



香港中文大學
CUHK

研究院
**Graduate
School**

User Guide For Thesis Monitoring System (External Examiner)

Graduate School / ITSC
The Chinese University of Hong Kong
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I. Introduction

The Chinese University of Hong Kong (CUHK) appoints External Examiners to assess theses submitted by its students of research postgraduate and taught doctoral programmes. This User Guide is for External Examiners who have been appointed by the University for thesis assessment. External Examiners will receive an email notification inviting them to indicate their acceptance of invitation and, if accepted, to provide the payment method for honorarium.

When the thesis is ready for assessment, the External Examiner will receive an email with designated link for downloading the thesis and provide comment on an online Thesis Assessment Form.

II. Minimum System Requirement

Browser

The Online System is compatible to most commonly used browsers, e.g., IE, Edge, Chrome, FireFox, Safari, etc. For details on supported browser versions, please visit <http://www.cuhk.edu.hk/cusis/com/cusis-PCrequirement.pdf>.

Pop-up

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

Session Timeout

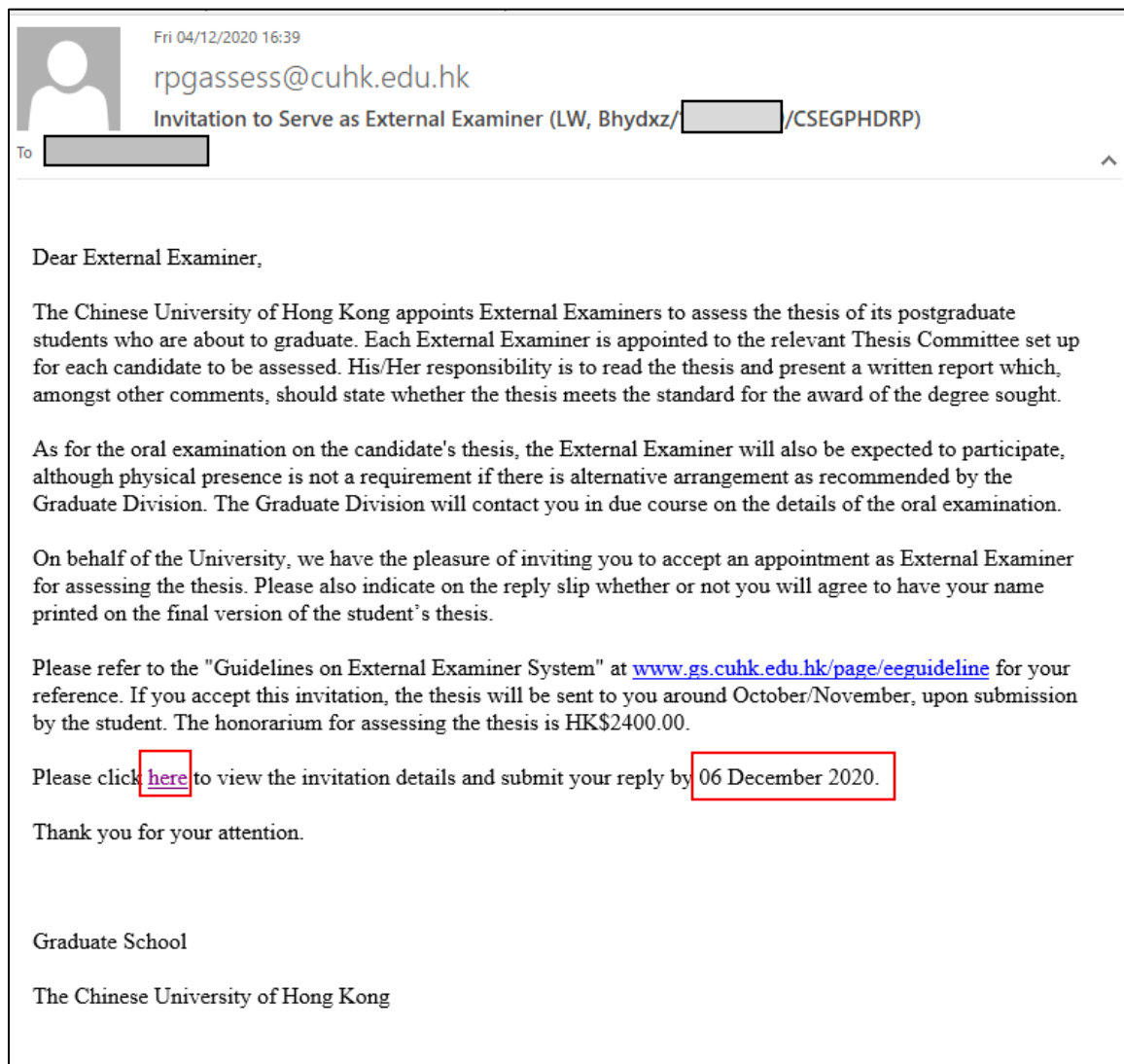
When you leave the MyCUHK window idle for more than 20 minutes, the system will log you out. The timeout message will pop up two minutes before the session expires. You are advised to save your input periodically to avoid any data loss due to system timeout.

III. Reply to Invitation

Step 1:

You will receive an email invitation.

- Indicate your acceptance by clicking “here” ;
- Reply before the deadline specified in the email

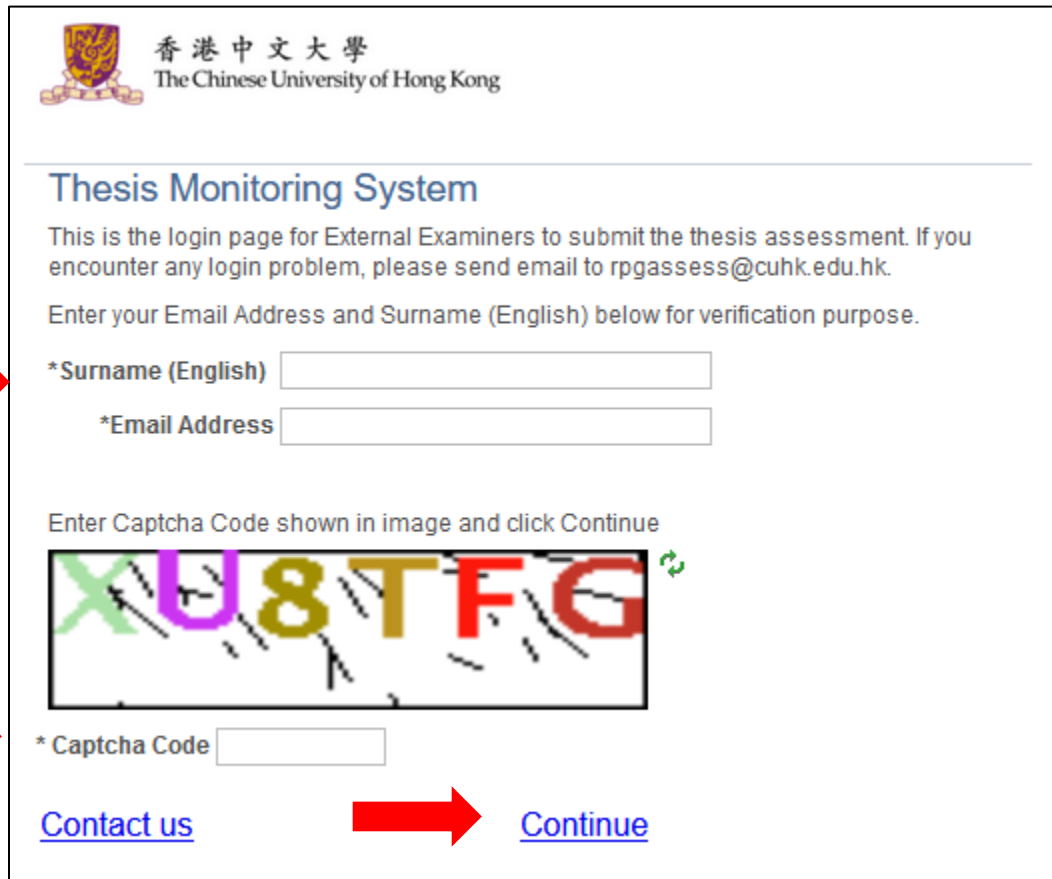


Step 2:

You will be re-directed to the page below.

- Input your surname (case insensitive);
- Input your email address;
- Input Captcha Code for identity verification

Then click 'Continue'



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Thesis Monitoring System

This is the login page for External Examiners to submit the thesis assessment. If you encounter any login problem, please send email to rpgassess@cuhk.edu.hk.

Enter your Email Address and Surname (English) below for verification purpose.

*Surname (English)

*Email Address

Enter Captcha Code shown in image and click Continue



*Captcha Code

[Contact us](#)  [Continue](#)

Step 3:

You can view the following information about the student to be examined after login.



香港中文大學
The Chinese University of Hong Kong

Reply to Invitation

If you have any queries, please contact the Graduate School (email: rpgassess@cuhk.edu.hk).

Name (English)

Email Address

Expected Reply Date 06/12/2020

Invitation to serve as an External Examiner of the following student:

Name (English) LW, Bhydz Student ID

Name (Chinese)

Programme MPhil-PhD Computer Sci & Erg Degree Doctor of Philosophy Language of Thesis English

Thesis Title

Acceptance of Invitation

Please indicate:

☐ I accept the invitation.

☐ I do not accept the invitation.

Remark(if any)

Save Submit

Item	Description
1	This section is to show your name, email address and the expected reply date of this invitation.
2	This section is to show the information of the student and the thesis title.
3	This section is for your indication of the acceptance of invitation. If you have any enquiry on the assessment process or request on the examination arrangement, you can input in the remark field. If you accept the invitation, go to next page.

Step 4:

When “I accept the invitation” is selected, the following information will be asked:

Acceptance of Invitation

Please indicate:

☒ I accept the invitation.

☐ I do not accept the invitation.

Remark(if any)

Name Printed on Final Version of Student's Thesis

Please indicate:

☐ I agree to have my name printed on the final version of student's thesis.

☐ I do not agree to have my name printed on the final version of student's thesis.

4

Honorarium Payment

Please select the Currency and Payment Method that you wish to receive the honorarium:

1. Currency (Please select one)

☐ Australian Dollar

☐ Canadian Dollar

☐ Euro

☐ Great British Pound

☐ Hong Kong Dollar

☐ Japanese Yen

☐ Renminbi

☐ Singapore Dollar

☐ US Dollar

☐ Other Currency

☐ Not Applicable

2. Payment Method (Please select one)

☐ Cheque (for local payment in HKD only)

☐ Autopay Transfer (for local payment in HKD only)

☐ Remittance Details (for non-local payment in HKD or other currencies)

5

Item	Description
4	This section is to indicate whether you agree to have your name printed on the final version of thesis.
5	This section is to select the payment currency and payment method of honorarium payment. You will be prompted to input more detailed information after choosing the payment method.

Step 5: Choose the payment method

a) Cheque (for local payment in HKD only); or

2. Payment Method (Please select one)

☒ Cheque (for local payment in HKD only)

☐ Autopay Transfer (for local payment in HKD only)

☐ Remittance Details (for non-local payment in HKD or other currencies)

Payee Information

Payee Name

Postal Address

b) Autopay Transfer (for local payment in HKD only); or

2. Payment Method (Please select one)

☐ Cheque (for local payment in HKD only)

☒ Autopay Transfer (for local payment in HKD only)

☐ Remittance Details (for non-local payment in HKD or other currencies)

Payee Information

Payee Name

Contact No.

Bank Account No. (in full)

Bank Name

c) Remittance Details (for non-local payment in HKD or other currencies)

2. Payment Method (Please select one)

☐ Cheque (for local payment in HKD only)

☐ Autopay Transfer (for local payment in HKD only)

☒ Remittance Details (for non-local payment in HKD or other currencies)

Remittance Details

Beneficiary Name

Bank and Branch Name

SWIFT Code / BIC Address note 1

Bank Account Number / IBAN Code note 2

UK Bank Sorting Code note 3

Beneficiary Contact Number note 4

USA ABA Code / Fedwire Routing Number note 5

Australian BSB Number note 6

Bank Address

Intermediary Bank: SWIFT Code / BIC Address

Bank Account Number / IBAN Code

Bank Name

Beneficiary's Address note 7

Mandatory field

Note:

1. SWIFT Code / BIC Address is the unique identification code for banks for routing cross border payments.

2. IBAN is commonly used in Europe that contains all the key bank account details such as Bank Identifier Codes, Branch Codes (known as Sort Codes in the UK and Ireland), account numbers and check digits.

3. UK Bank Sorting Code must be provided for remittance to UK if IBAN is not provided.

4. Beneficiary Contact Number must be provided for remittance to Mainland China.

5. ABA Code (Codes issued by American Bankers Association) / Fedwire Routing Number must be provided for remittance to USA banks if SWIFT Code is not provided.

6. BSB ('Bank State Branch') Number must be provided for remittance to Australian banks if SWIFT Code is not provided.

7. For remittance to Canada, please fill in the Beneficiary's Address.

9 Save

10 Submit

Item	Description
6	This section is to input the payee name and postal address for local payment in HKD using cheque. All fields must be entered.
7	This section is to input the payee name, contact no., bank account no. (in full) and bank name for local payment in HKD using autopay transfer. All fields must be entered.
8	This section is to input the remittance details for non-local payment in HKD or other currencies using remittance. Reference to the Notes should be taken for entry requirement about different currencies. Beneficiary name, bank and branch name, SWIFT code/BIC address as well as bank account number/IBAN code are mandatory fields.
9	Click “Save” button to save your reply of invitation. Without clicking “Submit” button, the reply is not yet submitted.
10	Click “Submit” button to submit reply of invitation. You would be prompted to provide relevant information if a required field is missing.

Message

If you confirm to submit your reply, please click "Yes" (22400,92)

11

Yes

No

12

Item	Description
11	Click “Yes” button to confirm the submission.
12	Click “No” button to go back to the previous page.

After clicking “Yes” to submit the reply, the following will be displayed:

For those of you who chose “I agree to have my name printed on the final version of student’s thesis.”:

Submission Confirmation

- ✓ Thank you very much for accepting our invitation to serve as External Examiner for our student. We shall send you the student’s thesis when it is submitted.

For those of you who chose “I do not agree to have my name printed on the final version of student’s thesis.”:

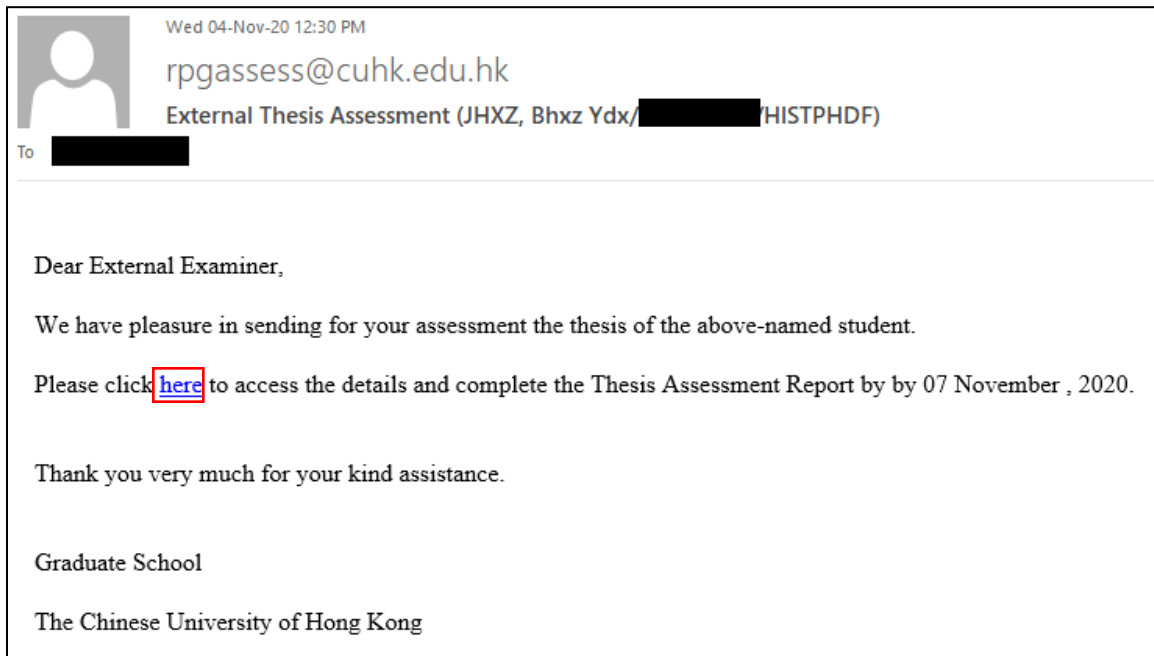
Submission Confirmation

- ✓ Thank you very much for accepting our invitation to serve as External Examiner for our student. We shall send you the student’s thesis when it is submitted. We noted your remark that you do not wish to have your name printed on the thesis. Please rest assured that we have duly informed the student and the Division Head about this.

IV. Thesis Assessment

Step 1:

- a. When the first draft of the thesis is ready, you will receive the email below. Please click the link “here” to access the details and complete the Thesis Assessment Report.

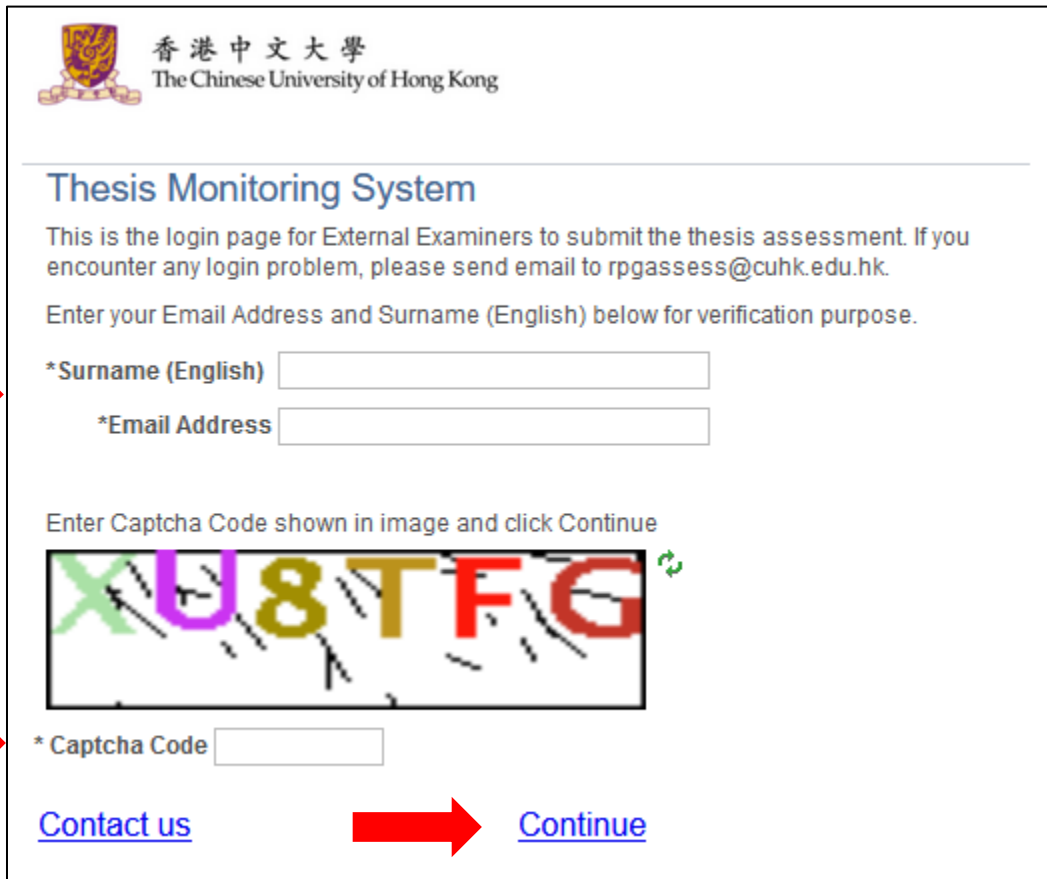


Step 2:

You will be re-directed to the page below.

- Input your surname (case insensitive);
- Input your email address;
- Input Captcha Code for identity verification

Then click 'Continue'



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Thesis Monitoring System

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Enter your Email Address and Surname (English) below for verification purpose.

*Surname (English)

*Email Address

Enter Captcha Code shown in image and click Continue



* Captcha Code

[Contact us](#)  [Continue](#)

Step 3: Below shows the full screen capture of the Thesis Assessment Report Form

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Thesis Assessment Report

Please complete the assessment by the given deadline. If you have any queries, please contact the Graduate School (email: rpgassess@cuhk.edu.hk)

Name (English) Email Address 1

Assessment Status Pending Deadline For Submission 06/12/2020

Student Information

Name (English) DWXZ, Qwxzhkd Student ID 2

Name (Chinese)

Programme MPhil-PhD Computer Sci & Erg Degree Master of Philosophy

Thesis Title

Student Thesis

Please click below link to view the student's thesis file.

[View](#) 3

Assessment Report

Part A (for release to the candidate)

1. Please give comments on the following (if applicable) : Originality, significance and methodology of the research; accuracy and quality of results; clarity and lucidity of presentation and adequacy of references; and performance in oral examination (if you have attended)

4

Item	Description
1	This section is showing your name, email address, assessment status and the deadline for submission.
2	This section is the student and thesis information.
3	Click this link to view or download the student's thesis file.
4	Enter your comments to the thesis assessment. Drag the corner to enlarge the textbox. Alternatively, you may give comment on the section using the file upload function in item no. 9.

2. Recommendation for revision

Part B (to remain confidential to the Graduate School and the Thesis Committee unless required by the Personal Data (Privacy) Ordinance to be released to the student concerned upon request)

1. Specific comments and recommendations

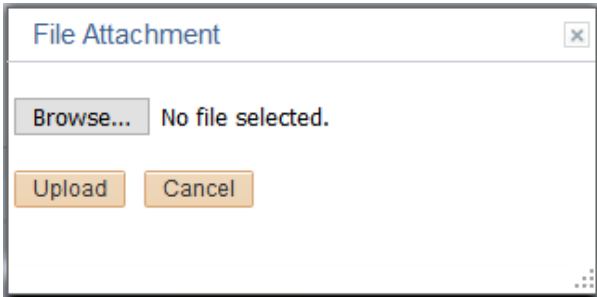
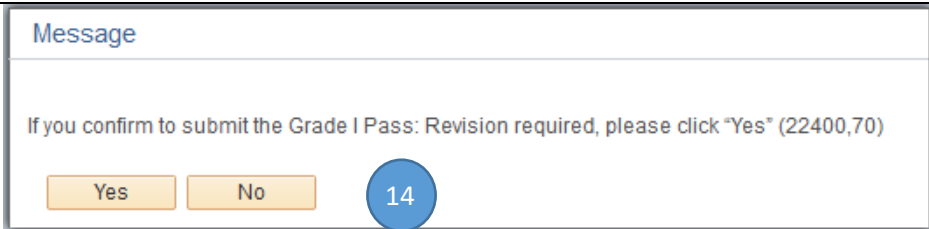
2. Grade

Please upload the supporting documents if any. (Max File Size = 2MB)
All file extension such as .doc, .pdf, .txt are supported except .exe.

Supporting Document			
Attachment			
	Attached File	View	File Upload
1		View	File Upload

Grade	Explanation
I Pass	Revision NOT required: Student Recommended for award of degree Revision required and to be inspected by Supervisor
II This submission NOT passed. Re-submission allowed and re-examination required	Revised thesis to be re-submitted to Thesis Assessment Committee
III Failure: no re-submission allowed	Student to discontinue studies. The recommendation will be submitted for approval by the Executive Committee of the Graduate Council.

Item	Description
5	Enter your recommendation for revision to the thesis. Drag the corner to enlarge the textbox. Alternatively, you may give comment on the section using the file upload function in item no. 9.
6	Enter your specific comments and recommendations after grading to the thesis assessment. Drag the corner to enlarge the textbox. Alternatively, you may give comment on the section using the file upload function in item no. 9.
7	Enter your assessment on grade given to the thesis. Please refer to the grading table for detailed description of each grade.

Item	Description
8	If Grade III (Failure, no resubmission allowed) is inputted, a separate justification box will be prompted.
9	Click “File Upload” to upload the supporting document and a pop-up window will be launched to browse the file for uploading. If the file upload function is intended for giving the recommendations as required in items 4, 5 or 6, please ensure that relevant sections are included in the document.  Click “Browse” button to select the desired file. Click “Cancel” or “x” button to cancel the file upload. Click “Upload” button to confirm the file uploading. Note: The maximum file size is 2MB. All file extension such as .doc, .pdf, .txt etc. are supported except .exe
10	Click this button to delete the uploaded file.
11	After uploading the supporting document, you can click this button to view or download the uploaded file.
12	Click “Save” button to save your Thesis Assessment Report. You can amend or submit the Thesis Assessment Report by clicking the link listed in the email for thesis assessment sent to you earlier.
13	Click “Submit” button to submit Thesis Assessment Report. You would be prompted to provide relevant information if a required field is missing.
14	 A pop-up message is shown with the Grade you previously input in the Thesis Assessment Report. Click “Yes” to confirm and “No” to go back to the previous page.

- End -