User Guide
for
Online System for Study Plan
(For Students)

Graduate School
The Chinese University of Hong Kong
June 2018

Be environmentally friendly, please print on both sides.
Contents

A. Workflow for Submission of Study Plan ......................................................... 3
B. Login ........................................................................................................... 4
C. System Main Menu ..................................................................................... 5
   1) Course requirements ............................................................................. 6
   2) Language requirements ....................................................................... 7
   3) Qualifying examination/Candidacy requirements ................................ 8
   4) Improving Postgraduate Learning (IPL) .............................................. 10
   5) Research Ethics Training (RET) .......................................................... 12
   6) Research and other academic activities ............................................ 14
   7) Research supervision ........................................................................... 15
   8) Progression milestones ....................................................................... 16
D. Submission and Review Process ............................................................. 18
   1) Submit by student ............................................................................... 18
   2) Review by Supervisor ......................................................................... 22
   3) Confirmation by student ................................................................. 23
   4) Checking of submission status ....................................................... 25
A. **Workflow for Submission of Study Plan**

Students are required to perform the following steps (as highlighted) in the Online System for Study Plan and Progress Report.

**Workflow for Submission of Study Plan (normally in November)**

1. **Student to submit Study Plan**
2. **Supervisor to review Study Plan**
3. **Student to review and confirm Study Plan**
4. **Supervisor to confirm Study Plan and submit to Head of Graduate Division**
5. **Division User to print Study Plan Report (optional)**
6. **Head of Graduate Division to endorse Study Plan in System**
B. Login

Path: MyCUHK > CUSIS and MyStudy > Study Plan & Progress Report

- Login MyCUHK with Student ID and OnePass (CWEM) password.
C. **System Main Menu**

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

![Form Sections](image)

<table>
<thead>
<tr>
<th>Quick Navigation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Course requirements</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong> Language requirements</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong> Qualifying examination / Candidacy requirements</td>
<td></td>
</tr>
<tr>
<td><strong>4</strong> Improving Postgraduate Learning (IPL)</td>
<td></td>
</tr>
<tr>
<td><strong>5</strong> Research Ethics Training (RET)</td>
<td></td>
</tr>
<tr>
<td><strong>6</strong> Research and other academic activities</td>
<td></td>
</tr>
<tr>
<td><strong>7</strong> Research supervision</td>
<td></td>
</tr>
<tr>
<td><strong>8</strong> Progression milestones</td>
<td></td>
</tr>
</tbody>
</table>

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).

- "Course code": Input the course code or click the magnifier icon to choose.

- "Course code": Click to add a row and to delete a row.

- "SAVE": Save the input of the Section if you want to continue to work on the Study Plan at a later time 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.

<table>
<thead>
<tr>
<th>Language Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Required</td>
<td></td>
</tr>
<tr>
<td>Required - Chinese</td>
<td>Required to study Chinese</td>
</tr>
<tr>
<td>Required - English</td>
<td>Required to study English</td>
</tr>
<tr>
<td>Required - Others</td>
<td>Click the checkbox and fill in the required language</td>
</tr>
</tbody>
</table>

- Choose the right option
  - "Not Required"
  - "Required - Chinese": Required to study Chinese
  - "Required - English": Required to study English
  - "Required - Others": Click the checkbox and fill in the required language

- "SAVE": Save the input of the Section if you want to continue to work on the Study Plan at a later time 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 to be shown in this Section depends on the student’s study programme.

For doctoral students of articulated programmes:

- "SAVE": Save the input of the Section if you want to continue to work on the Study Plan at a later time before leaving the system.
- "NEXT": Move to the next Section.

For doctoral students of non-articulated programmes:

For other requirements, if any:
- "Others": Specify other requirements.
- "SAVE": Save the input of the Section if you want to continue to work on the Study Plan at a later time before leaving the system.
- "NEXT": Move to the next Section.
For students without qualifying examination/candidacy requirements:

- "NEXT": Move to the next Section.
4) Improving Postgraduate Learning (IPL)

The Improving Postgraduate Learning Series are offered by the Centre for Learning Enhancement And Research (CLEAR) to help postgraduate students acquire knowledge and skills useful for their studies. For details of IPL courses, please visit the CLEAR website.

Compulsory IPL course:

According to the Graduate Council’s resolution, the module "Observing Intellectual Property and Copyright Law during Research" is compulsory to all research postgraduate students admitted in July 2001 and thereafter.

- "OIP course exempted": Exemption should only be granted upon approval by CLEAR.
Other IPL courses as required by the Programme or recommended by the Supervisor:

- "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 if you want to continue to work on the Study Plan at a later time before leaving the system.
- "NEXT": Move to the next Section.
5) Research Ethics Training (RET)

RPg students admitted in 2017-18 and thereafter are required to complete an online Research Ethics Training (RET) module on "Publication Ethics" offered by the Office of Research and Knowledge Transfer Services (ORKTS) and obtain a valid Publication Ethics Certificate for graduation. For more information, please visit the RET website.

Content to be shown in this Section depends on the student’s study programme.

For students who are required to complete the "Publication Ethics" module:

Other RET modules as recommended by Supervisor or optional choice for students:
- "Module title": Choose the module from the drop-down menu.
- "DATE": Click to add a row and to delete a row.
- "SAVE": Save the input of the Section if you want to continue to work on the Study Plan at a later time before leaving the system.
- "NEXT": Move to the next Section.
For students who are not required to complete a RET module:

RET modules as recommended by Supervisor or optional choice for students:
- "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 if you want to continue to work on the Study Plan at a later time before leaving the system.
- "NEXT": Move to the next Section.
6) 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.

- "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 if you want to continue to work on the Study Plan at a later time before leaving the system.
- "NEXT": Move to the next Section.
7) Research supervision

Students can view their Supervisors, Co-supervisors, and Supervisor in-charge in this Section.

- "NEXT": Move to the next Section.
8) Progression milestones

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

---

Progression milestones

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

<table>
<thead>
<tr>
<th>Course requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-18</td>
</tr>
<tr>
<td>Course code</td>
</tr>
<tr>
<td>LCO1002</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Chinese/Other language</td>
</tr>
<tr>
<td>English</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualifying examination / Candidacy requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Candidacy requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Improving Postgraduate Learning (PL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory PL course</td>
</tr>
<tr>
<td>Course title</td>
</tr>
<tr>
<td>Observing Intellectual Property and Copyright Law during Research (OIP)</td>
</tr>
<tr>
<td>Other PL course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research-related skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research skills</td>
</tr>
<tr>
<td>Course title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discover research information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laboratory skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing and presentation skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis writing</td>
</tr>
<tr>
<td>Course title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presentation skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching and learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Ethics Training (RET)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RET module</td>
</tr>
<tr>
<td>Module title</td>
</tr>
<tr>
<td>Publication Ethics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research and other academic activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-18</td>
</tr>
<tr>
<td>Type of activities</td>
</tr>
<tr>
<td>Field trip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor / Co-supervisor</td>
</tr>
<tr>
<td>Name</td>
</tr>
</tbody>
</table>

---
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.
D. Submission and Review Process

1) Submit by student

1.1 On completion of the Study Plan, students should submit the Study Plan to Supervisors for reviewing by clicking the button "SUBMIT TO SUPERVISOR".
Confirmation dialog will then be shown.

Upon clicking "Yes", if the submission is successful, the below message will be displayed.
1.2 Error message

Error dialog will be shown if there is/are required field(s) need to be filled/amended.

![Error message dialog]

Error message will be shown in red under the Section requiring amendments.

![Progression milestones]

Please input at least one course.

Please fill in the other language.
1.3 To amend, click the relevant link under "Quick Navigation" to go back to the page for editing.
2) **Review by Supervisor**

Supervisors may return the Study Plan to students for amendment or further updating.

**Study Plan returned from Supervisor for amendment**

Students will receive the below email if Supervisors require amendments of the Study Plan by students.

```plaintext
To

Dear Student,

Please be informed that the Supervisor has returned the Study Plan to you for revision. Please arrange to meet with the Supervisor for a discussion prior to re-submission.

Path to the online system: MyCUHK > CUSIS and MyStudy > Study Plan & Progress Report

Thank you for your attention.

Graduate School
The Chinese University of Hong Kong
```

- Student should consult the Supervisor and then further work on the Study Plan on the system.
- Student should access Study Plan system to amend and re-submit.

**Study Plan reviewed by Supervisor**

If Supervisors agreed with the Study Plan submitted by students, students will receive the below email. Students should take steps under D3.

```plaintext
To

Dear Student,

Please be informed that your Study Plan has been submitted to the system by the Supervisor, please visit CUSIS to confirm the Study Plan before endorsement by the Division Head.

Path to the online system: MyCUHK > CUSIS and MyStudy > Study Plan & Progress Report

Thank you for your attention.

Graduate School
The Chinese University of Hong Kong
```
3) Confirmation by student

For students who agreed with the Study Plan

- "Agree": Click the box circled in red above to indicate agreement.
- "SUBMIT TO SUPERVISOR": Submit the Study Plan to Supervisor for confirmation.
Confirmation dialog will then be shown.

- **Submit to Supervisor (22000.110)**
  Once you have submitted this Study Plan to the Supervisor, you cannot edit it further. Do you want to continue?
  - Yes
  - No

Upon clicking "Yes", if the submission is successful, the below message will be displayed.

- **The page at https://tcsuat.itsc.cuhk.edu.hk says:**
  The form is submitted. (22000.118)

  - OK

Supervisors will review and submit the Study Plan to the respective Heads of Graduate Divisions for endorsement, if there are no further amendments.

If further amendments are needed, Supervisors will return the Study Plan to students. Students should follow the relevant steps under D2.

**For students who disagreed with the Study Plan**

If students do not agree with the Study Plan returned by Supervisors, they should consult the Supervisors directly. Follow steps under D2 for re-submission of the Study Plan to Supervisors.
4) Checking of submission status

Students can check Study Plan submission status on the front page of the Study Plan system.

June 2018