s	submitting it to the Study Plan an	d Progress Report Online System.		
Instructions to Supervisors: 1. You are now asked to review the Study Plan(s) window after clicking "View/"Review." If you en the "Block pop-windows" check box.) 2. Click "To Review" (in the above header column 3. Click "To Review" (in the above header column) i 4. You may sort the list of Study Plans/Progress H	counter problems, please change the br) if you want to see a list of Study Plan(s) f you want to see a full list of Study Plan(s	owser setting to enable the pop //Progress Report(s) of students s)/Progress Report(s) of all stud	up function. (For IE browser: Option under your supervision which requents under your supervision.	ns > Privacy & Security > Permissions Section >	
Refresh					× ,
					Last
Student ID Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time View Re	view
1 1000055555 ZZ,Yyyy	MPhil-PhD AA	Pending endorsement by Head of Graduate Division		29/11/2018 12:04:06PM Viev	Review
2 111111111 BB,Ccc	MPhil-PhD AA	Pending review by Supervisor		15/04/2019 11:45:15AM	Review
3 1234567890 HB,Lhkdw	MPhil-PhD AA	Pending review by Supervisor		10/12/2018 3:24:22PM	Review

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

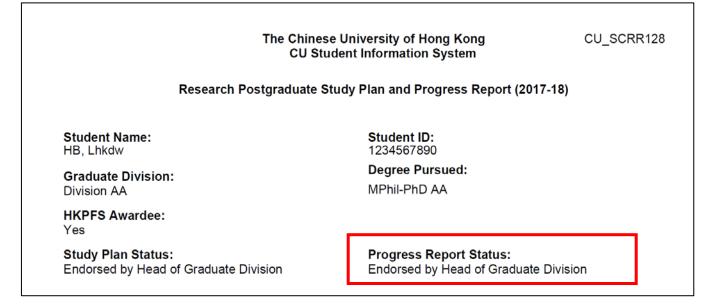
dent Name			9	Student ID		
Lhkdw				1234567890		
duate Division ision of AA				Degree Pursued MPhil-PhD AA		
				MPHI-PHD AA		
PFS Awardee						
18-19 Study Plan Statu	5					
Pending review by						
e whole Study Pla bmit the Study Pla			Head of Graduate	Division is expected to	be completed by 29 March 2019	9. Please
ctions to Supervisors	<u>s:</u>					
	"I have discussed t			e student and approve its return the Study Plan to the	submission.", then click "SUBMIT TC e student for amendment.	D HEAD OF
rious Study Plan	& Progress Rep	oort (5) To vi			oose from the acade	emic years listed.
Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
2017-18	Report ready	View previous rep	Student attachment	Supervisor attachm	ent Student feedback attachn	nent Division Head attachme
✓ 2018-19 Course code BIOL7701		Course Seminar				
 2018-19 Course code BIOL7701 BIOL8813 2017-18 			r			
Course code BIOL7701 BIOL8813		Seminar	r			
 ✓ 2018-19 Course code BIOL7701 BIOL8813 ▶ 2017-18 ✓ 2016-17 	rolled	Seminar	r		Enrolled	Grade
 ✓ 2018-19 Course code BIOL7701 BIOL8813 ▶ 2017-18 ✓ 2016-17 Course(s) en 	rolled	Seminar Researc	r		Enrolled Term 1	Grade
 ✓ 2018-19 Course code BIOL7701 BIOL8813 ♦ 2017-18 ✓ 2016-17 Course(s) en Course Code 	rolled	Seminar Researc	r ch			
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 Course(s) en Course Code BIOL7301 	rolled	Seminar Researc Course Title Seminar	r ch		Term 1	В
Course code BIOL7701 BIOL8813 ▶ 2017-18 ▼ 2016-17 Course(s) en Course Code BIOL7301 BIOL8006	rolled	Seminar Researc Course Title Seminar Thesis Research Adv Top in Cell I	r ch	year Completi	Term 1 Term 1 Term 1	В А-
 ✓ 2018-19 Course code BIOL7701 BIOL8813 ✓ 2017-18 ✓ 2016-17 Course(s) en Course Code BIOL7301 BIOL8006 LSCI5012 Inguage requi inglish/Chine /A 	rolled rolled rements se Other la	Seminar Researc Course Title Seminar Thesis Research Adv Top in Cell I	r ch [maging Completion y	year Completi	Term 1 Term 1 Term 1	В А-
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 2016-17 Course (s) en BIOL7301 BIOL8006 LSCI5012 Inguage requi inglish/Chine I/A ualifying example 	rolled rements se Other la	Seminar Researc Course Title Seminar Thesis Research Adv Top in Cell I	r ch (maging Completion y ents	year Completi	Term 1 Term 1 Term 1	В А-
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 Course(s) en Course(s) en BIOL7301 BIOL8006 LSCI5012 Inguage requi inglish/Chine I/A Qualifying exam 	rolled rements se Other la	Seminar Researc Course Title Seminar Thesis Research Adv Top in Cell I Inguage didacy requirement	r ch Imaging Completion y ents ients	year Completion term	Term 1 Term 1 Term 1	В А-
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 2016-17 Course (s) en BIOL7301 BIOL8006 LSCI5012 Inguage requi inglish/Chine I/A ualifying example 	rolled rements se Other la ination / Can mination / Can	Seminar Researc Course Title Seminar Thesis Research Adv Top in Cell I Inguage didacy requirement	r ch Imaging Completion y ents tion year C		Term 1 Term 1 Term 1	В А-

nproving Postgraduate Learning	(IPL)		nis Section depends on tudy programme.
Compulsory IPL course			tudy programme.
Course title	Completion year	Completion term	Remarks
exempted OIP course			
esearch-related skills	the Programme/recomn	nended by the Supervisor o	r as an optional choice)
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			
/riting and presentation skills Thesis writing Course title Thesis Writing Workshop	Completion year	Completion term	Remarks
Presentation skills			
Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			
ching and learning			
Course title	Completion year	Completion term	Remarks
	sompretion year	compression carin	

Research Ethics Train RET module	ing (RET)					in this Section depends on it's study programme.	
Module title	C	ompletion yea	ir	Completio	on term	Remarks	
Thesis/Research and	other academic act	ivities					
Type of activities	Plan		From (M	IM/YYYY)	To (MM/YY)	YY) Remarks	
Conference	32th Conference o Coding	n Net Working	12/2017		12/2017		
Research supervision Supervisor / Co-supe	rvisor						
Role	Name						
Supervisor	Sup AA	his academic y	year with	the stude		Plan/Progress Report In-charge) ove its submission.	
CLOSE THIS WINDOW	Print	RETURN TO ST	UDENT		Submit To H	ead Of Graduate Division	

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

a) Previous report completed:



b) Previous report not yet completed:

Th	Report NOT completed (see status below) e Chinese University of Hong Kong CU Student Information System	CU_SCRR1
Research Postg	raduate Study Plan and Progress Report (201	7-18)
Student Name: HB, Lhkdw	Student ID: 1234567890	
Graduate Division: Division of AA	Degree Pursued: MPhil-PhD AA	
HKPFS Awardee: No		
Study Plan Status: Endorsed by Head of Graduate Divisio	Progress Report Status: Pending feedback by student	

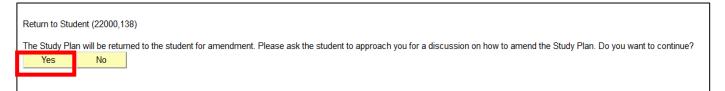
E. Return of Study Plan to Student (where applicable)

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 th	e Study Plan for thi	s academic year wi	th 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.



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.

🔲 I have discussed th	e Study Plan for this ac	ademic year wi	th the student and approve its submission.
CLOSE THIS WINDOW	Print Ret	URN TO STUDENT	SUBMIT TO HEAD OF GRADUATE DIVISION
A confirmation dialog	y will then be shown		
Submit to Graduate Division (2200	0,137)		aduate Division for endorsement. You cannot edit it further. Do you want to continue?
Yes No			

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.).
nstructions 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:	
 If the Study Plan requires further revision(s) by the Student, click "RETURN TO STUDENT" at the bottom. 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. 	ent,

I have discussed th	e 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

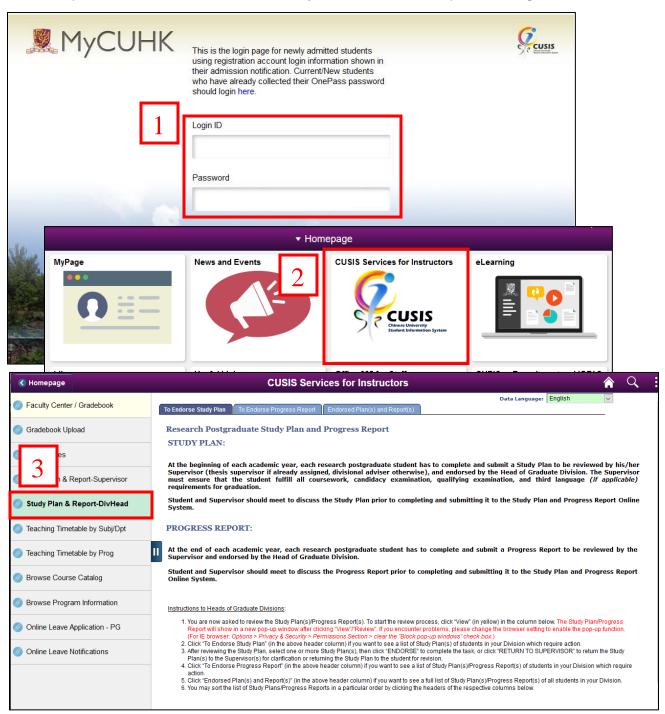
S 1	Student to submit Study Plan	
	\downarrow \uparrow	
S2	Programme Administrator to check Study Plan	Return
	\downarrow	
S 3	Supervisor to review Study Plan	D
	\downarrow	Return
<mark></mark>	Head of Graduate Division to endorse Study Plan	SUDM

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*



• 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 Progres STUDY PLAN:	s Report			
At the beginning of each academic year, each research postgraduate already assigned, divisional adviser otherwise), and endorsed by the examination, qualifying examination, and third language (<i>if applicable</i>)	Head of Graduate Division. The S			
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 stude Head of Graduate Division.	nt has to complete and submit a P	rogress Report to be reviewed by the S	upervisor and endorsed by the	
Student and Supervisor should meet to discuss the Progress Report p	rior to completing and submitting it	t 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 Report will show in a new pop-up window after clicking "View?" IE browser: Options - Privacy & Security - Permissions Section 2. Click 'To Endorse Study Plan' (in the above header column) if y 3. After reviewing the Study Plan, select one or more Study Plan(s) Plan(s) to the Supervisor(s) for clarification or returning the Stud 4. Click 'To Endorse Progress Report' (in the above header colum action.	Review". If you encounter problems > clear the "Block pop-up windows ou want to see a list of Study Plan(s , then click "ENDORSE" to complet by Plan to the student for revision.	, please change the browser setting to e "check box.) s) of students in your Division which requ e the task, or click "RETURN TO SUPER"	nable the pop-up function. (For ire action. VISOR* to return the Study	₽
 Click "Endorsed Plan(s) and Report(s)" (in the above header cc 6. You may sort the list of Study Plans/Progress Reports in a partition 			students in your Division.	
0. Tou may solutile list of Study Flans/Flogless Reports in a parti	cular order by clicking the headers t	or the respective columns below.		
			Find First	1 of 1 🕨 Last
Selected Student ID Formal Name	Academic Program	Student Submission Date	Supervisor Submission Date	View
1 1234567890 HB,Lhkdw	MPhil-PhD AA	10/12/2018 12:52PM	10/12/2018 12:54PM	View
Select All Deselect All				
I hereby endorse the <u>SELECTED</u> 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:
 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.) 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. After reviewing the Study Plan, elect 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. 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. 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. 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. 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. Yue may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.
No Record.

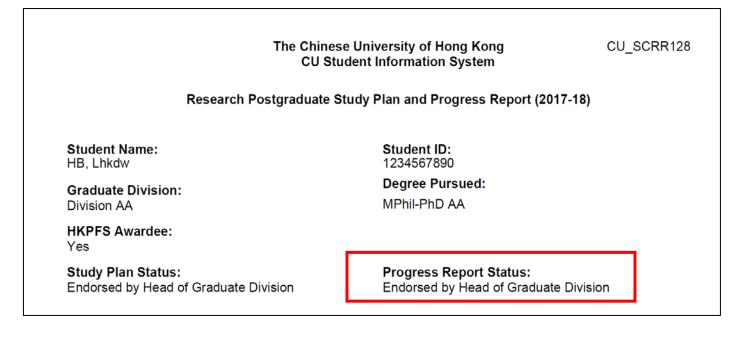
udent Name				Student ID				
B, Lhkdw				1234567890				
raduate Division				Degree Pursued				
ivision of AA				MPhil-PhD AA				
KPFS Awardee								
lo								
2018-19								
Study Plan Stat								
Pending endorse	ement by Head	l of Graduate Div	ISION					
The whole Study Pl 2019. Please submit auctions to Heads of 1. Please review the 2. After reviewing th	t the Study Pla Graduate Divis e Study Plan b	an as soon as p e i <u>ions</u> : elow.	ossible.		n is expected t	o be completed	by 29 March	
3. Please go to "To	Endorse Study	/ Plan" (in the abo		select this or more				
vious Study Plan &	Progress Rep	ort (s)	To view prev	vious report(s), choose f	from the aca	ademic yea	rs liste
Academic Year S	tatus	View previous report	s Student attachment	Supervisor attachment	Student attachm	feedback ent	Division He attachmen	
2017-18 R	eport ready	View previous	report attachment	Supervisor atta	chment Student	feedback attachn	nent Division Hea	ad attach
▼ <u>2018-19</u>	nts							
2018-19 Course code BIOL7701	nts	Semin						
✓ 2018-19 Course code	nts		ar					
✓ 2018-19 Course code BIOL7701	nts	Semin	ar					
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 		Semin	ar					
 2018-19 Course code BIOL7701 BIOL8813 2017-18 		Semin	ar					
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 	led	Semin	ar			Enrolled	Grade	
 ✓ 2018-19 Course code BIOL7701 BIOL8813 ▶ 2017-18 ✓ 2016-17 Course(s) enrol Course Code BIOL7301 	led s	Semin Resea Course Title Seminar	ar rch			Term 1	В	
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 Course(s) enrol Course Code BIOL7301 BIOL8006 	led T	Semin Resea Course Title Seminar Thesis Researc	ar rch			Term 1 Term 1	B A-	
 ✓ 2018-19 Course code BIOL7701 BIOL8813 ▶ 2017-18 ✓ 2016-17 Course(s) enrol Course Code BIOL7301 	led T	Semin Resea Course Title Seminar	ar rch			Term 1	В	
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 Course(s) enroll Course Code BIOL7301 BIOL8006 LSCI5012 	led S A	Semin Resea Course Title Seminar Thesis Researc	ar rch			Term 1 Term 1	B A-	
 ✓ 2018-19 Course code BIOL7701 BIOL8813 ✓ 2017-18 ✓ 2016-17 Course(s) enrol Course(s) enrol BIOL7301 BIOL8006 LSCI5012 	led s n ments	Semin Resea Course Title Seminar Thesis Researc Adv Top in Cell	ar rch	/ear Comple	etion term	Term 1 Term 1	B A-	
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 Course(s) enrol Course Code BIOL7301 BIOL8006 LSCI5012 Inguage require inglish/Chinese 	led s n ments	Semin Resea Course Title Seminar Thesis Researc Adv Top in Cell	ar rch h Imaging	/ear Comple	etion term	Term 1 Term 1 Term 1	B A-	
 ✓ 2018-19 Course code BIOL7701 BIOL8813 ✓ 2017-18 ✓ 2016-17 Course (s) enrol BIOL7301 BIOL8006 LSCI5012 Inguage require nglish/Chinese /A 	led S T Ments Other la	Semin Resea Course Title Seminar Thesis Researc Adv Top in Cell nguage	ar rch h Imaging Completion y	/ear Comple	etion term	Term 1 Term 1 Term 1	B A-	
 ✓ 2018-19 Course code BIOL7701 BIOL8813 ✓ 2017-18 ✓ 2016-17 Course(s) enroll Course Code BIOL7301 BIOL8006 LSCI5012 Inguage require nglish/Chinese /A ✓ 2016-17 	led ments Other la ation / Cand	Semin Resea Course Title Seminar Thesis Researc Adv Top in Cell nguage	ar rch h Imaging Completion Y	/ear Comple	etion term	Term 1 Term 1 Term 1	B A-	
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 Course(s) enrol Course(s) enrol BIOL7301 BIOL8006 LSCI5012 anguage require inglish/Chinese I/A ualifying examin Qualifying exami Name 	led s ments Other la ation / Cand nation / Can	Semin Resea Course Title Seminar Thesis Researc Adv Top in Cell Inguage Iidacy require didacy require	ar rch h Imaging Completion y ments ention year C	ompletion term		Term 1 Term 1 Remarks	B A-	
 2018-19 Course code BIOL7701 BIOL8813 2017-18 2016-17 Course(s) enrol Course(s) enrol BIOL7301 BIOL8006 LSCI5012 anguage require inglish/Chinese I/A ualifying examin Qualifying exami Name 	led s ments Other la ation / Cand nation / Can	Semin Resea Course Title Seminar Thesis Researc Adv Top in Cell Inguage	ar rch h Imaging Completion y ments ention year C		Remark Co	Term 1 Term 1 Remarks	B A- B+	
Course code BIOL7701 BIOL8813 ≥ 2017-18 ≥ 2016-17 Course(s) enrol Course Code BIOL7301 BIOL8006	led s ments Other la ation / Cand nation / Can	Semin Resea Course Title Seminar Thesis Researc Adv Top in Cell Inguage Iidacy require didacy require	ar rch h Imaging Completion y ments ements etion year C 18 T	ompletion term	Remark Co	Term 1 Term 1 Remarks	B A- B+	

nproving Postgraduate Learning	(IPL) Co	ontent shown in thi	s Section depends on
Compulsory IPL course		the student's stu	idy programme.
Course title	Completion year	Completion term	Remarks
Exempted OIP course			
Other IPL courses <i>(as required by</i> Research-related skills	the Programme/recomme	ended by the Supervisor of	r as an optional choice)
Research skills			
Course title	Completion year	Completion term	Remarks
Discover research information	Completion year	Completion term	Remarks
	comprotion your	and an	
Computer skills	Completion year	Completion term	Remarks
oourse title	compretion year	compretion term	Noniul Ro
Laboratory skills Course title	Completion year	Completion term	Remarks
General Safety - Part A			
/riting 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			
communication okino workshop			
eaching and learning			
	Completion year	Completion term	Remarks
eaching and learning	Completion year	Completion term	Remarks
eaching and learning	Completion year	Completion term	Remarks

RET module	ing (RET)				the stude	ent's study programme.
Module title		Completion yea	r	Completio	on term	Remarks
hesis/Research and o	other academic ac	tivities				
Type of activities	Plan		From (M	M/YYYY)	To (MM/YYY	Y) Remarks
Conference	32th Conference Coding	on Net Working	12/2017		12/2017	
esearch supervision Supervisor / Co-super						

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

a) Previous report completed:

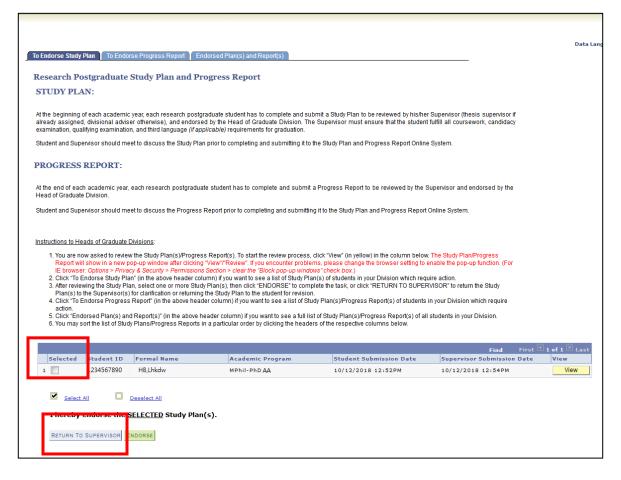


b) Previous report not yet completed:



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.



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.

To Endorse Study Plan To Endo	rse Progress Report Endorsed	I Plan(s) and Report(s)			Data Lan
Research Postgraduate	Study Plan and Progre	ss Report			
STUDY PLAN:	Study Fian and Frogre	35 Report			
STUDY PLAN:					
	er otherwise), and endorsed by th	e student has to complete and submit a le Head of Graduate Division. The Sup e) requirements for graduation.			
Student and Supervisor should me	eet to discuss the Study Plan prior	to completing and submitting it to the S	udy Plan and Progress Report Online	System.	
PROGRESS REPORT:					
At the end of each academic year, Head of Graduate Division.	each research postgraduate stuc	lent has to complete and submit a Pro	gress Report to be reviewed by the Su	pervisor and endorsed by the	
Student and Supervisor should me	eet to discuss the Progress Report	t prior to completing and submitting it to	the Study Plan and Progress Report C	Inline System.	
Instructions to Heads of Graduate I					
		ort(s). To start the review process, click ' /"Review". If you encounter problems, p			
		on > clear the "Block pop-up windows" c you want to see a list of Study Plan(s) (re action	
After reviewing the Study Pla	an, select one or more Study Plan(s), then click "ENDORSE" to complete t			
 Click "To Endorse Progress 		udy Plan to the student for revision. Imn) if you want to see a list of Study Pla	an(s)/Progress Report(s) of students in	n your Division which require	
action. 5. Click "Endorsed Plan(s) and	d Report(s)" (in the above header	column) if you want to see a full list of S	tudy Plan(s)/Progress Report(s) of all s	students in vour Division.	
		ticular order by clicking the headers of t			
					1 of 1 🕑 Last
Selected Student ID	Formal Name HB.Lhkdw	Academic Program	Student Submission Date	Supervisor Submission Date	View
1 1234567890	HOLENKOW	MPhil-PhD AA	10/12/2018 12:52PM	10/12/2018 12:54PM	View
Select All	Deselect All				
I hereby endorse the §	SELECTED Study Plan(s).				
RETURN TO SUPERVISOR	NDORSE				

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)
ОК

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 I	Plan(s) and Report(s)			
Research Postgraduate Study Plan and Progres	s Report			
STUDY PLAN:				
At the beginning of each academic year, each research postgraduate already assigned, divisional adviser otherwise), and endorsed by the examination, qualifying examination, and third language (if applicable)	Head of Graduate Division. The Superv			
Student and Supervisor should meet to discuss the Study Plan prior to	completing and submitting it to the Stud	y Plan and Progress Report Online Sys	stem.	
PROGRESS REPORT:				
At the end of each academic year, each research postgraduate stude Head of Graduate Division.	nt has to complete and submit a Progre	ss Report to be reviewed by the Supe	ervisor and endorsed by the	
Student and Supervisor should meet to discuss the Progress Report p	rior to completing and submitting it to the	Study Plan and Progress Report Onli	ne System	
	·····	· · · · · , · · · · · · · · · · · · · ·		
Instructions to Heads of Graduate Divisions:				
	elistics Disusting To eachie and	in fundior, places shares the brown	es setting (Fas IF browser)	
Study Plan/Progress Report will show in a new pop-up window after Options > Privacy & Security > Permissions Section > clear the "Block p		up function, please change the brows	er setting. (For IE browser:	
1. Click "To Endorse Study Plan" (in the above header column) if y	ou want to ano a list of Study Plan(a) of a	tudente in your Division which require	action	
 Click To Endorse Study Plan (in the above header column) if y Click "To Endorse Progress Report" (in the above header column) 				
3. Click "Endorsed Plan(s) and Report(s)" (in the above header co			dents in your Division.	
You may sort the list of Study Plans/Progress Reports in a participation	cular order by clicking the headers of the	respective columns below.		
Refresh				
			Find First 🔍	l of 1 🕑 Last
Student ID Formal Name	Academic Program	Study Plan Endorsed On	Progress Report Endorsed On	View
1 1234567890 HB,Lhkdw	MPhil-PhD AA	20/07/2019 11:43AM		View

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

P1	Student to submit Progress Report		
	\downarrow	A	
P2	Programme Administrator to check Progress Report	Return	
	\downarrow		
P3	Supervisor to review Progress Report and complete the Supervisor's Section		
	\rightarrow	Return	D
P4	Student to view Supervisor's comments and provide feedback		Re-
	\downarrow		submit
P5	Head of Graduate Division to review and endorse Progress Report		

Step P1 Student to Submit Progress Report

A. Pre-condition

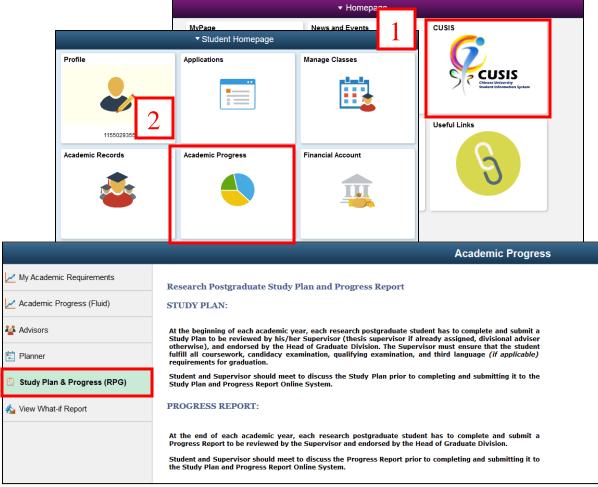
Study Plan of the same academic year has been completed, i.e., endorsed by the Head of Graduate Division/completed step S4.

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.

Study Plan Status		Pro	ogress Report Status		
Endorsed by Head of Graduate Division		Not yet submitted by student			
The whole Progress Report process including endorsement by He August 2019. Please submit the Progress Report as soon as possi form Sections		aduat	te Division is expected to be co	mpleted b	
Notes to Students:					
1. Please report your progress in Sections 1-9 through clicking to	edit the re	espec	tive sections one by one or		
clicking "START" to begin.					
 Section 8 "Progression Milestones" shows the full Study Plan a 3. You may refer to the student handbook at https://www.gs.cuhk.e 			•		
more details about your RPg study.	uu.mvpa	qe/F0	signaduatestudentinandbook ioi		
······					
Quick Navigation					
Form Sections					
1 <u>Course requirements</u>					
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					
			Last save on 20/07/2010		
6 Thesis/Research and other academic activities	8	¢	Last save on 20/07/2019 11:43 AM on this page		
6 Thesis/Research and other academic activities 7 Research supervision	8	¢	Last save on 20/07/2019 11:43 AM on this page		
 6 <u>Thesis/Research and other academic activities</u> 7 <u>Research supervision</u> 8 <u>Progression milestones</u> 		¢			
6 Thesis/Research and other academic activities 7 Research supervision 8 Progression milestones 9 Comments		¢			
 6 <u>Thesis/Research and other academic activities</u> 7 <u>Research supervision</u> 8 <u>Progression milestones</u> 		Ŷ			
6 Thesis/Research and other academic activities 7 Research supervision 8 Progression milestones 9 Comments		¢			
6 Thesis/Research and other academic activities 7 Research supervision 8 Progression milestones 9 Comments		¢			
6 Thesis/Research and other academic activities 7 Research supervision 8 Progression milestones 9 Comments		¢			
6 Thesis/Research and other academic activities 7 Research supervision 8 Progression milestones 9 Comments		\$			

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.

Changes are n	tually taken in the current academic year are list tot allowed in this Section.					
The whole Progress	o go to the next Section, or click "QUICK NAVIG Report process including endorsement by lease submit the Progress Report as soon a	Head of Graduate Di	<u> </u>		For the Pr	Ŭ
1-2-3-4-5	-6-7-8-9				Report the	· .
Course require	nents				will autom	atically
* Compulsory fields					retrieve th	e most
				/	updated c	ourses
▼ <u>2018-19</u>					that you hav	
Course(s) enrolled				4	that you hav	e taken.
Course code	Course Title		Enrolled	Grade		
ENGG5501	Foundations of Optimization		Term 1	В		
IERG5330	Network Economics		Term 1	A-		
Course(s) planned	but not taken or course(s) exempted			(
Course code	Course title			Vor	a can show or	hide the
BIOL7701	Seminar					
BIOL8813	Research			deta	ails by clicking	g on the
N				E	xpand/Collaps	e icon
<u>2017-18</u>					to the acaden	
▽ 2016-17			• • • • • • • • • • • • • • • • • • •	псл		inc year.
						,, ,, ,
Course(s) enrolle	d					
Course Code	Course Title		I	Enrolled	Grade	
BIOL7301	Seminar		٦	Ferm 1	В	
BIOL8006	Thesis Research		T	Ferm 1	A-	
LSCI5012	Adv Top in Cell Imaging		T	Ferm 1	B+	
		SAVE	Quick Navigation	1		NEXT
					_	

• 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:	
 Please input the year and the term of completion under "Completion" if the requirement has been fulfille If the requirement has not yet been fulfilled as planned, please leave the fields under "Completion" blank reason under "Remarks" if appropriate. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to Please be reminded to save your input from time to time. If you want to leave the system without comp "SAVE" at the bottom. 	κ, and state the a particular Section.
The whole Progress Report process including endorsement by Head of Graduate Division is expec by 31 August 2019. Please submit the Progress Report as soon as possible.	ted to be completed
Language requirements	
* Compulsory fields	
* Required to study a language	Details inputted in the Study Plan
O Not Required	cannot be deleted or
© Required - Chinese	amended in the
Required - English Required - Others Japanese	Progress Report.
Required - Others Japanese	
Completion: Academic Year Term	
Remarks:	
SAVE Quick Navigation BACK	NEXT

- *"Completion: Academic Year"/"Term"*: Choose the year and the term of completion from the dropdown 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 <u>all components</u> 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:
 Please input the year and the term of completion under "Completion" to report the progress. 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. If you have completed any requirements which were not planned, please add new rows (click "+") to provide all the details. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section. 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. 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.
Qualifying examination / Candidacy requirements
* Compulsory fields
✓ * Candidacy requirements
Completion: Academic year Term Term
Remarks:
SAVE Quick Navigation BACK NEXT

- *"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):

Netes to Students: 1. Please input the year and the term of completion under "Completion" to report the progress. 2. Under "Remarks" appropriate. 2. Under "Remarks" appropriate. 3. Under "Remarks" appropriate. 3. Under Completion PLC courses which were not planned, please leave the fields under "Completion" blank, and state the reason under "Remarks" appropriate. 3. Under completed appropriate. 3. Under Completion PLC courses which were not planned, please add new rows (click "+") to provide all the details. 3. Click TNEXT to go to the next Section, or click "QUICK NAVIGATION" to select from the memu to go to a particular Section. 3. When a completed and sear out to go to a particular Section. 3. When a completed multiple to the rest Section or click "QUICK NAVIGATION" to select from the memu to go to a particular Section. 3. When a completed multiple to the sear out to go to a particular Section. 3. When a completed multiple to the sear out to go to a particular Section. 3. When a completed multiple to the sear out to go to a particular Section. 3. When a completed multiple to the sear out to go to a particular Section. 3. When a completed multiple to the search of Click TAN. 3. When a completed multiple to the search of the system without completing the task, click "SANE" at the bottom. 3. Out out the search of the students. 3. Out out the student for the students. 3. Out out the student for the student for the students. 3. Out out the student for the	
1. farry of the PL courses has not yet been completed as planned, please leave the field's under "Completion" blank, and state 1. you have completed any IPL courses which were not planned, please add new rows (click "-) 'Op rovide all the details. 2. You have completed any IPL courses which were not planned, please add new rows (click "-) 'Op rovide all the details. 3. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click SWE" 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. O O O O O O O O O O	Notes to Students:
by 31 August 2019. Please submit the Progress Report as soon as possible.	 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. If you have completed any IPL courses which were not planned, please add new rows (click "+") to provide all the details. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click
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 <u>QLEAR</u> website. *Compulsory IPL course(s) * Observing Intellectual Property and Copyright Law during Research (OIP) (According to the Graduate Council's resolution, this module is <u>compulsory</u> for all research postgraduate students admitted from July 2001 onwards.) Completion: Academic year Term	
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 <u>CLEAR</u> 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 <u>compulsory</u> for all research postgraduate students admitted from July 2001 onwards.) Completion: Academic year ▼ Term ▼ Remark: OIP course exempted #	1-2-3-6-6-7-8-9
useful for their studies. For IPL course details, please visit the <u>CLEAR</u> website. Compulsory IPL course(s) Compulsory IPL course(s) Cobserving Intellectual Property and Copyright Law during Research (OIP) (According to the Graduate Council's resolution, this module is <u>compulsory</u> for all research postgraduate students admitted from July 2001 onwards.) Completion: Academic year Term Remark: 	Improving Postgraduate Learning (IPL)
Completion: Academic year Term Remark:	iseful for their studies. For IPL course details, please visit the <u>CLEAR</u> website. * Compulsory fields <u>Compulsory IPL course(s)</u> * Observing Intellectual Property and Copyright Law during Research (OIP)
Remark:	
□ OIP course exempted #	Completion: Academic year Term
# Exemption is only granted by <u>CLEAR</u> .	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 <u>CLEAR</u>.

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

ther IPL courses <i>(as re</i>	guired by the Programme/recommende	ed by the Supervisor or a			
esearch-related Skills			appropria	tate the reason under ate.	"Remarks" 1
Research skills					
Course title		Completion yea	ar Completion term	Remarks	
Qualitative Researc	h Methods - Ethnographic Approac		•	▼ Will be completed next year.	
Discover research inf Course title	The Course title inp be deleted or amend	•		Remarks	
Discover Research	Information	▼ 2018-19	▼ Term 1	•	
Computer skills					
Course title		Completion yea	ar Completion term	Remarks	
		•	•	-	
Laboratory skills					
(Supervisors are requin modules before starting	ed to prescribe relevant safety courses fo laboratory work.)	or students who have to c	onduct laboratory work a	nd to ensure their completion of the	e
Course title		Completion yea	r Completion term	Remarks	
		▼	•	•	. 🛨 🖃
riting and presentation Thesis writing Course title	ı Skills	Completion year	Completion term	Remarks	
	earch & Thesis Writing	2018-19	 ▼ Term 2 		. 🛨 🖃
					444
Presentation skills Course title		Completion yea	r Completion term	Remarks	
			▼	•	
eaching and learning					
Course title		Completion year	r Completion term	n Remarks	
		▼	▼	•	🛨 🗖
	SAVE	Quick Navigat	tion	Back Next	

- *"Completion year"/"Completion term"*: Choose the year and the term of completion from the dropdown menu, if appropriate.
- *"Remarks"*: For planned courses not yet taken, please state the reason under "Remarks" if appropriate.
- "🛨 🖃 ": Click 哇 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:
 Please input the year and the term of completion under "Completion" to report the progress. 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. If you have completed any RET modules which were not planned, please add new rows (click "+") to provide all the details. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section. 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.
Research Ethics Training (RET)
Research postgraduate students admitted in 2017-18 and thereafter are required to complete an online RET module on <i>"Publication Ethics"</i> offered by the <u>Office of Research and Knowledge</u> <u>Transfer Services (ORKTS)</u> and have a valid Publication Ethics Certificate for graduation. Relevant information can be accessed at the <u>RET</u> website.
Module title Completion year Completion term Remarks
The module title inputted in the Study Plan cannot be deleted or amended in the Progress Report.

- *"Module title"*: Choose the module from the drop-down menu.
- *"Completion year"/"Completion term"*: Choose the year and the term of completion from the dropdown menu, if appropriate.
- *"Remarks"*: For planned modules not yet taken, please state the reason under "Remarks" if appropriate.
- " \blacksquare : Click \blacksquare to add a row and \blacksquare 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:							
 Please report the details under "Completion from" and "Completion to" to report the progress. 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. If you have conducted activities which were not planned, please add new rows (click "+") to provide all the details. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section. 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.							
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 Internet 01/2019 02/2019		-					
Internship Take intern at EFG Company 07/2018 09/2018		-					
Field trip Collect data in the UK (The activities and plan inputted in the Study Will do it in next academic term.							
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.
- " \blacksquare : Click \blacksquare to add a row and \blacksquare 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 info	mation only. Changes can o	nly be made by	y the Di	vision Office.			
	ss Report process includi Please submit the Progre			Head of Graduate Division is possible.	s expected to be comp	leted	
1-2-3-4-(5-6-7-8-9						
Research super	vision						
Co-supervisors, depu- be required if the Supervisor/Co-s Progress Report Onl	ending on the extent of the pervisor is expected to be upervisor in charge of Stu ine System. The Supervis	e responsibili on leave for dy Plan/Prog or/Co-superv	ty assu a signi iress R visor in	imed. Such an arrangement ficant period, or to leave Uni eport is responsible for disch	is in general encourage versity service before t harging the administrations Report can be the s	 These teachers could be appointed as ed for the breadth of supervision, but woul he completion of the thesis by the student ive functions related to the Study Plan and student's Supervisor or Co-supervisor. The f any. 	: t
Supervisor / Co-s							
Role	Name			/ - · · · · · · · · · · · · · · · · · ·			
Supervisor	Sup A			(Study Plan/Progress Rep	port In-charge)		
Co-Supervisor Co-Supervisor	Sup B Sup C						
		SAVE	D	Quick Navigation	ВАСК	NEXT	

• NEXT: Move to the next Section.

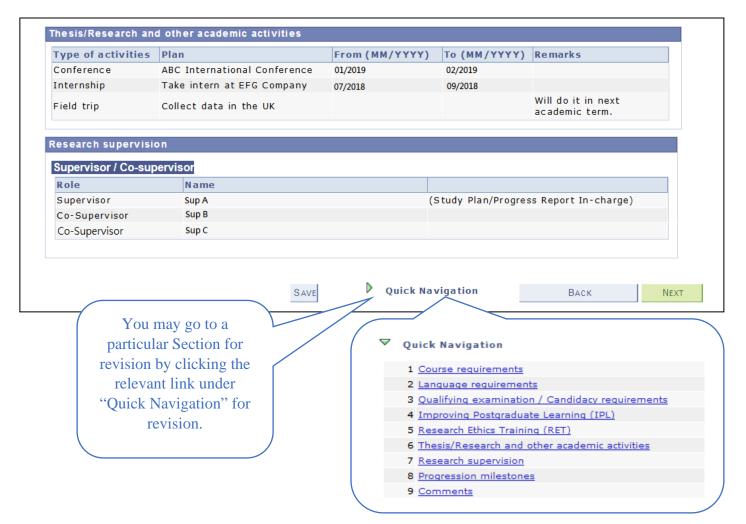
8) Progression milestones (for viewing only)

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.

 If changes particular S If no chang Please be "SAVE" at t 	to any of the Section Section for revision. es to any of the Sect reminded to save you he bottom.	I items recorded in the pre s are required, please clici ions are required, please c ur input from time to time. I s including endorsemer	k "QUICK NAVIGATI lick "NEXT" to go to f you want to leave	o the last Section "Con the system without co	nments from Student". mpleting the task, click	ed	
by 31 August 2019	9. Please submit the	e Progress Report as so	on as possible.				
1-2-3-4-	6-7-8)3					
Progression m	ilestones					To view pre	evious report(s),
Milestones should b	e set at the beginr	ning of each academic y	ear jointly by the	student and the sup	ervisor(s).	choose from	n the academic
						year	s listed.
Previous Study F	Plan & Progress	Report (s))
Academic Year	Status	View previous report	Stud attachment	Supervisor attachment	Student feedba attachment		sion Head chment
2017-18	Report ready	View previous repo	rt Student attachment	Supervisor attachment	Student feedbac	k attachment Divis	ion Head attachment
Course require 2018-19 Course(s) ent	rolled	e Title			Enrolled	Grade	
ENGG5501		tions of Optimization			Term 1	B	
IERG5330		k Economics			Term 1	A-	
Course(s) pla Course cod BIOL7701 BIOL8813		ken or course(s) ex Course Seminar Research	title				
Language requ English/Chine Others	irements ese Other lang Japanese	uage Com	pletion year	Completion ter	m Remarks		
Qualifying exar	nination / Cand	idacy requirements	;				
Qualifying exa	mination / Cano	lidacy requirements					
Name		(Completion ye	ar Completion	n term Remarks	5	
Candidacy requ	urements						

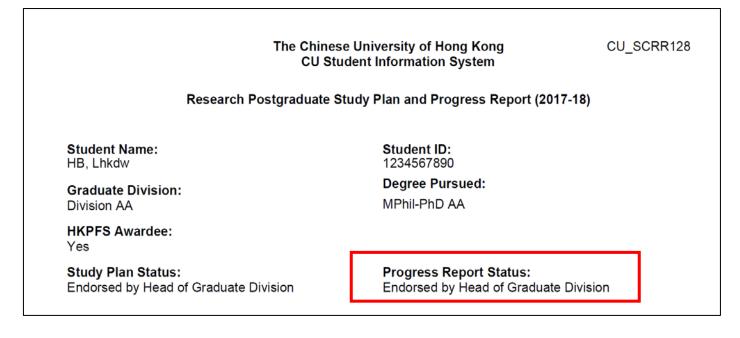
ourse title	Completion year	Completion term	Remarks
oserving Intellectual Property and Copyright w during Research (OIP)		·	
ther IPL courses (as required by the Program esearch-related skills	nme/recommended by t	he Supervisor or as an o	optional choice)
Research skills			
Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.
iscover 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
aboratory skills			
Course title	Completion year	Completion term	Remarks
	Completion year	Completion term	Remarks
Course title Vriting and presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing			
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing			
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing			
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning	Completion year	Completion term	Remarks Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning	Completion year	Completion term	Remarks Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning	Completion year	Completion term	Remarks Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning Course title	Completion year	Completion term	Remarks Remarks



- "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) Previous report not yet completed:

	Report NOT completed (see status below) he Chinese University of Hong Kong CU Student Information System	CU_SCRR128
Research Pos	graduate Study Plan and Progress Report (2017-1	8)
Student Name: HB, Lhkdw	Student ID: 1234567890	
Graduate Division: Division of AA	Degree Pursued: MPhil-PhD AA	
HKPFS Awardee: No		
Study Plan Status: Endorsed by Head of Graduate Divi	ion 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:
 Please complete the "Comments from Student" section, then click "SUBMIT TO DIVISION". 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.
O I have no comments.
I would like to make the following comments (max. 500 words): Input comments.
Prof. A is a very good Supervisor. Thanks a lot.
document, if
applicable.
You may attach additional documents (in one file of size < 2MB):
File Name View
CUHK_GS_Logo.jpg
SAVE Quick Navigation BACK SUBMIT TO DIVISION
You may attach additional documents (in one file of size < 2MB):
File Name Date Add View
To upload additional
documents.

- *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

Г

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	Васк	SUBMIT TO DIVISION	

A confirmation dialog will then be shown.

Submit to Prog	gramme Adm	inistrator (22000,258)
Opce you hav Yes	e submitted th No	is Progress Report to the Division, you cannot edit it further. Do you want to continue?

٦

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 chee	cking. (22000,260)		
	ОК		

Progress Report Status will be updated.

2018-19	
Study Plan Status	Progress Report Status
Endorsed by Head of Graduate Division	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

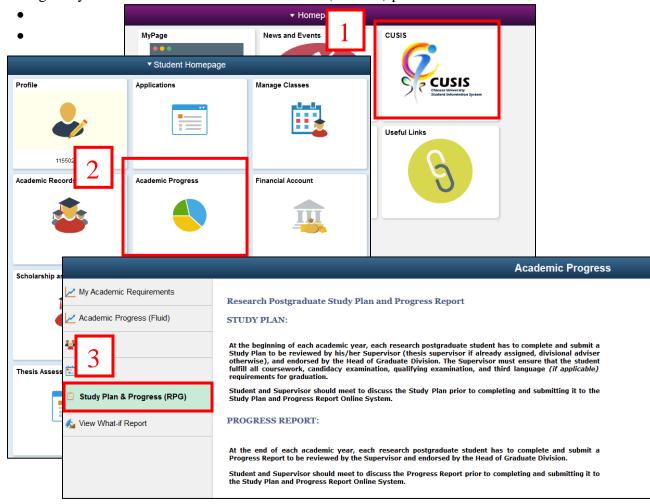
Progress Report has been reviewed by Supervisor, i.e., step P3.

B. Login

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



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



Submission 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.

HKPES Awardee			
No			
2018-19 Study Blan Status	Due	and Danaut Ctatu	
Study Plan Status	-	ess Report Statu	
Endorsed by Head of Graduate Division	Pendi	ng feedback by stu	ident
The whole Progress Report process including endorsement b completed by 31 August 2019. Please submit the Progress Report			vision is ex
orm Sections			
Notes to Students:			
NOLES LO SILUCEILIS.			
To complete the "Student's feedback to Supervisor's comments" section	n, please	click Section 9 t	then fill out t
To complete the "Student's feedback to Supervisor's comments" section relevant section.	n, please	click Section 9	then fill out t
	n, please	click Section 9	then fill out t
	n, please	click Section 9	then fill out t
relevant section.	n, please	click Section 9	then fill out ti
Relevant section.	n, please	click Section 9	then fill out t
Quick Navigation Form Sections	n, please	click Section 9	then fill out ti
Quick Navigation Form Sections 1 Course requirements 2 Language requirements 3 Qualifying examination / Candidacy requirements	n, please	click Section 9 t	then fill out ti
Quick Navigation Form Sections 1 Course requirements 2 Language requirements	n, please	click Section 9	then fill out ti
Quick Navigation Form Sections 1 Course requirements 2 Language requirements 3 Qualifying examination / Candidacy requirements	n, please	click Section 9	then fill out t
Quick Navigation Form Sections 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	n, please	click Section 9	then fill out t
Quick Navigation Form Sections 1 Course requirements 2 Language requirements 3 Qualifying examination / Candidacy requirements 4 Improving Postgraduate Learning (IPL) 5 Research Ethics Training (RET)	n, please	click Section 9	then fill out t
Quick Navigation Form Sections 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	n, please		
Quick Navigation Form Sections 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	n, please	click Section 9 1	18/07/2019

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.

Study Plan Status	Progress Report Status
Endorsed by Head of Graduate Division	Pending feedback by student
otes to Students:	
DIVISION".	visor's comments" section, then click "SUBMIT TO HEAD OF
Please be reminded to save your input from time to task, click "SAVE" at the bottom.	time. If you want to leave the system without completing the
he whole Progress Report process including endo ompleted by 31 August 2019. Please submit the Proc	orsement by Head of Graduate Division is expected to be gress Report as soon as possible.
	-
-2-3-4-5-6-7-8-9	
nments	
ments from student	
dents may add comments, if any, relating (only) to their couraged to discuss problems and/or suggestions with	study and the supervision relationship throughout this academic year. Students are h their Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate
dents may add comments, if any, relating (only) to their couraged to discuss problems and/or suggestions with	
dents may add comments, if any, relating (only) to their couraged to discuss problems and/or suggestions with ision or Faculty Dean.	h théir Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate
dents may add comments, if any, relating (only) to their couraged to discuss problems and/or suggestions with ision or Faculty Dean. I have no comments.	h théir Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate
dents may add comments, if any, relating (only) to their couraged to discuss problems and/or suggestions with ision or Faculty Dean.	h théir Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate
dents may add comments, if any, relating (only) to their couraged to discuss problems and/or suggestions with ision or Faculty Dean. I have no comments.	h théir Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate
dents may add comments, if any, relating (only) to their couraged to discuss problems and/or suggestions with ision or Faculty Dean. I have no comments.	h thểir Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate ax. 500 words):
 couraged to discuss problems and/or suggestions with vision or Faculty Dean. I have no comments. I would like to make the following comments (maximum prof. A is a very good Supervisor. Thanks a lot. 	h thểir Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate ax. 500 words):

omments from Supervisor I. Confirmation:
Lhave read this Progress Report and
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):
Oivision 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
period: of
Others, please specify (max. 500 words):
.4
You may attach additional documents (in one file of size < 2MB):
File Name Date Add View
1 Add View
1 Add View Note:
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):
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):
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):
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 have no comments. I would like to make the following comments (max. 500 words): Need to work harder.
Note: Clause 13.4 of the General Regulations Governing Postgraduate Studies: If a 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 is not making satisfactory progress or is unlikely to attain the standard 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 have no comments. I would like to make the following comments (max. 500 words): Need to work harder.
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: Image: Insert the the following comments (max. 500 words): Need to work harder.
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 have no comments. I Need to work harder.

Student's feedback to Supervisor's c	omments			
I have read the Supervisor's commo	ents on my Progress Re	eport and		
 I have no further comments. would like to make the following 	ng comments (max. 500	words):		
				_
You may attach additional docu	iments (in one file of siz	e < 2MB):		
File Name	<u>Date</u>		Add View	
1			Add View	
	SAVE	Quick Navigation	Васк Вивміт То Неас	OF GRADUATE DIVISION

A confirmation dialog will then be shown.

Submit to the H	Head of Graduate Division (22000,259)
n submission Yes	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?

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 endorsen	nent. (22000,287)		
	ОК		

Progress Report Status will be updated.

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

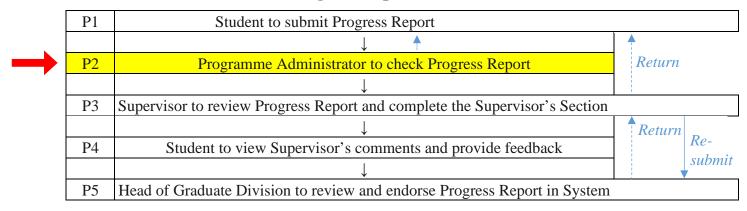
Step P4 in the workflow is completed.

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)

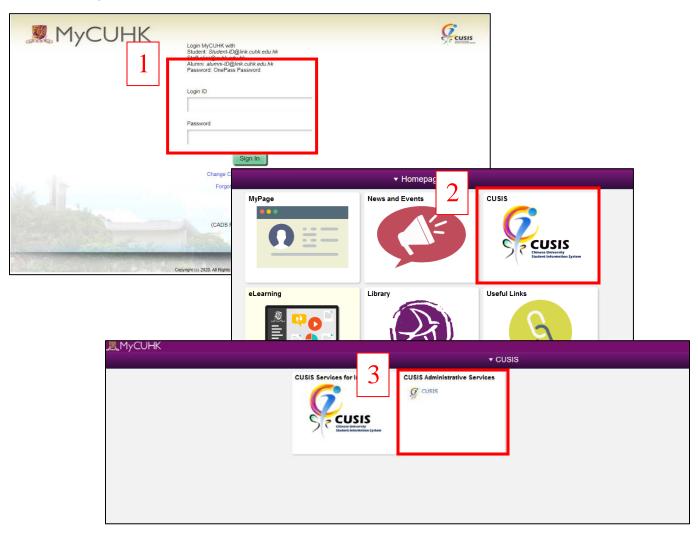
A. Workflow for Submission of Progress Report



B. Pre-condition

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

C. Login



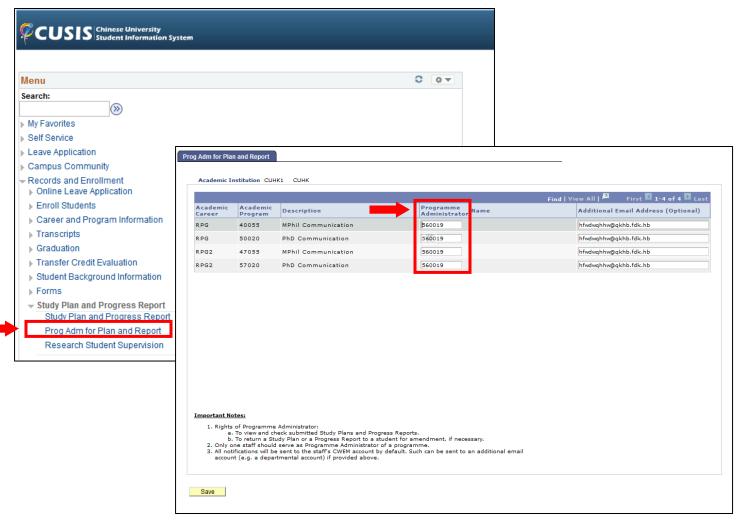
Path: *MyCUHK* > *CUSIS* > *CUSIS* Administrative Services

• 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.



- *"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.

Menu	0 0 -
Search:	
 My Favorites Self Service Leave Application Campus Community Records and Enrollment Online Leave Application Enroll Students Career and Program Information Transcripts 	Research Student Supervision 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 value
 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 	Academic Institution =
	Search Clear Basic Search 🖾 Save Search Criteria 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 Me	enu 🔻 💦 🗧	Records and Enrol	llment 👻 > Study	Plan and Pro	gress Report 🔻 👘	> Research	Student Supe	rvision			
<i>©</i>	-								Home	Worklist Add to	Favorites	Sign Ou
Y CUSI	S Student I	University Information Sy	rstem									
							Data Langi	age: Englist	ı 🗸	New Window	Personal	lize Page
Research	Studer	nt Supen	vision									
		it ouper										
JDW, Hh Mob Academic II		СПНК		1155029355 Acad	emic Career	Postgraduate	- Research					
		MPhil-PhD N	lathematics		nt Career Nbr		- Research					
Academic	Program:	MENII-END N	auternaucs	Stude	it caleel hbi	• •				First 🕚 1		
	_								Find View All	-	JIT V La	SL
Effective I	Date 11/06	/2018										
Supervi	sor/Co-sup	ervisor						Find Vie	ew All 🖉 🛛 F	First 🕚 1 of 1	Last	
*ID	_	Name		Role	Leav	e Application In-c	harge	Study Plan	n/Progress Repo	rt In-charge		
1 49436	64	Y*,Yong		Supervisor	\sim				\checkmark		+ -	
Important No	tes:											
		o-superviso	r is charge of Study F	Plan/Progress Rep	ort is respons	ible for dischargi	ng the admin	istrative functi	ions related to tl	he		
Study	Plan and I	Progress Re	port Online System. The comments/decis	The Supervisor/Co	supervisor in	charge of Study	Plan/Progres	s Report can	be the student's	s		
super	visor(s), if a	applicable.			· ·							
			upervisor/Co-supervis ss Report and ameno			k who will discha	rge the role of	of Supervisor/(Co-supervisor in			
3. Super	visor/Co-su	.pervisor(s)	are given access to tl	he Study Plan and	Progress Re							
4. The S	upervisor ir	1 charge of I	eave application will I	be given access to	view and edit	the online leave	application o	t their student	S.			
		a 1							1-9			
🔚 Save 🛛 🖸	Return to	Search							🏓 Include H	Istory 👘 C	orrect Histo	Ŋ

- *"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.
- " \blacksquare ": Click \blacksquare to add a row and \Box 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.

_			Home Work	to Favorites Sign Out
Ç	CUSIS Chinese University Student Information Syste	em	1	
~V.				
				nalit e Content _ayout
Me	enu	Personalize Home Page	×	
Se	arch:	Data Language: English	Vew Window	
	\otimes			
► 	Ay Favorites	Personalize Content: My Page		
Þ.S	Self Service	Tab Name My Page		
⊩ L	eave Application			
)⊧ C	Campus Community	Welcome Message 英		
⊩F	Records and Enrollment	Choose Pagelets: Simply check the items that you want to appear on your homepage.		
⊩ C	Curriculum Management	Remember to click "Save" when done.		
)⊧ 8	Student Financials	Arrange Pagelets: Go to Personalize Layout		
► A	Academic Advisement			
)⊧ C	Contributor Relations	PeopleSoft Applications		
)⊧ S	Set Up SACR	Grade Roster Review-Assess Pnl		
⊳ V	Vorklist	pprove UG Major Declare(Dept)		
)⊧ T	Tree Manager	2 rogram Change Approval		
⊫ F	Reporting Tools	ransfer Credit Approval - CD		
⊩F	PeopleTools	ransfer Credit Approval - MD		
)⊧ C	CU Interfaces	Study PIn/Progress Rpt Pending		
)⊧ C	CU Outgoing Exchange App	BI Publisher		
⊳ Þ	Non-local Exp. Learning (NEL)	Menu		
	CU Reports	Activity Guides - In Progress		
	Online Leave Application Setup	Top Menu Features Description		
	Application	My Reports		
	Jsage Monitoring	Main Menu		
(Change My Password	Sign In		
2	Preferences			
3	System Profile	Save Cancel	~	
	Dictionary	<	> .:	
	лу Feeds			
St	udy PIn/Progress Rpt Pending	0 0 -		
	Study Decem	Progress		
Er	mpIID Formal Academic Study Progree Name Year Plan Report			
	Status Status	Date Date		
Fu	II 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

Menu Search:	
My Favorites Self Service Leave Application Campus Community	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
 Records and Enrollment Online Leave Application Enroll Students Career and Program Information Transcripts Graduation Transfer Credit Evaluation Student Background Information Forms 	Search Criteria Empl ID begins with ~ Q Study Plan Status begins with ~ Q Progress Report Status begins with ~ Q Academic Program begins with ~ Q
Study Plan and Progress Report Study Plan and Progress Report Prog Adm for Plan and Report Research Student Supervision	Search Clear Basic Search 🖾 Save Search Criteria

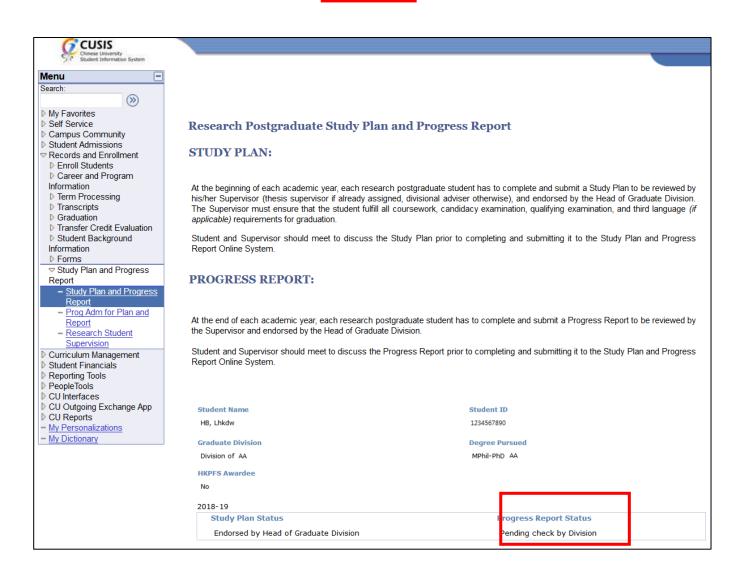
- *"EmplID"*: Input student ID number to retrieve a specific Study Plan or click the magnifier icon \bigcirc to choose (to show all students, leave this field blank).
- *"Study Plan Status"*: Click the magnifier icon 🔍 to choose Study Plan with a specific study plan status.
- *"Progress Report Status"*: 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	s Report						
Enter any information you have	and click Sear	ch. Leave fields blank for a list of all values.					
Find an Existing Value							
Search Criteria							
Empl ID begin	is with 🧹	Q					
Study Plan Status begin	is with 🧹	٩					
Progress Report Status begin	is with 🧹	Q					
Academic Program begin	is with 🧹						
		Save Search Criteria					
Search Clear Bas	iic Search 🖳	Save Search Criteria					
Search Results							
View All						First	1-68 of 68 East
Empl ID Formal Name	Academi	Year Study Plan Status	Progress Report Status	Study Plan Submission Date	e Progress Rpt Submission Date	e Academic Program	Description
1006600272 QHDX, Qhwxz Yw		Endorsed by Head of Graduate Division		15/02/2020 10:36:19AM	(blank)		MPhil-PhD Mathematics
1155008987 DK YFKXZ, Jdb Ll		Endorsed by Head of Graduate Division		15/02/2020 10:36:19AM	(blank)	60018	MPhil-PhD Mathematics
1155014551 YDXZ, Ywywxz	2019	Endorsed by Head of Graduate Division		15/02/2020 10:36:19AM	(blank)	60018	MPhil-PhD Mathematics
1155017075 OUDV U6v Lbvz	2010	Endorood by Hood of Craduate Division		15/00/2020 10:26:20AM	(blank)	60019	MDbil DbD Mathematica

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

View All							First 1-3 of 3 D Las
EmplID Formal Name	Academic	Year Study Plan Status	Progress Report Status	Study Plan Submission Da	te Progress Rpt Submission Da	te Academic Pr	ogram Description
100000001 AA.Bbb	2018	Returned by Supervisor	2	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 Divisio	1 -	10/12/2018 12:54:18PM	(blank)	60099	Mphil-PhD AA



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

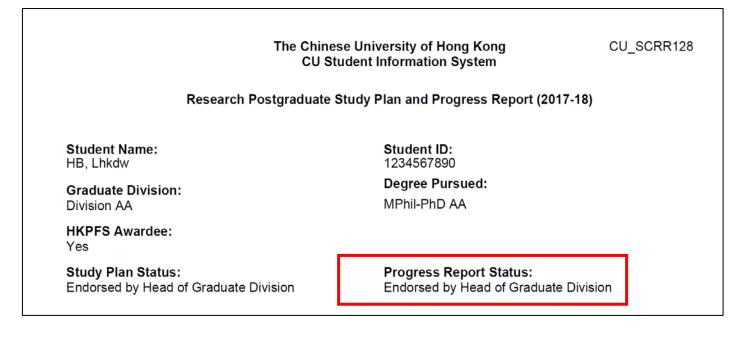
ctions to Programme	Administrators:					To vi	ew previous report(s
		then click "SUBMIT TO S t to the student for revision				sk. choo	se from the academi years listed.
vious Study Plan	& Progress Repo	ort (s)					
Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student fe attachme		Division Head attachment
2017-18	Report ready	<u>View previous repo</u>	ort Student attachment	Supervisor attac	hment Student fe	edback attachn	nent Division Head attachment
urse requiremen	ts						
✓ <u>2018-19</u>							
ourse(s) enrolled						3	
Course code	Course Title			Enrolled	Grade		
NGG5501	Foundations of Opt			Term 1	B		
ERG5330	Network Economics			Term 1	A-		
ourse(s) planned l Course code	out not taken or co	ourse(s) exempted					
IOL7701		Seminar					
IOL8813		Research					
2017-18							
2016-17							
ourse(s) enrolled]						
ourse Code	Course	Title			Enrolled	Grade	
IOL7301	Seminar				Term 1	В	
IOL8006	Thesis R	esearch			Term 1	A-	
SCI5012	Adv Top	in Cell Imaging			Term 1	B+	
nguage requir	ements						
nglish/Chines	e Other lan	quage C	Completion y	ear Comple	etion term	Remarks	
thers	Japanese						
alifying exami	nation / Candic	dacy requiremen	ts				
ualifying exam	ination / Candi	idacy requiremen	nts				
ame		Completio	nyear Co	mpletion term	Remark	5	
andidacy requi	rements						
						7	
							ontent shown in this
						Se	ection depends on the
						Se	ction depends on the student's study

compulsory IPL course		Completion year	Completion term	Remarks
bserving Intellectual Prope aw during Research (OIP)	erty and Copyright	compretion year	completion term	Remarks
ther IPL courses (as requested as requested as requested as the second states as the second s	uired by the Program	me/recommended by t	he Supervisor or as an	optional choice)
Research skills				
Course title		Completion year	Completion term	Remarks
Qualitative Research Meth Approaches	ods - Ethnographic			Will be completed next year.
)iscover research information	n			
Course title		Completion year	Completion term	Remarks
Discover Research Informa	tion	2018-19	Term 1	
Computer skills				
Course title		Completion year	Completion term	Remarks
aboratory skills				
Course title		Completion year	Completion term	Remarks
Thesis writing	5	Completion year	Completion term	Remarks
Thesis writing Course title Introduction to Research &		Completion year	Completion term	Remarks
Thesis writing Course title Introduction to Research & Presentation skills				
Thesis writing Course title Introduction to Research & Presentation skills		Completion year	Completion term	Remarks Remarks
Thesis writing Course title Introduction to Research & Presentation skills Course title				
Thesis writing Course title Introduction to Research & Presentation skills Course title				
Thesis writing Course title Introduction to Research & Presentation skills Course title		Completion year	Completion term	Remarks
Thesis writing Course title Introduction to Research 8 Presentation skills Course title Feaching and learning Course title	& Thesis Writing	Completion year	Completion term Completion term	Remarks Remarks
Thesis writing Course title Introduction to Research 8 Presentation skills Course title Feaching and learning Course title esearch Ethics Training (Feaching and Pacebox Straining (Feaching and Pacebox Straining (Feaching Straining Straining (Feaching Straining Straining Straining (Feaching Straining Strai	& Thesis Writing	Completion year	Completion term Completion term Content shown in	Remarks
Thesis writing Course title Introduction to Research & Presentation skills Course title Feaching and learning Course title esearch Ethics Training (F RET module	& Thesis Writing	Completion year	Completion term Completion term Content shown in the student'	Remarks Remarks Remarks
Thesis writing Course title Introduction to Research & Presentation skills Course title Teaching and learning Course title esearch Ethics Training (F RET module	& Thesis Writing	Completion year	Completion term Completion term Content shown in the student'	Remarks Remarks Remarks n this Section depends of s study programme.
Thesis writing Course title Introduction to Research 8 Presentation skills Course title Feaching and learning Course title esearch Ethics Training (Feaching in the search ethics is the search ethics in the search ethics in the search ethics is the search ethics	& Thesis Writing RET) Complet	Completion year	Completion term Completion term Content shown in the student'	Remarks Remarks Remarks n this Section depends of s study programme.
Thesis writing Course title Introduction to Research & Presentation skills Course title Feaching and learning Course title esearch Ethics Training (R RET module Iodule title	& Thesis Writing RET) Complet	Completion year	Completion term Completion term Content shown in the student' pletion term Rei	Remarks Remarks Remarks n this Section depends of s study programme. marks
Thesis writing Course title Introduction to Research & Presentation skills Course title Feaching and learning Course title esearch Ethics Training (F EET module lodule title thesis/Research and othe Type of activities Plan	& Thesis Writing RET) Complet	Completion year Completion year tion year completion year	Completion term Completion term Content shown in the student' pletion term Rei	Remarks Remarks Remarks n this Section depends of s study programme. marks
Conference ABC 1	& Thesis Writing RET) Complet r academic activiti	Completion year Completion year tion year completion year completion year completion year completion year completion year completion year completion year	Completion term Completion term Content shown in the student' pletion term Ren YYYY) To (MM/YY	Remarks Remarks Remarks n this Section depends of s study programme. marks

Supervisor / Co-sup	ervisor				
Role	Name				
Supervisor	Sup A		(Study Plan/	Progress Report In-cha	rge)
Co-Supervisor	Sup B				
Co-Supervisor	Sup C				
mments from student	nts, if any, relating (only) to t	heir study and the superv	ision relationship throu	ghout this academic year. St	udents
	roblems and/or suggestions				
I have no comments.					
I would like to make the	e following comments (max. 5	00 words):			
Prof. A is a very good S	Supervisor. Thanks a lot.				
				.41	
You may attach add	litional documents (in one	file of size < 2MB):			
File Name		Date		View	
CUHK_GS_Logo.jpg		07/05/20	19 4:13:13PM	<u>View</u>	
mments from Supervi					
) provide my below comn			4		
	nents on the student's study	progress for viewing by th	e student.		
have read the Supervis	pervisor's comments cor's comments on my Pro	gress Report and	e student.		
nave read the Supervis	pervisor's comments cor's comments on my Pro ents. following comments (max. 500	gress Report and words):	e student.	"i	
I have no further common would like to make the f	pervisor's comments sor's comments on my Pro ents.	gress Report and words): e of size < 2MB):		.ii	
have read the Supervis I have no further commo would like to make the f	pervisor's comments cor's comments on my Pro ents. following comments (max. 500	gress Report and words):	Add V		
have read the Supervis I have no further common would like to make the f You may attach additi	pervisor's comments cor's comments on my Pro ents. following comments (max. 500	gress Report and words): e of size < 2MB):	Add V	.ii /iew /iew	
have read the Supervis I have no further common would like to make the f You may attach additi	pervisor's comments sor's comments on my Pro ents. following comments (max. 500	gress Report and words): e of size < 2MB):	Add V		
have read the Supervis) I have no further comme) would like to make the f You may attach additi File Name	pervisor's comments sor's comments on my Pro ents. following comments (max. 500	gress Report and words): e of size < 2MB):	Add V		
have read the Supervis I have no further comme would like to make the f You may attach additin File Name	pervisor's comments sor's comments on my Pro ents. following comments (max. 500 onal documents (in one file Graduate Division	gress Report and words): e of size < 2MB):	Add V		
have read the Supervis) I have no further comme) would like to make the f You may attach addition File Name orsement by Head of Confirmation: have read this Progress	pervisor's comments sor's comments on my Pro ents. following comments (max. 500 onal documents (in one file Graduate Division	gress Report and words): e of size < 2MB): Date	Add V		
Anave read the Supervise) I have no further comme) would like to make the f () You may attach additing File Name orsement by Head of Confirmation: have read this Progress) return it to the Supervise	pervisor's comments sor's comments on my Pro ents. following comments (max. 500 onal documents (in one file Graduate Division	gress Report and words): e of size < 2MB): Date	Add V		
have read the Supervis) I have no further comme) would like to make the f You may attach addition File Name orsement by Head of Confirmation: have read this Progress	pervisor's comments sor's comments on my Pro ents. following comments (max. 500 onal documents (in one file Graduate Division	gress Report and words): e of size < 2MB): Date	Add V		
Anave read the Supervise) I have no further comme) would like to make the f You may attach addition File Name orsement by Head of Confirmation: have read this Progress) return it to the Supervise	pervisor's comments sor's comments on my Pro ents. following comments (max. 500 onal documents (in one file Graduate Division	gress Report and words): e of size < 2MB): Date	Add V		
ave read the Supervis I have no further common would like to make the f You may attach addition File Name orsement by Head of Confirmation: have read this Progress return it to the Supervisor	pervisor's comments sor's comments on my Pro ents. following comments (max. 500 onal documents (in one file Graduate Division s Report and sor for clarification and re-sub	gress Report and words): e of size < 2MB): Date	Add V		
ave read the Supervis I have no further common would like to make the f You may attach addition File Name orsement by Head of onfirmation: ave read this Progress return it to the Supervise	pervisor's comments sor's comments on my Pro ents. following comments (max. 500 onal documents (in one file Graduate Division s Report and sor for clarification and re-sub	gress Report and words): e of size < 2MB): Date	Add V	/iew	

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

a) Previous report completed:



b) Previous report not yet completed:

		Report NOT completed (see status below) nese University of Hong Kong Student Information System	CU_SCRR128
Resea	rch Postgraduat	te Study Plan and Progress Report (201	7-18)
Student Name: HB, Lhkdw		Student ID: 1234567890	
Graduate Division: Division of AA		Degree Pursued: MPhil-PhD AA	
HKPFS Awardee: No			
Study Plan Status: Endorsed by Head of Gradu	ate Division	Progress Report Status: 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.

	Dawa	Dervey To Orypour	
	Print	RETURN TO STUDENT	SUBMIT TO SUPERVISOR
Return to Search			

A confirmation dialog will then be shown.

Г

Return to stud	lent (22000,288)
The Progress Yes	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?

٦

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

The form is returned to student for e	editing. (22000,114)
	ОК

The Progress Report Status will be updated.



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.

	Print	RETURN TO STUDENT	SUBMIT TO SUPERVISOR
Return to Search			

A confirmation dialog will then be shown.

Г

Submit to sup	ervisor (22000	0,263)	
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 com	ments. (22000,264)
	ОК

The Progress Report Status will be updated.

18-19	
Study Plan Status	Progress Report Status
Endorsed by Head of Graduate Division	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

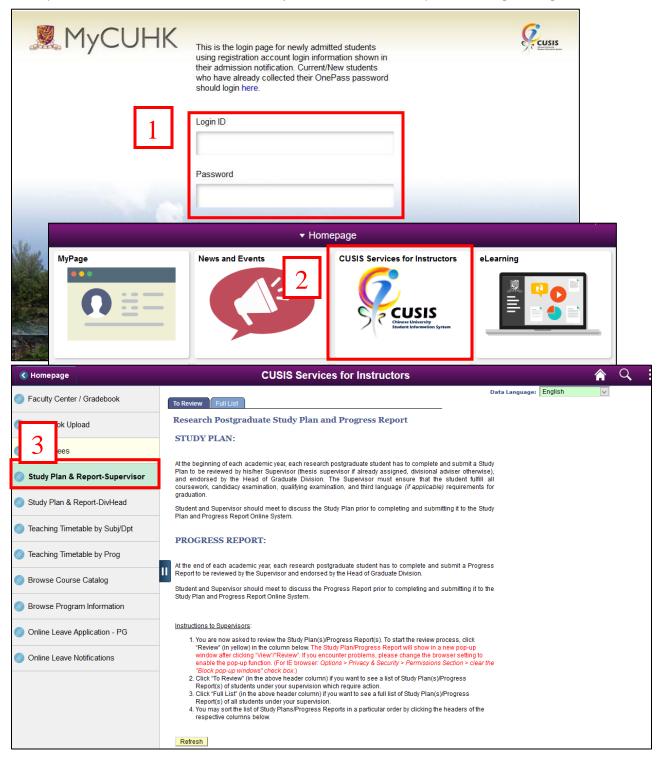
[P1	Student to submit Progress Report		
		\downarrow \uparrow		
	P2	Programme Administrator to check Progress Report	Return	
		\downarrow		
	P3	Supervisor to review Progress Report and complete the Supervisor's Section		
· [\downarrow	Return	D
	P4	Student to view Supervisor's comments and provide feedback		Re-
		\downarrow		submit
	P5	Head of Graduate Division to review and endorse Progress Report in System		

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*



• 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.

٦

The page at https://tcsuat.itsc.cuhk.edu.hk says:
Only thesis supervisors can access this page. (22000,139)
ОК

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.



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

To Review Full List							
Research Postgrad	luate Study Pla	an and Progress	Report				
STUDY PLAN:							
	by the Head of Gradu			ubmit a Study Plan to be reviewed by his/her Supervis student fulfill all coursework, candidacy examination			
Student and Supervisor sho	uld meet to discuss t	the Study Plan prior to c	ompleting and submitting it t	o the Study Plan and Progress Report Online System.			
PROGRESS REPO	RT:						
At the end of each academic	c year, each research	postgraduate student h	as to complete and submit a	Progress Report to be reviewed by the Supervisor an	d endorsed by the Head of Graduate Divisio	n.	
Student and Supervisor sho	uld meet to discuss t	the Progress Report pri	or to completing and submitt	ing it to the Study Plan and Progress Report Online Sy	stem.		
Instructions to Supervisors: 1 You are now asked t	o review the Study Pla	an(s)/Progress Report(s	 To start the review process 	s, click "Review" (in yellow) in the column below. The S	tudy Plan/Progress Report will show in a ne	W DOD-UD	
	"View"/"Review". If yo			setting to enable the pop-up function. (For IE browser:			
3. Click "Full List" (in th	e above header colu	mn) if you want to see a	full list of Study Plan(s)/Prog	ess Report(s) of students under your supervision whic ress Report(s) of all students under your supervision.	h require action.		
4. You may sort the list	of Study Plans/Progr	ess Reports in a particu	llar order by clicking the head	lers of the respective columns below.			
Refresh							
		Formal Name	Academic Program	Study Plan Status		Find First	
	Student ID			Pending endorsement by	Progress Report Status		View Review
	1 1000055555	ZZ,Yyyy	MPhil-PhD AA	Head of Graduate Division Pending review by		29/11/2018 12:04:06PM	Viev Review
	2 1111111111		MPhil-PhD AA	Supervisor		15/04/2019 11:45:15AM	Vier Review
	3 1234567890	HB,Lhkdw	MPhil-PhD AA	Endorsed by Head of Graduate Division	Pendina review by Supervisor	17/07/2019 5:20:00PM	Vid / Review

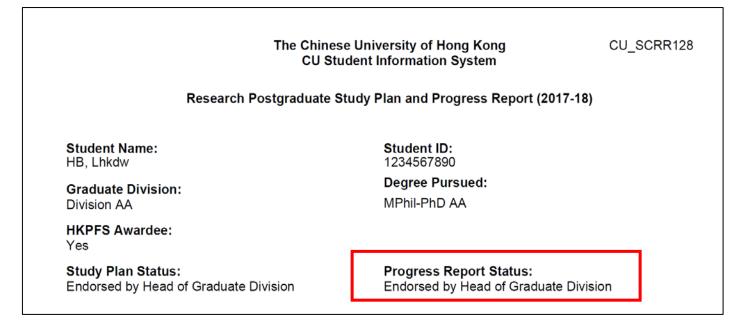
				Con			s Section depends on dy programme.
Candidacy require	ments						
Qualitying exami Name			mpleti	on term	Remark	5	
	ation / Candidacy requirem nation / Candidacy requiren						
thers	Japanese						
nglish/Chinese	Other language	Completion y	ear	Completio	n term	Remark	5
inguage requirei	ments						
LSCI5012	Adv Top in Cell Imaging			Ter	m 1	B+	
BIOL8006	Thesis Research				m 1	A-	
3IOL7301	Seminar				m 1	В	
Course Code	Course Title				rolled	Grade	
Course(s) enrolled							
✓ <u>2016-17</u>							
2017-18							
BIOL7701 BIOL8813	Seminar Research						
Course code	Course title						
Course(s) planned bu	t not taken or course(s) exempted						
ERG5330	Network Economics		Term	1	A-		
NGG5501	Foundations of Optimization		Term		В		
Course code	Course Title		Enro	lled	Grade	1	
ourse(s) enrolled							
✓ 2018-19							
urse requirements							
2017-18	Report ready <u>View previous re</u>	Student					ment Division Head attachment
Academic Year	Status View previous report	Student attachment	Supervi		Student fe		Division Head attachment
evious Study Plan 8	Progress Report (s)						
2. Please be reminded t "CLOSE THIS WIND	o save your input from time to time. If you OW" at the bottom.	u want to leave the syste	em without	completing the ta	ask, click "SAVE	" then	the academic years listed.
complete the task.	ogress Report below, then complete the						report(s), choose from
ructions to Supervisors:							To view previous
	port process including endorsements on the Progress Report as soon as progress Report as soon as provided the Progress Report as provided the Progress		e Division	is expected to	be completed	by 31	
Endorsed by Head of	r Graduate Division	Pendin	ig review b	y Supervisor			
2018-19 Study Plan Status			ss Report				
No							
HKPFS Awardee							
Graduate Division Division of AA		Degree Pursue MPhil-PhD AA	d				
		1234567890					
HB, Lhkdw							

ourse title	Completion y	ear Completion term	n Remarks	
bserving Intellectual Property and Copyr			ACHIGINS	
aw during Research (OIP)	-			
ther IPL courses (as required by the Pro	gramme/recommende	d by the Supervisor or as a	n optional choice)	
esearch-related skills				
Research skills				
Course title	Completion y	ear Completion term	n Remarks	
Qualitative Research Methods - Ethnogra Approaches	phic		Will be completed next year	•
Discover research information				
Course title	Completion y	-	n Remarks	
Discover Research Information	2018-19	Term 1		
Computer skills				
Course title	Completion y	ear Completion term	n Remarks	
aboratory skills				
Course title	Completion y	ear Completion tern	n Remarks	
Course title Vriting and presentation skills	Completion y	ear Completion tern	n Remarks	
Course title Vriting and presentation skills Thesis writing				
Course title Vriting and presentation skills Thesis writing Course title	Completion y			
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writin	Completion y			
Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writin Presentation skills	Completion y	ear Completion term	Remarks	
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writin Presentation skills Course title	Completion y	ear Completion term	Remarks	
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writin Presentation skills Course title	Completion y	ear Completion term	Remarks	
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writin Presentation skills Course title Feaching and learning	Completion y	ear Completion term	Remarks	
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writin Presentation skills Course title Feaching and learning	Completion y	ear Completion term	Remarks Remarks	
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writin Presentation skills Course title Teaching and learning Course title	Completion y	ear Completion term	Remarks Remarks	
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writin Presentation skills Course title Feaching and learning Course title esearch Ethics Training (RET)	Completion y	ear Completion term ear Completion term ar Completion term Content shown	Remarks Remarks Remarks Remarks	
Introduction to Research & Thesis Writin Presentation skills Course title Teaching and learning Course title esearch Ethics Training (RET) RET module	Completion y Completion y Completion y	ear Completion term ear Completion term ar Completion term Content shown the stude	Remarks Remarks Remarks Remarks Remarks Remarks	

esis/Research a					
pe of activitie	s Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks	
onference	ABC International Conference	01/2019	02/2019		
ternship	Take intern at EFG Company	07/2018	09/2018		
eld trip	Collect data in the UK			Will do it academic	
search supervi	sion				
pervisor / Co-s	upervisor				
ole	Name				
upervisor	Sup A	(9	Study Plan/Progres	ss Report Ir	n-charge)
o-Supervisor	Sup B				
o-Supervisor	Sup C				
	nments, if any, relating (only) to their st ss problems and/or suggestions with	their Supervisor/Co-sup	ervisor(s), Departm	ent Chairpe	rson, Head of Grad
sion or Faculty De I have no commen I would like to mal	ss problems and/or suggestions with an.		ervisor(s), Departm		rson, Head of Grad
sion or Faculty De I have no commen I would like to mai Prof. A is a very go	ss problems and/or suggestions with an. hts. ke the following comments (max. 500 wo	rds):	ervisor(s), Departm		
sion or Faculty De I have no commen I would like to mai Prof. A is a very go	ss problems and/or suggestions with an. Its. Ke the following comments (max. 500 wor bod Supervisor. Thanks a lot.	rds):	ervisor(s), Departm		
sion or Faculty De I have no commen I would like to mał Prof. A is a very go You may attach	ss problems and/or suggestions with an. Its. Ke the following comments (max. 500 wor bood Supervisor. Thanks a lot. additional documents (in one file of	rds): size < 2MB):			
sion or Faculty De I have no commen I would like to mak Prof. A is a very go You may attach File Name CUHK_GS_Logo ments from Supp	ss problems and/or suggestions with an. its. ke the following comments (max. 500 wor bod Supervisor. Thanks a lot. additional documents (in one file of	rds): size < 2MB): Date		View	
sion or Faculty De I have no commen I would like to mal Prof. A is a very go You may attach File Name CUHK_GS_Logo ments from Sup Confirmation:	ss problems and/or suggestions with an. its. its dethe following comments (max. 500 wor bood Supervisor. Thanks a lot. additional documents (in one file of 	rds): size < 2MB): Date		View	
sion or Faculty De I have no commen I would like to mal Prof. A is a very go You may attach File Name CUHK_GS_Logo ments from Sup Confirmation:	ss problems and/or suggestions with an. its. ke the following comments (max. 500 wor bod Supervisor. Thanks a lot. additional documents (in one file of	rds): size < 2MB): Date		View	
sion or Faculty De I have no commen I would like to mal Prof. A is a very go You may attach File Name CUHK_GS_Logo ments from Sup Confirmation: ave read this Pro	ss problems and/or suggestions with an. its. its dethe following comments (max. 500 wor bood Supervisor. Thanks a lot. additional documents (in one file of 	rds): size < 2MB): Date		View	
sion or Faculty De I have no commen I would like to mak Prof. A is a very go You may attach File Name CUHK_GS_Logo. ments from Sup Confirmation: twe read this Progress	ss problems and/or suggestions with an. its. ke the following comments (max. 500 wor bod Supervisor. Thanks a lot. additional documents (in one file of .jpg ervisor gress Report and	rds): size < 2MB): Date 07/05/2019 4	+:13:13PM	View	

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

a) Previous report completed:



b) Previous report not yet completed:

	The Chine	Report NOT completed (see status below) se University of Hong Kong sudent Information System	CU_SCRR128
Resea		Study Plan and Progress Report (20	17-18)
Student Name: HB, Lhkdw		Student ID: 1234567890	
Graduate Division: Division of AA		Degree Pursued: MPhil-PhD AA	
HKPFS Awardee: No			
Study Plan Status: Endorsed by Head of Gradu	ate Division	Progress Report Status: 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 stud	lent (22000,26	S2)
The Progress	Report will be	e 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 b	the student.
CLOSE THIS WINDOW SAVE PRINT	Submit

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

Confirmation: a return this Progress Report the student for revision. a provide my below comments on the student's study progress for viewing by the student. a comments from Supervisor: a Academic progress of the student: a Satisfactory Improvement needed b Not satisfactory You may attach additional documents (in one file of size < 2MB): If is many for the student: Improvement needed b Not satisfactory You may attach additional documents (in one file of size < 2MB): Improvement needed Comments on the student's student is not making satisfactory progress or is unikely to attain the standard organized to discontinue studies at the University or may be advised to transfer a course of study for a research Master's degree in the case of research doctaral students. Comments on the student's progress: I have no comments. I vourd like to make the following comments (max. 500 words): I word attach additional documents (in one file of size < 2MB): I have no comments. I vour any attach additional documents (in one file of size < 2MB): I have no comments. I word attach additional documents (in one file of size < 2MB): I have no comments. I word state hollowing comments (max. 500 words): I have no comments. I word states the following comments (max. 500 words): I have discussed the Progress Report for this academic year with the student and approve its submission.	mments from Supervisor							
etum this Progress Report to the student for revision. provide my below comments on the student's study progress for viewing by the student. comments from Supervisor: Academic progress of the student: Please complete the whole Section (i.e., 1, 2 and 3). Satisfactory Improvement needed Not satisfactory You may attach additional documents (in one file of size < 2MB): File Name Date Add View Nate: Clause 13.4 of the General Regulations Governing Postgraduate Studies; If at any time the Supervisor is of the opnion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the assessment is endorsed by the Head of the Graduate Division concerned and by the G	Confirmation:							
provide my below comments on the student's study progress for viewing by the student. Comments from Supervisor: 1. Academic progress of the student: 2. Satisfactory Improvement needed Not satisfactory You may attach additional documents (in one file of size < 2MB): If the Name Nate: Clause 13.4 of the General Regulations Governing Postgraduate Studies; If at any time the Supervisor is of the opnion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard regulared 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. Comments on the student's progress: 1 have no comments. 1 would like to make the following comments (mone file of size < 2MB): File Name Date Add View Note: Comments on the student's progress: I have no comments. 1 would like to make the following comments (max. 500 words): File Name Date Add View Bate Add View Add View Bate	nave read this Progress Report ar	nd						
A Comments from Supervisor: Academic progress of the student: Satisfactory Improvement needed Not satisfactory You may attach additional documents (in one file of size < 2MB): File Name Date 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. Comments on the student's progress: Tou may attach additional documents (in one file of size < 2MB): File Name Vou may attach additional documents (in one file of size < 2MB): File Name Date Add View Add View Approval: Take discussed the Progress Report for this academic year with the student and approve its submission.) return this Progress Report to the s	tudent for revision.						
Academic progress of the student: Academic progress of the student: Academic progress of the student: (i.e., 1, 2 and 3). Satisfactory Mot satisfactory You may attach additional documents (in one file of size < 2MB): File Name Date Add View 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 regulate 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. Comments on the student's progress: I have no comments. Vou may attach additional documents (in one file of size < 2MB): File Name Pate Add View Add View Add View Add View	provide my below comments on the	student's study progress for viewing	g by the student.					
Academic progress of the student: Academic progress of the student: Academic progress of the student: (i.e., 1, 2 and 3). Satisfactory Mot satisfactory You may attach additional documents (in one file of size < 2MB): File Name Date Add View 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 regulate 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. Comments on the student's progress: I have no comments. Vou may attach additional documents (in one file of size < 2MB): File Name Pate Add View Add View Add View Add View								
Satisfactory Improvement needed Not satisfactory You may attach additional documents (in one file of size < 2MB): Improvement needed Satisfactory You may attach additional documents (in one file of size < 2MB): Improvement needed Satisfactory Satisfactory Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opprion 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 endorated by the Head of the Graduate Division concremed and by the Head of the Graduate Division concremed and by the Head of the Graduate Division concremed and by the Head of the Graduate Division concremed and by the Head of the Graduate Division concrement and by the Head of the Graduate Division concrement and by the Head of the Graduate Division concrement and by the Head of the Graduate Division concrement and by the Head of the Graduate Division concrement and by the Head of the Graduate Division concrement and by the Head of the Graduate Division concrement and by the Head of the Graduate Division concremed and by the Head of the Graduate Division concrement and the assession of study for a research Master's degree in the case of research doctoral students. • Comments on the student's progress: • Inave no comments. • Ivouid like to make the following comments (max. 500 words):	•	-		Please	-			
Improvement needed Not satisfactory You may attach additional documents (in one file of size < 2MB): Improvement needed Improvements </td <td>-</td> <td>•</td> <td></td> <td></td> <td>(i.e.</td> <td>, 1, 2</td> <td>and 3)</td> <td>•</td>	-	•			(i.e.	, 1, 2	and 3)	•
Not satisfactory You may attach additional documents (in one file of size < 2MB):	Satisfactory							
You may attach additional documents (in one file of size < 2MB): Image: Add View Add View Note: Cases 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the option that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard dy the option of the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the option of the student shall be required to discontinue studies at the University or may be advised to transfer or a course of study for a research Master's degree in the case of research doctoral students. Comments on the student's progress: Inave no comments. Ivouid like to make the following comments (max. 500 words): Image: You may attach additional documents (in one file of size < 2MB): Image: Approval: Inave no comments. Image: Image: <th>Improvement needed</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Improvement needed							
File Name Date 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. Comments on the student's progress: I have no comments. 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 Approval: I have discussed the Progress Report for this academic year with the student and approve its submission.	Not satisfactory							
File Name Date 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. Comments on the student's progress: I have no comments. I lave 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 Add View								
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. Comments on the student's progress: Inave no comments. Iwould like to make the following comments (max. 500 words):	-							
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. Comments on the student's progress: I have no comments. I would like to make the following comments (max. 500 words):	File Name	Date						
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. Comments on the student's progress: Image: Note: No			<u>Add</u>	View	-			
You may attach additional documents (in one file of size < 2MB):	<u>Clause 13.4 of the General Regul</u> opinion that a research postgradua required for the degree, and the as Graduate Council, the student shal	ate student is not making satisfact ssessment is endorsed by the Hea I be required to discontinue studies	ory progress or d of the Graduat s at the Universi	is unlikely te Division ty or may	to attail concern	n the sta ned and	andard by the	
You may attach additional documents (in one file of size < 2MB):	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments.	ate student is not making satisfact ssessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ss:	ory progress or d of the Graduat s at the Universi	is unlikely te Division ty or may	to attail concern	n the sta ned and	andard by the	
You may attach additional documents (in one file of size < 2MB):	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments.	ate student is not making satisfact ssessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ss:	ory progress or d of the Graduat s at the Universi	is unlikely te Division ty or may	to attail concern	n the sta ned and	andard by the	
File Name Date Add View Add View Approval: I have discussed the Progress Report for this academic year with the student and approve its submission.	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments.	ate student is not making satisfact ssessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ss:	ory progress or d of the Graduat s at the Universi	is unlikely te Division ty or may	to attail concern	n the sta ned and	andard by the	
Add View Approval: I have discussed the Progress Report for this academic year with the student and approve its submission.	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments.	ate student is not making satisfact ssessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ss:	ory progress or d of the Graduat s at the Universi	is unlikely te Division ty or may	to attail concern	n the sta aed and sed to tr	andard by the	
Approval:	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments.	ate student is not making satisfact sessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ass: comments (max. 500 words):	ory progress or d of the Graduat s at the Universi	is unlikely te Division ty or may	to attail concern	n the sta aed and sed to tr	andard by the	
I have discussed the Progress Report for this academic year with the student and approve its submission.	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments. I would like to make the following	ate student is not making satisfact sessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ess: comments (max. 500 words):	ory progress or d of the Graduat s at the Universi	is unlikely te Division ty or may tudents.	to attai concern be advis	n the sta aed and sed to tr	andard by the	
I have discussed the Progress Report for this academic year with the student and approve its submission.	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments. I would like to make the following	ate student is not making satisfact sessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ess: comments (max. 500 words):	ory progress or d of the Graduat s at the Universi	is unlikely te Division ty or may tudents.	to attai concern be advis	n the sta aed and sed to tr	andard by the	
	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments. I would like to make the following You may attach additional docume File Name	ate student is not making satisfact sessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ess: comments (max. 500 words):	ory progress or d of the Graduat s at the Universi	is unlikely te Division ty or may tudents.	to attai concern be advis	n the sta aed and sed to tr	andard by the	
.OSE THIS WINDOW SAVE PRINT SUBMIT	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments. I would like to make the following You may attach additional docume File Name	ate student is not making satisfact sessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ess: comments (max. 500 words):	ory progress or d of the Graduat s at the Universi	is unlikely te Division ty or may tudents.	to attai concern be advis	n the sta aed and sed to tr	andard by the	
.ose This Window Save Print Submit	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments. I would like to make the following You may attach additional docume File Name	ate student is not making satisfact sessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ess: comments (max. 500 words): ents (in one file of size < 2MB): Date	ory progress or i d of the Graduat s at the Universi search doctoral s	is unlikely te Division ty or may tudents.	to attai concern be advis	an the sta and and sed to tr	andard by the	
	Clause 13.4 of the General Regul opinion that a research postgradua required for the degree, and the as Graduate Council, the student shall to a course of study for a research . Comments on the student's progre I have no comments. I would like to make the following You may attach additional docume File Name	ate student is not making satisfact sessment is endorsed by the Head I be required to discontinue studies Master's degree in the case of res ess: comments (max. 500 words): ents (in one file of size < 2MB): Date	ory progress or i d of the Graduat s at the Universi search doctoral s	is unlikely te Division ty or may tudents.	to attai concern be advis	an the sta and and sed to tr	andard by the	

"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 <u>General Regulations Governing Postgraduate Studies</u> , 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: V months, effective from 1st of V
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.

	CLOSE THIS WINDOW SAVE	Print		Submit
--	------------------------	-------	--	--------

A confirmation dialog will then be shown.

Send to stude	(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.

	ull List				
Research Po	stgraduate Study Plan	and Progress Report			
STUDY PLA	N:				
adviser otherwise	of each academic year, each re), and endorsed by the Head of ements for graduation.	search postgraduate student has t Graduate Division. The Superviso	to complete and submit a Study Plan or must ensure that the student fulfil	to be reviewed by his/her Supervis all coursework, candidacy examina	or (thesis supervisor if already assigned, divisional tion, qualifying examination, and third language (if
Student and Supe	rvisor should meet to discuss the	Study Plan prior to completing and	d submitting it to the Study Plan and F	Progress Report Online System.	
PROGRESS	REPORT:				
At the end of eacl	n academic year, each research p	postgraduate student has to comple	ete and submit a Progress Report to t	be reviewed by the Supervisor and e	ndorsed by the Head of Graduate Division.
Student and Supe	rvisor should meet to discuss the	Progress Report prior to completi	ng and submitting it to the Study Plan	and Progress Report Online System	1.
Instructions to Su	<u>pervisors</u> :				
window aft clear the " 2. Click "To F 3. Click "Full	er clicking "View"/"Review". If you Block pop-up windows" check box eview" (in the above header colu List" (in the above header columi	encounter problems, please chang (.) mn) if you want to see a list of Stud n) if you want to see a full list of Stud		op-up function. (For IE browser: Op ents under your supervision which re- tudents under your supervision.	y Plan/Progress Report will show in a new pop-up tions > Privacy & Security > Permissions Section > equire action.
Refresh					
					Find First 🗹 1 of 1 🕨 Last
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.

o Review Full List esearch Postgraduate Study Pla	in and Progress Report	_			
TUDY PLAN:	in und rogi ess report				
		te and submit a Study Plan to be reviewed by h I all coursework, candidacy examination, qualifyi		ady assigned, divisional adviser otherwise), and icable) requirements for graduation.	
tudent and Supervisor should meet to discuss t	the Study Plan prior to completing and submitt	ting it to the Study Plan and Progress Report On	line System.		
ROGRESS REPORT:					
the end of each academic year, each research	posteroducto student bas to complete and su	ubmit a Progress Report to be reviewed by the S	uponicor and enderged by the Head of Cr	nduata Division	
		submitting it to the Study Plan and Progress Rep		dudate Division.	
structions to Supervisors:					
"View"/"Review". If you encounter problem	is, please change the browser setting to enab	process, click "Review" (in yellow) in the column ole the pop-up function. (For IE browser: Options	> Privacy & Security > Permissions Section	I show in a new pop-up window after clicking > clear the "Block pop-up windows" check box.)	
3. Click "Full List" (in the above header colur		VProgress Report(s) of students under your sup s)/Progress Report(s) of all students under your te headers of the respective columns below.			
Refresh					
Student ID Formal Name	Academic Program	Study Plan Status	Progress Report Status	Find First 1 of 1 E Last Last Update Date/Time Review	
1 1234567890 HB, Lhkdw	MPhil-PhD AA	Endorsed by Head of Graduate Division		20/07/2019 11:00AM Review	
itudent's feedback to Su I have read the Supervis		Progress Report and		_	
I have no further comm	sor's comments on my F			_	
I have read the Supervis	sor's comments on my F ents.			_	
I have read the Supervis I have no further comm would like to make the f	sor's comments on my F ents.			_	
I have read the Supervis I have no further comm would like to make the f	sor's comments on my F ents.				
I have read the Supervis I have no further comm would like to make the f	sor's comments on my F ents.				
I have read the Supervis I have no further comm would like to make the f I will work harder.	sor's comments on my F ents.	500 words):			
I have read the Supervis I have no further comm Would like to make the f I will work harder.	sor's comments on my F ents. following comments (max. 5	500 words):	Add	.:: View	
I have read the Supervis	sor's comments on my F ents. following comments (max. 5	500 words): e file of size < 2MB):	Add Add		
I have read the Supervis	sor's comments on my F ents. following comments (max. & ional documents (in one	500 words): e file of size < 2MB):			
I have read the Supervis	sor's comments on my F ents. following comments (max. & ional documents (in one	500 words): e file of size < 2MB):			
I have read the Supervis	sor's comments on my F ents. following comments (max. & ional documents (in one	500 words): e file of size < 2MB):			
I have read the Supervise I have no further comm would like to make the formation in the second se	sor's comments on my F ents. following comments (max. 5 ional documents (in one Graduate Division	500 words): e file of size < 2MB):			
I have read the Supervis	sor's comments on my F ents. following comments (max. & ional documents (in one Graduate Division	500 words): e file of size < 2MB): Date			
I have read the Supervise I have no further comm would like to make the formation in the second se	sor's comments on my F ents. following comments (max. & ional documents (in one Graduate Division	500 words): e file of size < 2MB): Date			
I have read the Supervis	sor's comments on my F ents. following comments (max. & ional documents (in one Graduate Division	500 words): e file of size < 2MB): Date			
I have read the Supervis	sor's comments on my F ents. following comments (max. 5 ional documents (in one Graduate Division as Report and sor for clarification and re-	500 words): e file of size < 2MB): Date	Add	View	
I have read the Supervis	sor's comments on my F ents. following comments (max. 5 ional documents (in one Graduate Division as Report and sor for clarification and re-	500 words): e file of size < 2MB): Date	Add		

VIII. Head of Graduate Division

A. Workflow for Submission

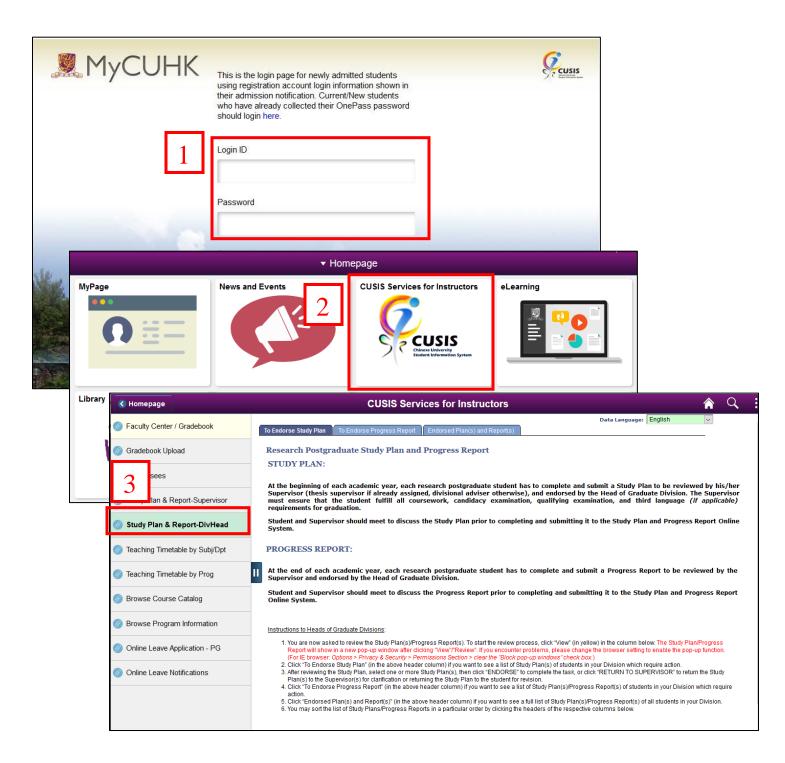
P1	Student to submit Progress Report	
	\rightarrow	A
P2	Programme Administrator to check Progress Report	Return
	\downarrow	
P3	Supervisor to review Progress Report and complete the Supervisor's Section	
	\rightarrow	Return
P4	Student to view Supervisor's comments and provide feedback	Re-
	\downarrow	submit
P5	Head of Graduate Division to review and endorse Progress Report in System	

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



• 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 Plan To Endorse Progress Report	Endorsed Plan(s) and Report(s)				
Research Postgraduate Study Plan and					
STUDY PLAN:					
At the beginning of each academic year, each research p already assigned, divisional adviser otherwise), and end examination, qualifying examination, and third language (orsed by the Head of Graduate Div	ision. The Supervisor must ensure that			
Student and Supervisor should meet to discuss the Study	Plan prior to completing and submi	itting it to the Study Plan and Progress R	eport Online System.		
PROGRESS REPORT:					
At the end of each academic year, each research postgr. Head of Graduate Division.	aduate student has to complete an	d submit a Progress Report to be revie	wed by the Supervisor and endors	ed by the	
Student and Supervisor should meet to discuss the Prog	ess Report prior to completing and	submitting it to the Study Plan and Progr	ess Report Online System.		
Instructions to Heads of Graduate Divisions:					
1. You are now asked to review the Study Plan(s)/Pro Report will show in a new pop-up window after cli IE browser: Options - Privacy & Security > Permis 2. Click 'To Endorse Study Plan (in the above heade 3. After reviewing the Study Plan, select one or more Plan(s) to the Supervisor(s) for datification or retuut 4. Click 'To Endorse Progress Report' (in the above action. 5. Click 'Endorsed Plan(s) and Report(s)' (in the above 6. You may sort the list of Study Plans/Progress Rep	king "View"/TRview". If you encount ions Section > clear the "Block pop column) if you want to see a list of Study Plan(s), then click "ENDORSE ining the Study Plan to the student fo header column) if you want to see a we header column) if you want to see	ier problems, please change the browse -up windows "check box.) Study Plan(s) of students in your Divisio to complete the task, or click "RETUR! or revision. list of Study Plan(s)/Progress Report(s) e a full list of Study Plan(s)/Progress Re	r setting to enable the pop-up funct n which require action. I TO SUPERVISOR" to return the St of students in your Division which r port(s) of all students in your Divisi	ion. (For udy equire	ł
Refresh				Find First	1 of 1 🕨 Last
Student ID Formal Name	Academic Program	Student Submission Date	Supervisor Submission Date		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 there is no Progress Report pending your action, below screen will be shown.

eLearning	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:
	 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.) 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. 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. 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 Progress Report.

Student Name			Student ID					
HB, Lhkdw			1234567890					
Graduate Division			Degree Pursu	ed				
Division of AA			MPhil-PhD AA	ι.				
HKPFS Awardee								
No								
2018-19								
Study Plan Status			-	ress Repo				
Endorsed by Head	of Graduate Division		Pend	ing endors	sement by He	ead of Graduat	e Division	
	Report process includir ubmit the Progress Rep			ite Divisio	on is expect	ed to be com	pleted by 31	
tructions to Heads of Gra	aduate Divisions:							To view previous
	Progress Report below, an	d complete the "Ends	reamont by Hear	l of Gradur	ate Division" (section at the h	ottom then	report(s), choose
click "Submit" to co	mplete the task.		-					from the academic
	d to save your input from t DOW" at the bottom.	me to time. If you war	nt to leave the sys	stem witho	out completing	g the task, click	"SAVE" the	years listed.
revious Study Plan	& Progress Report (s)						
Academic Year	Status Vi	ew previous 🧖	Student	Super			nt feedback	Division Head
	re	port	attachment Student				hment	attachment
1 2017-18	Report ready Vi	ew previous report	t attachment	Superv	isor attacl	hment Stude	nt feedback at	tachment Division Head attachm
urse requirements								
Course(s) enrolled								
Course code ENGG5501	Course Title Foundations of Optimization	20		Enroll Term 1	ed	Grade		
ERG5330	Network Economics			Term 1		A-		
Course(s) planned but	t not taken or course(s) exempted						
Course code		se title						
BIOL7701	Semir	ıar						
BIOL8813	Resea	irch						
2017-18								
7 <u>2016-17</u>								
Course(s) enrolled								
Course Code	Course Title				Er	rolled	Grade	
IOL7301	Seminar				Te	erm 1	В	
IOL8006	Thesis Researc					erm 1	A-	
SCI5012	Adv Top in Cel	l Imaging			Te	erm 1	B+	
nguage requirer	nents							
nglish/Chinese	Other languag	e Con	npletion yea	ar c	Completio	on term	Remark	c
thers	Japanese	e con	ipietion yea		ompiern	Jii term	Kellidik	3
alifying oyamina	tion / Candidacy	requirements						
annynng examina	nation / Candidacy	requirements						
Qualifying examin	,	Completion	ear Com	nlation	term	Romar	kc	
Qualifying examin		Completion y	ear Com	pletion	n term	Remar	ks	
Qualifying examin		Completion y	ear Com	pletion	n term	Remar		t shown in this Sectio

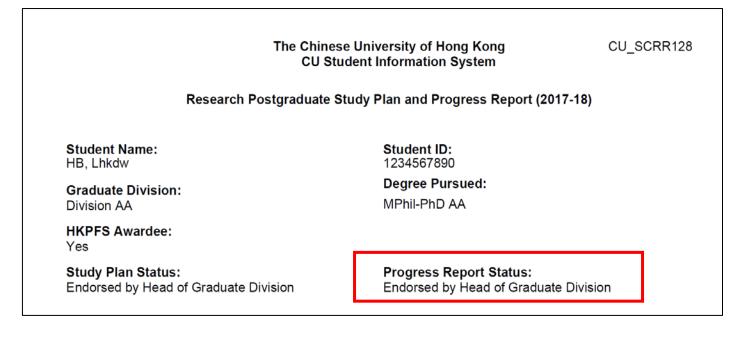
ourse title	Completion year	Completion term	Remarks
bserving Intellectual Property and Copyrigh aw during Research (OIP)	t		
ther IPL courses (as required by the Progra	mme/recommended by t	he Supervisor or as an o	optional choice)
esearch-related skills			
Research skills			
Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnograph Approaches	ic		Will be completed next year.
iscover 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
aboratory skills			
Course title	Completion year	Completion term	Remarks
Course title Vriting and presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title			
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing			
Aboratory skills Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title			
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning	Completion year Completion year	Completion term	Remarks Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title	Completion year Completion year	Completion term Completion term Completion term	Remarks Remarks Remarks Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning Course title	Completion year Completion year	Completion term	Remarks Remarks Remarks Remarks Remarks Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning	Completion year Completion year	Completion term	Remarks Remarks Remarks Remarks

ype of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks	
onference	ABC International Conference	01/2019	02/2019		
nternship	Take intern at EFG Company	07/2018	09/2018		
ield trip	Collect data in the UK			Will do it in nex academic term.	
esearch supervisi	on				
upervisor / Co-sup	pervisor				
Role	Name				
Supervisor	Sup A	(Study Plan/Progres	ss Report In-cha	rge)
Co-Supervisor	Sup B				
Co-Supervisor	Sup C				
omments from stude		tudy and the supervision	relationship through	out this academic v	ear. Students a
tudents may add com ncouraged to discus:	ments, if any, relating (only) to their s s problems and/or suggestions with n.				
tudents may add com ncouraged to discus ivision or Faculty Dea I have no comment	ments, if any, relating (only) to their s s problems and/or suggestions with n.	their Supervisor/Co-sup			
itudents may add com incouraged to discus ivision or Faculty Dea I have no comment I would like to make	ments, if any, relating (only) to their s s problems and/or suggestions with n. s.	their Supervisor/Co-sup			
tudents may add com ncouraged to discus ivision or Faculty Dea I have no comment I would like to make Prof. A is a very goo	ments, if any, relating (only) to their s s problems and/or suggestions with n. s. e the following comments (max. 500 wo	their Supervisor/Co-sup rds):		nt Chairperson, Ĥ	
tudents may add com ncouraged to discus ivision or Faculty Dea I have no comment I would like to make Prof. A is a very goo	ments, if any, relating (only) to their s s problems and/or suggestions with n. s. e the following comments (max. 500 wo od Supervisor. Thanks a lot.	their Supervisor/Co-sup rds):		nt Chairperson, Ĥ	

Confirmation:			
ave read this Progress Report a	and		
return this Progress Report to the stud			
	udent's study progress for viewing by the s	udent.	
Comments from Supervisor			
. Academic progress of the stude	10		
Satisfactory			
Improvement needed			
Not satisfactory [Note: Checking "Not satisfactory" d Head and approval by the Graduate	es not necessarily lead to discontinuation o Council.]	f study as the latter requires	the endorsement of the Graduate Divi
Suggested action to be taken by I	Division (optional):		
meet the requirements laid out i deems the academic progress no	ve as a documentation of the unsatisfactory n the letter, it can be used to support the ca t satisfactory and include the supervisor's e Discontinuation of Studies in <u>General Regula</u>	se for discontinuation. The le xpectation/ requirements as	tter should detail why the supervisor well as include or point to the section
[Note: Supervisor is required to suspension of PGS.]	on of PGS for a certain period of time due to submit a written request with endorsement		
Suggested suspension period:	months, effective from 1st of	V	*
Suggested suspension period: Others, please specify (max. 500	words):	~	•
Others, please specify (max. 500	words): ments (in one file of size < 2MB):		
Others, please specify (max. 500	words):	Add View	
Others, please specify (max. 500	words): ments (in one file of size < 2MB):	Add View Add View	
Others, please specify (max. 500 You may attach additional docu File Name Note: Clause 13.4 of the General Reg opinion that a research postgr standard required for the degree and by the Graduate Council, t advised to transfer to a course o Comments on the student's prog	words): Date Ulations Governing Postgraduate St aduate student is not making satis a, and the assessment is endorsed by he student shall be required to dis f study for a research Master's degree	Add View udies: If at any time th factory progress or is y the Head of the Gradu continue studies at the	e Supervisor is of the unlikely to attain the ate Division concerned University or may be
Others, please specify (max. 500 You may attach additional docu File Name Note: Clause 13.4 of the General Reg opinion that a research postgr standard required for the degree and by the Graduate Council, t advised to transfer to a course o Comments on the student's prog I have no comments.	words): ments (in one file of size < 2MB): Date ulations Governing Postgraduate St aduate student is not making satis aduate student is not making satis be student shall be required to dis f study for a research Master's degree ress:	Add View udies: If at any time th factory progress or is y the Head of the Gradu continue studies at the	e Supervisor is of the unlikely to attain the ate Division concerned University or may be
Others, please specify (max. 500 You may attach additional docu File Name Note: Clause 13.4 of the General Reg opinion that a research postgr standard required for the degree and by the Graduate Council, t advised to transfer to a course o Comments on the student's prog	words): ments (in one file of size < 2MB): Date ulations Governing Postgraduate St aduate student is not making satis aduate student is not making satis be student shall be required to dis f study for a research Master's degree ress:	Add View udies: If at any time th factory progress or is y the Head of the Gradu continue studies at the	e Supervisor is of the unlikely to attain the ate Division concerned University or may be
Others, please specify (max. 500 You may attach additional docu File Name Note: Clause 13.4 of the General Reg opinion that a research postgr standard required for the degree and by the Graduate Council, t advised to transfer to a course o Comments on the student's prog I have no comments.	words): Date Ulations Governing Postgraduate St aduate student is not making satis aduate student is endorsed by he student shall be required to dis f study for a research Master's degree ress: comments (max. 500 words):	Add View udies: If at any time th factory progress or is y the Head of the Gradu continue studies at the	e Supervisor is of the unlikely to attain the ate Division concerned University or may be
Others, please specify (max. 500 You may attach additional docu File Name Note: Clause 13.4 of the General Reg opinion that a research postgr standard required for the degree and by the Graduate Council, t advised to transfer to a course of Comments on the student's prog I have no comments. I would like to make the following of	words): Date Ulations Governing Postgraduate St aduate student is not making satis aduate student is endorsed by he student shall be required to dis f study for a research Master's degree ress: comments (max. 500 words):	Add View udies: If at any time th factory progress or is y the Head of the Gradu continue studies at the	e Supervisor is of the unlikely to attain the ate Division concerned University or may be

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

a) Previous report completed:



b) Previous report not yet completed:

		Report NOT completed (see status below) ese University of Hong Kong Student Information System	CU_SCRR128
Resear	ch Postgraduate	e Study Plan and Progress Report (201	7-18)
Student Name: HB, Lhkdw		Student ID: 1234567890	
Graduate Division: Division of AA		Degree Pursued: MPhil-PhD AA	
HKPFS Awardee: No			
Study Plan Status: Endorsed by Head of Gradu	ate Division	Progress Report Status: 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 Graduat	e Division		
I. Confirmation:			
I have read this Progress Report and			
o return it to the Supervisor for cla	rification 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-submissi	ion.	
🔘 endorse it.		
CLOSE THIS WINDOW SAVE PRINT	<u>Submit</u>	

"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 Graduat	e Division					
I. Confirmation:							
	I have read this Progress Repor	and					
	return it to the Supervisor for cla	rification and re-subr	nission.				
Γ	endorse it.						
	II. Comments from Head of G	aduate Division:					
IF	I have no further comments.					1	
	I would like to make the following	j comments <mark>(</mark> max. 500	words):				
					.45		
	You may attach additional do	cuments (in one fil	-				
	File Name		Date	Add Add	View 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~