



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

Graduate School  
The Chinese University of Hong Kong  
August 2020

## Contents

Introduction.....	5
Minimum System Requirements and User Tips .....	6
Browser.....	6
Pop-up Blocker .....	6
Chrome Users.....	6
Session Timeout.....	6
Workflow for Submission of Study Plan and Progress Report.....	7
STUDY PLAN.....	8
I. Student .....	8
A. Workflow for Submission .....	8
B. Login .....	9
C. System Main Menu .....	9
1) Course requirements .....	11
2) Language requirements.....	12
3) Qualifying examination/Candidacy requirements .....	13
4) Improving Postgraduate Learning (IPL).....	14
5) Research Ethics Training (RET).....	16
6) Thesis/Research and other academic activities.....	17
7) Research supervision (for viewing only) .....	18
8) Progression milestones (for viewing only) .....	19
D. Submission 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. Programme Administrator and Division operational staff.....	25
A. Workflow for Submission of Progress Report .....	25
B. Pre-condition .....	25
C. Login .....	26
D. Programme Administrator Maintenance .....	27
E. Research Student Supervisor Maintenance .....	28
F. Pagelet Setup.....	30
G. Retrieval of Study Plan .....	31
H. Return of Study Plan to Student (where applicable).....	37
I. Submission of Study Plan to Supervisor .....	38
III. Supervisor .....	39

A.	Workflow 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 of Graduate Division .....	50
A.	Workflow for Submission .....	50
B.	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
	PROGRESS REPORT .....	60
V.	Student and Student Feedback .....	60
	Workflow for Submission .....	60
	Step P1 Student to Submit Progress Report .....	61
A.	Pre-condition .....	61
B.	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 .....	78
	C.	Submission and Review Process .....	79
		Submission by Student .....	79
VI.		Programme Administrator and Division operational staff .....	83
	A.	Workflow for Submission of Progress Report .....	83
	B.	Pre-condition .....	83
	C.	Login .....	84
	D.	Programme Administrator Maintenance .....	85
	E.	Research Student Supervisor Maintenance .....	86
	F.	Pagelet Setup .....	88
	G.	Retrieval of Progress Report .....	89
	H.	Return of Progress Report to Student (where applicable).....	95
	I.	Submission of Progress Report to Supervisor.....	96
VII.		Supervisor .....	97
	A.	Workflow for Submission .....	97
	B.	Pre-condition .....	97
	C.	Login .....	98
	D.	Submission and Review Process .....	100
	E.	Return of Progress Report to Student (where applicable).....	105
	F.	Providing comments on the Progress Report .....	106
		“Not satisfactory” Academic Progress has been Chosen .....	108
	G.	Submission of Progress Report to the System for Viewing by the Student.....	109
	H.	Return of Progress Report by Head of Graduate Division (where applicable).....	110
VIII.		Head of Graduate Division .....	111
	A.	Workflow for Submission .....	111
	B.	Pre-condition .....	111
	C.	Login .....	112
	D.	Submission and Review Process .....	113
	E.	Return of Progress Report to Supervisor (where applicable).....	120
	F.	Endorsement of the Progress Report.....	121

# 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

Full support is expected for Microsoft Internet Explorer (IE) 10 or above. Functions and features of CUSIS may not all run properly on browsers other than Internet Explorer 10 or above.

## Pop-up Blocker

Browser setting to disable “Pop-up Blocker”

For IE browser, change the browser setting following this path:

*Tools > Internet options > Privacy tab > under “Pop-up Blocker” Section > clear the “Turn on Pop-up Blocker” check box > then select “OK”.*

## Chrome Users

Information Technology Services Centre (ITSC) Notice to Chrome users  
([https://portal.cuhk.edu.hk/eprpd/notice\\_to\\_chrome\\_user.htm](https://portal.cuhk.edu.hk/eprpd/notice_to_chrome_user.htm))

The latest update to Chrome browser has some compatibility issue with MyCUHK.

If you are experiencing problems, you have the following workarounds:

1. Use other browsers such as Internet Explorer and Firefox.
2. Run Chrome with special command line switches.
  - a. Close all Chrome browsers
  - b. Create a shortcut of your Chrome program on the desktop
  - c. Right-click the shortcut
  - d. Select Properties
  - e. At the end of Target field add the command line flag “ --allow-running-insecure-content --disable-web-security” (there is a space before the first dash)  
For example > C:\...\chrome.exe --allow-running-insecure-content --disable-web-security
  - f. Select OK
  - g. Run Chrome with this new shortcut and login to the Portal again.

To access other websites, you are advised to run Chrome from the Start Menu.

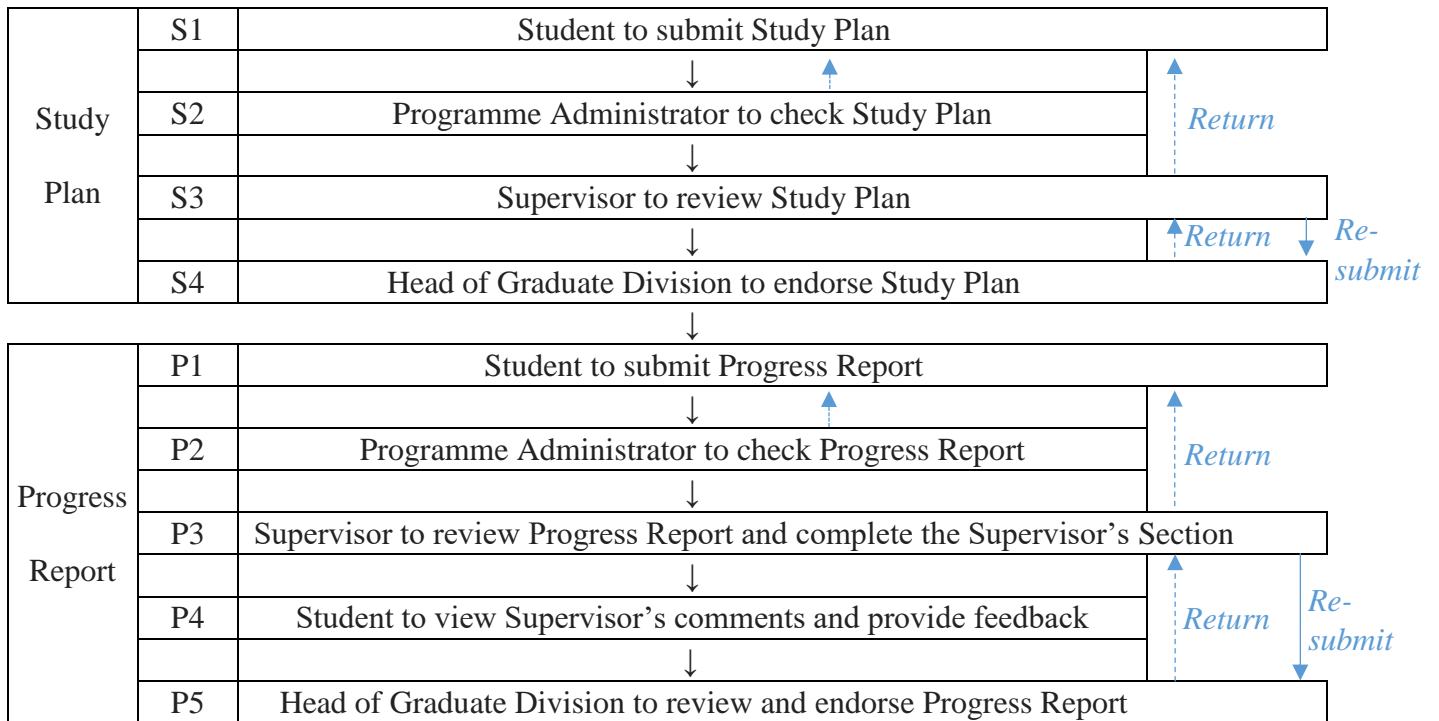
Note: Google Chrome is not a recommended browser for both MyCUHK and CUSIS. You are advised to use Internet Explorer or Firefox for smooth operation.

If you still have any other problems, please submit your case to [ITSC Service Desk](#).

## Session Timeout

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

## Workflow for Submission of Study Plan and Progress Report



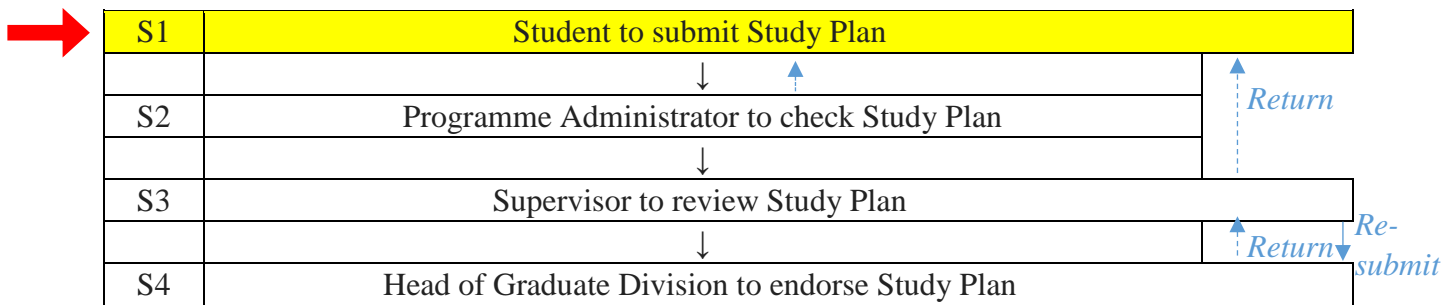
## STUDY PLAN

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

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

### I. Student

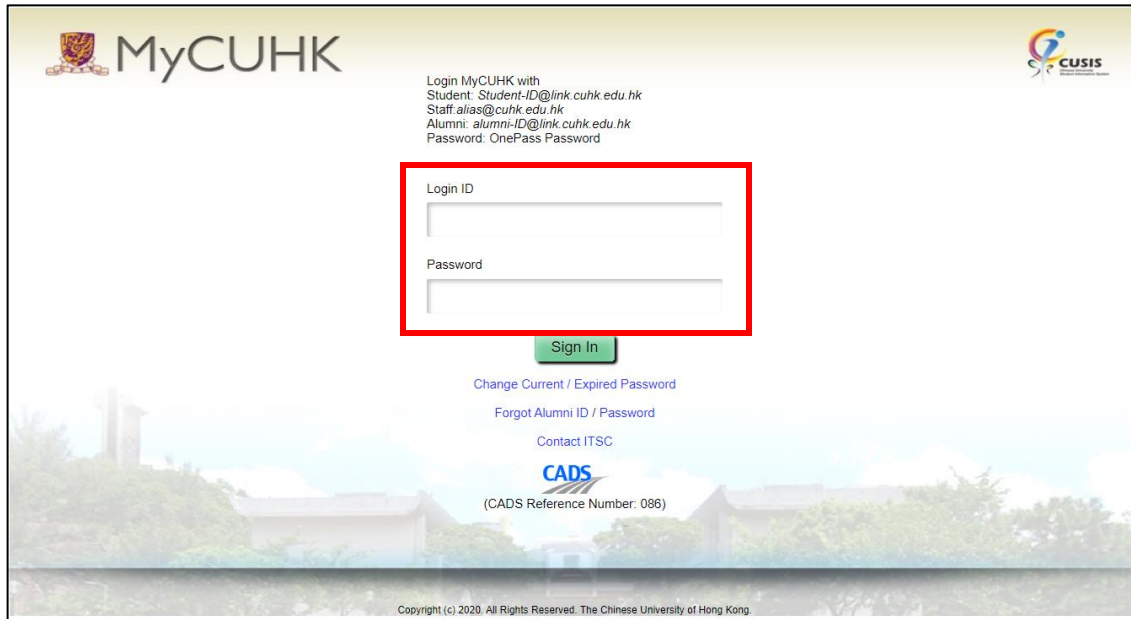
#### A. Workflow for Submission





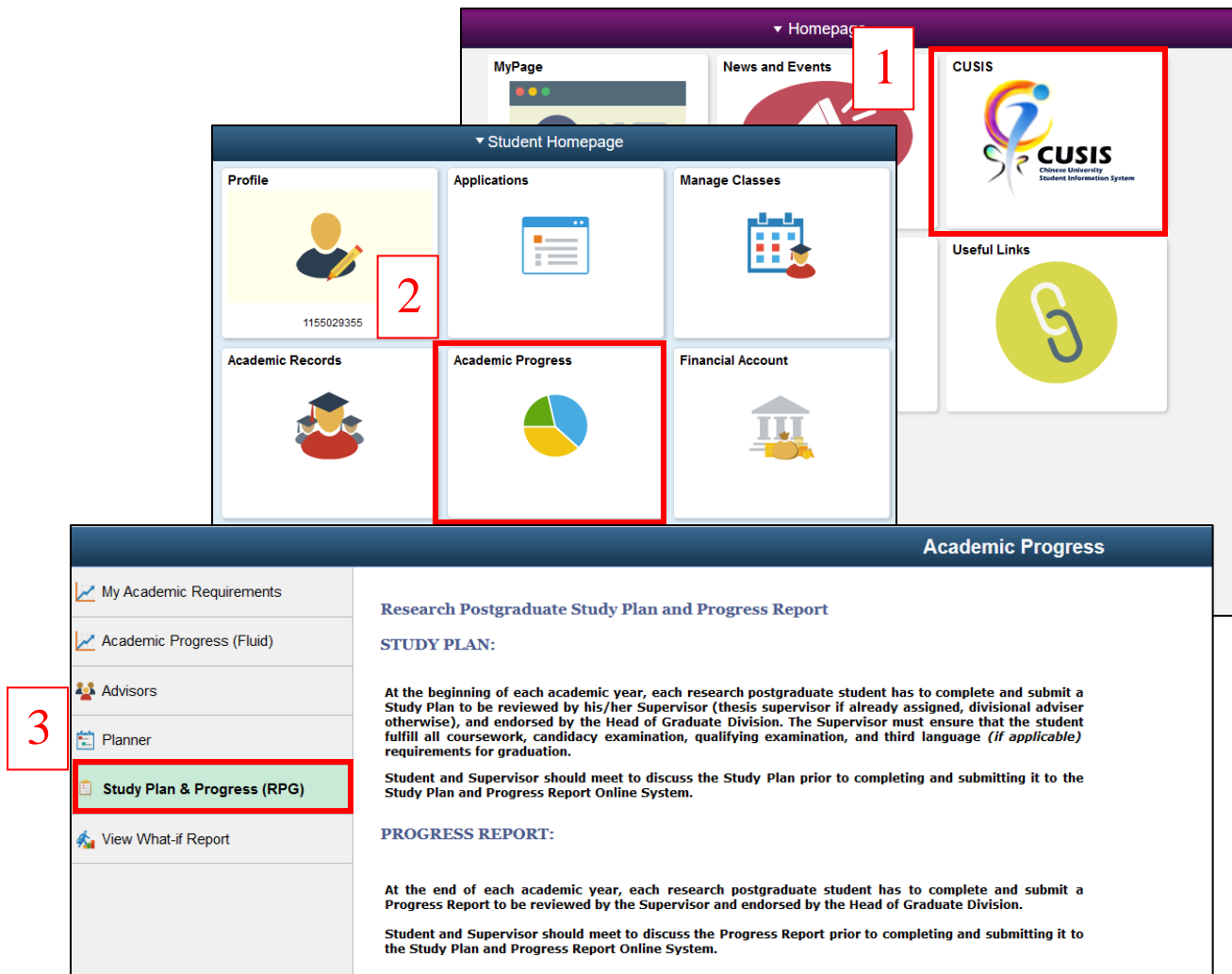
## B. Login

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



The image shows the MyCUHK login page. At the top left is the MyCUHK logo. At the top right is the CUSIS logo. In the center, there is a login form with two input fields: "Login ID" and "Password". Below the form is a green "Sign In" button. Underneath the button are links for "Change Current / Expired Password", "Forgot Alumni ID / Password", and "Contact ITSC". At the bottom, there is the CADS logo and the text "(CADS Reference Number: 086)". The background features a blurred image of a university building.

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



The image is a screenshot of the MyCUHK Academic Progress page. It is divided into several sections:

- Student Homepage:** A grid of six tiles: Profile (with a red box labeled '2'), Applications, Manage Classes, Academic Records, Academic Progress (with a red box), and Financial Account.
- CUSIS Logo:** A red box labeled '1' highlights the CUSIS logo in the top right corner.
- Useful Links:** A green circular icon with a white link symbol.
- Academic Progress Section:** A blue header with the text "Academic Progress". Below it is a sidebar with a red box labeled '3' around the "Study Plan & Progress (RPG)" link. The main content area contains:
  - Research Postgraduate Study Plan and Progress Report**
  - STUDY PLAN:**

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

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.
  - PROGRESS REPORT:**

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

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

## C. System Main Menu

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

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

2018-19

**Study Plan Status**

Not yet accessed by student

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



### Form Sections

---

Notes to Students:

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

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

Legend:  Last saved position       Max. step visited

**START**



## 1) Course requirements

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8

### Course requirements

\* Compulsory fields

2018-19

* Course code	Course title		
<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>






2017-18

Course(s) enrolled

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

SAVE Quick Navigation NEXT

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

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

## 2) Language requirements

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

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8

### Language requirements

\* Compulsory fields

\* Required to study a language

Not Required

Required - Chinese

Required - English

Required - Others

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

### 3) Qualifying examination/Candidacy requirements

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

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

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8

#### Qualifying examination / Candidacy requirements

\* Compulsory fields

\* Qualifying examination

Other requirement(s)

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

For other requirements, if any:

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

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

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

Compulsory IPL course(s):

Notes to Students:

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

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

1 2 3 4 5 6 7 8

#### Improving Postgraduate Learning (IPL)

---

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

\* Compulsory fields

Compulsory IPL course(s)

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

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

OIP course exempted #

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

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

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

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

**Research-related Skills**

**Research skills**

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

**Discover research information**

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

**Computer skills**

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

**Laboratory skills**

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

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

**Writing and presentation Skills**

**Thesis writing**

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

**Presentation skills**

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

**Teaching and learning**

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

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

## 5) Research Ethics Training (RET)

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

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8

### Research Ethics Training (RET)

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

\* Compulsory fields

**Compulsory RET module**

\* Publication Ethics

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

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

Human Subject Ethics  
Laboratory Animals Ethics  
Survey and Behavioral Ethics

SAVE Quick Navigation BACK NEXT

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



## 6) Thesis/Research and other academic activities

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

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8

### Thesis/Research and other academic activities

Types of activities	Plan (e.g. To attend a conference on Robotics in the US.)	From (MM/YYYY)	To (MM/YYYY)	Remarks		
<input type="text"/>	<input type="text"/>				<input type="button" value="+"/>	<input type="button" value="-"/>

Conference  
Exchange  
Field trip  
Internship  
Others  
Thesis/Research

- “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 the input of the Section before leaving the system.
- : Move to the next Section.

## 7) Research supervision (for viewing only)

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8

### Research supervision

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

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

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

SAVE   Quick Navigation   BACK   NEXT

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

## 8) Progression milestones (for viewing only)

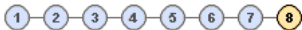
Information saved in the Study Plan will be collated and shown in this Section.

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

### Notes to Students:

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

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



### Progression milestones

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

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

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

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

#### Course requirements

2018-19

Course code	Course title

#### Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks

## Improving Postgraduate Learning (IPL)

### Compulsory IPL course

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

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

#### Research-related skills

##### Research skills

Course title	Completion year	Completion term	Remarks

##### Discover research information

Course title	Completion year	Completion term	Remarks

##### Computer skills

Course title	Completion year	Completion term	Remarks

##### Laboratory skills

Course title	Completion year	Completion term	Remarks

#### Writing and presentation skills

##### Thesis writing

Course title	Completion year	Completion term	Remarks

##### Presentation skills

Course title	Completion year	Completion term	Remarks

#### Teaching and learning

Course title	Completion year	Completion term	Remarks

Research Ethics Training (RET)				
<b>RET module</b>				
Module title	Completion year	Completion term	Remarks	
Publication Ethics				
<b>Other RET module</b>				
Module title	Completion year	Completion term	Remarks	
Thesis/Research and other academic activities				
Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Research supervision				
<b>Supervisor / Co-supervisor</b>				
Role	Name			
Supervisor	Sup A	(Study Plan/Progress Report In-charge)		
Co-Supervisor	Sup B			
Co-Supervisor	Sup C			

Quick Navigation
BACK
SUBMIT TO DIVISION

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

▼ Quick Navigation

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

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

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

a) Previous report completed:

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

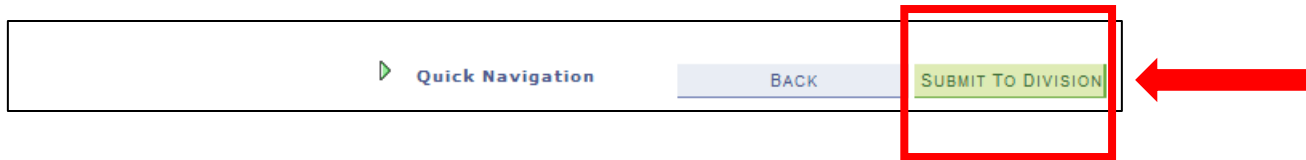
b) Previous report not yet completed:

<b>The Chinese University of Hong Kong</b> <b>CU Student Information System</b>		CU_SCRR128
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Report NOT completed (see status below)</div>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> No		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student	

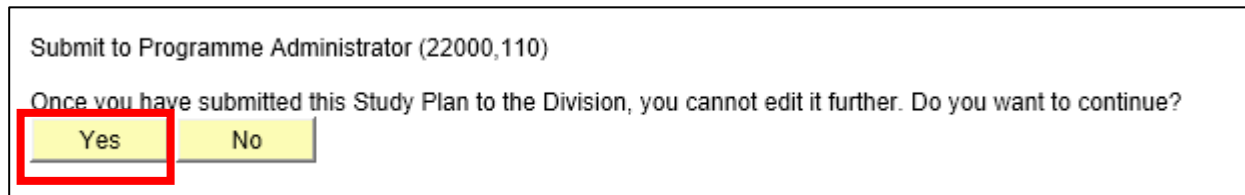
## D. Submission and Review Process

### 1) Submission by Student

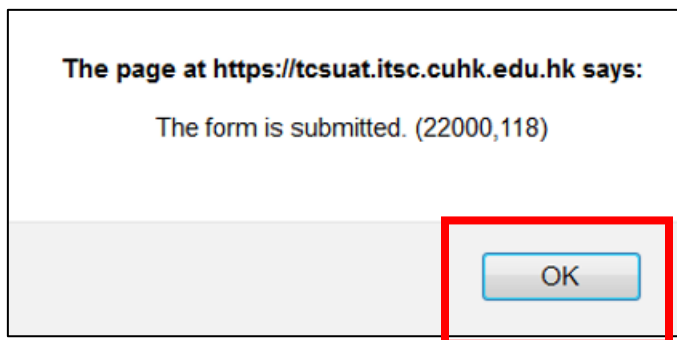
On completion of the Study Plan, students should submit it to the Division (Programme Administrator) for checking by clicking the button **SUBMIT TO DIVISION**.



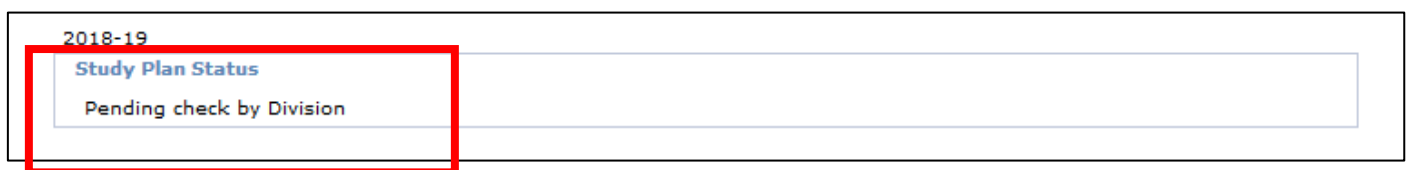
A confirmation dialog will then be shown.



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



Study Plan Status will be updated.



Step S1 in the workflow is completed.

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

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

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

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

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

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

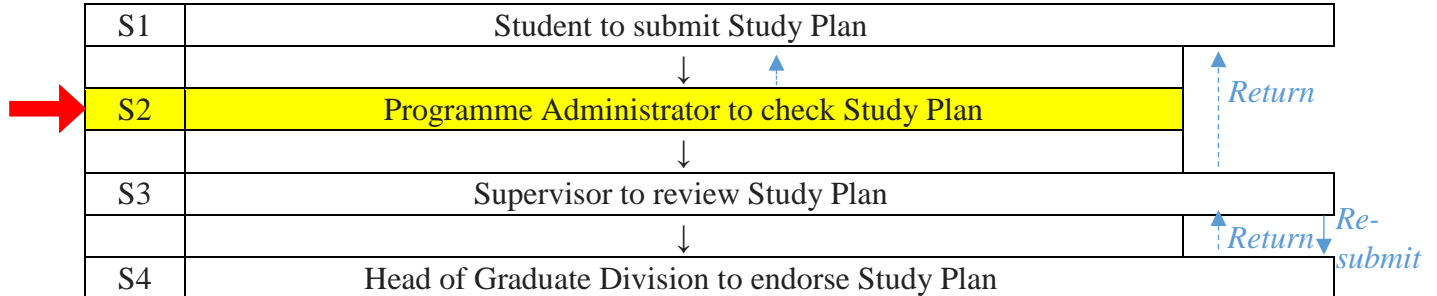
Student should consult the Supervisor and then access the system to amend, if necessary, and re-submit the Study Plan.



## II. Programme Administrator and Division operational staff

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

### A. Workflow for Submission of Progress Report



### B. Pre-condition

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

## C. Login

Path: MyCUHK > CUSIS > CUSIS Administrative Services

The image shows a sequence of three screenshots illustrating the login process on the MyCUHK website. The first screenshot shows the login form with a red box labeled '1' around the 'Login ID' and 'Password' fields. The second screenshot shows the 'Homepage' navigation menu with a red box labeled '2' around the 'CUSIS' link. The third screenshot shows the 'CUSIS' sub-menu with a red box labeled '3' around the 'CUSIS Administrative Services' link.

1

2

3

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

## D. Programme Administrator Maintenance

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

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

The screenshot displays the CUSIS Chinese University Student Information System interface. On the left, a 'Menu' sidebar lists various options, with 'Prog Adm for Plan and Report' under 'Study Plan and Progress Report' highlighted by a red box and a red arrow. The main content area is titled 'Prog Adm for Plan and Report' and shows a table for 'Academic Institution CUHK1 CUHK'. The table has columns for 'Academic Career', 'Academic Program', 'Description', 'Programme Administrator', 'Name', and 'Additional Email Address (Optional)'. The 'Programme Administrator' column is highlighted with a red box and a red arrow. Below the table, there are 'Important Notes' and a 'Save' button.

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

**Important Notes:**

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

Save

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

## E. Research Student Supervisor Maintenance

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

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


The screenshot shows the CUSIS Chinese University Student Information System interface. On the left, a navigation menu is visible with 'Research Student Supervision' highlighted in a red box and pointed to by a red arrow. The main content area displays the 'Research Student Supervision' search form. The form includes a search criteria section with the following fields:

- Empl ID: begins with [text input]
- Academic Institution: = [dropdown] CUHK1
- Academic Career: = [dropdown] Postgraduate - Research
- Student Career Nbr: = [dropdown]
- Campus ID: begins with [text input]
- National ID: begins with [text input]
- Last Name: begins with [text input]
- First Name: begins with [text input]


Below the search criteria, there are checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A message at the bottom of the form states 'No matching values were found.'

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


[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Study Plan and Progress Report](#) > [Research Student Supervision](#)
Home | [Worklist](#) | [Add to Favorites](#) | [Sign Out](#)






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

### Research Student Supervision

JDW, Hh Mdx 中文名      1155029355   
 Academic Institution: CUHK      Academic Career: Postgraduate - Research  
 Academic Program: MPhil-PhD Mathematics      Student Career Nbr: 1

Find | View All    First 1 of 1 Last





Effective Date: 11/06/2018 

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

**Important Notes:**

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

Save    Return to Search      Include History    Correct History

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

## F. Pagelet Setup

Path: *CUSIS* > *Home* > *Personalize* > *Content*

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

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




The screenshot shows the CUSIS Student Information System interface. The top navigation bar includes 'Home | Worklist | Add to Favorites | Sign Out'. The main content area is titled 'Personalize Home Page' and 'Personalize Content: My Page'. The 'Personalize Content: My Page' window has a 'Tab Name' field set to 'My Page' and a 'Welcome Message' field. Below this, there are instructions to 'Choose Pagelets' and 'Arrange Pagelets'. A list of 'PeopleSoft Applications' is shown with checkboxes: 'Grade Roster Review-Assess Pnl', 'Approve UG Major Declare(Dept)', 'Program Change Approval', 'Transfer Credit Approval - CD', 'Transfer Credit Approval - MD', 'Study Pln/Progress Rpt Pending' (checked), 'BI Publisher', 'Menu', 'Activity Guides - In Progress', 'Top Menu Features Description', 'My Reports', 'Main Menu', and 'Sign In'. At the bottom of the window are 'Save' and 'Cancel' buttons. To the left of the window is a 'Menu' sidebar with a search bar and various navigation options. Below the window is a table titled 'Study Pln/Progress Rpt Pending' with columns for 'EmpID', 'Formal Name', 'Academic Year', 'Study Plan Status', 'Progress Report Status', 'Study Plan Submission Date', 'Progress Rpt Submission Date', 'Academic Program', and 'Description'. The table is currently empty.

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

## G. Retrieval of Study Plan

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

The screenshot shows the CUSIS Student Information System interface. On the left, a 'Menu' sidebar lists various options, with 'Research Student Supervision' highlighted in a red box. The main content area is titled 'Study Plan and Progress Report' and contains a search form. The search form includes a 'Find an Existing Value' button and a 'Search Criteria' section with four fields: 'Empl ID', 'Study Plan Status', 'Progress Report Status', and 'Academic Program'. Each field has a 'begins with' dropdown menu and a magnifier icon. Below the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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


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

The screenshot shows the search results page for 'Study Plan and Progress Report'. The search criteria are the same as in the previous screenshot. Below the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The search results are displayed in a table with the following columns: Empl ID, Formal Name, Academic Year, Study Plan Status, Progress Report Status, Study Plan Submission Date, Progress Rpt Submission Date, Academic Program, and Description. The table contains four records.

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

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

Search Results								First 1-3 of 3 Last
EmpID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program	Description
1000000001	AA.Bbb	2018	Returned by Supervisor	-	02/01/2019 4:35:51PM	(blank)	60099	Mphil-PhD AA
1234567890	HB.Lhkdw	2018	Pending check by Division	-	07/01/2019 10:01:11AM	(blank)	60099	Mphil-PhD AA
1111111111	BB.Ccc	2018	Pending endorsement by Head of Graduate Division	-	10/12/2018 12:54:18PM	(blank)	60099	Mphil-PhD AA



**Menu**

Search:

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

## Research Postgraduate Study Plan and Progress Report

### STUDY PLAN:

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

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

### PROGRESS REPORT:

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

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

<b>Student Name</b>	<b>Student ID</b>
HB, Lhkdw	1234567890
<b>Graduate Division</b>	<b>Degree Pursued</b>
Division of AA	MPhil-PhD AA
<b>HKPFS Awardee</b>	
No	
<b>2018-19</b>	
<b>Study Plan Status</b>	
Pending check by Division	



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

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

Instructions to Programme Administrators:

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

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

Previous Study Plan & Progress Report (s)

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

Course requirements

2018-19

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

Course(s) enrolled

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

Language requirements

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

Qualifying examination / Candidacy requirements

Qualifying examination / Candidacy requirements

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

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

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

**Compulsory IPL course**

Course title	Completion year	Completion term	Remarks
Exempted OIP course			

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

Course title	Completion year	Completion term	Remarks

**Discover research information**

Course title	Completion year	Completion term	Remarks

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

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

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

Course title	Completion year	Completion term	Remarks
Thesis Writing Workshop			

**Presentation skills**

Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

**Research Ethics Training (RET)**

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

**RET module**

Module title	Completion year	Completion term	Remarks

**Thesis/Research and other academic activities**

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

**Research supervision**


**Supervisor / Co-supervisor**

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

PRINT

RETURN TO STUDENT

SUBMIT TO SUPERVISOR

 Return to Search

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

a) Previous report completed:

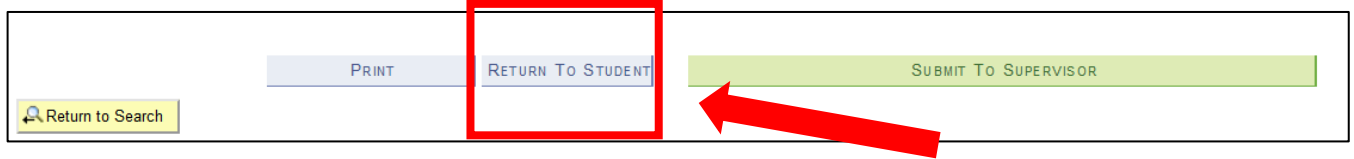
<b>The Chinese University of Hong Kong</b> <b>CU Student Information System</b>		CU_SCRR128
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division AA	<b>Degree Pursued:</b> MPhil-PhD AA	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

b) Previous report not yet completed:

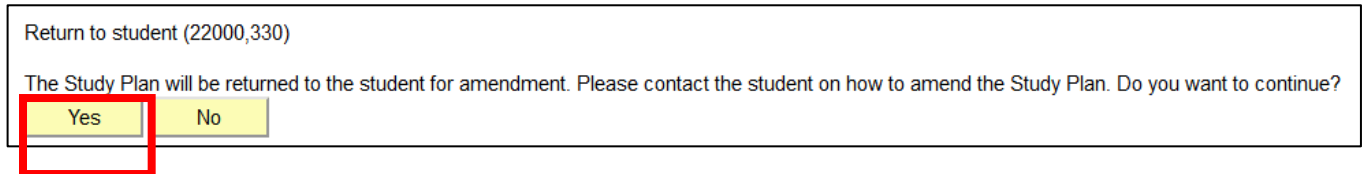
<b>The Chinese University of Hong Kong</b> <b>CU Student Information System</b>		CU_SCRR128
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
Report NOT completed (see status below)		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division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

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

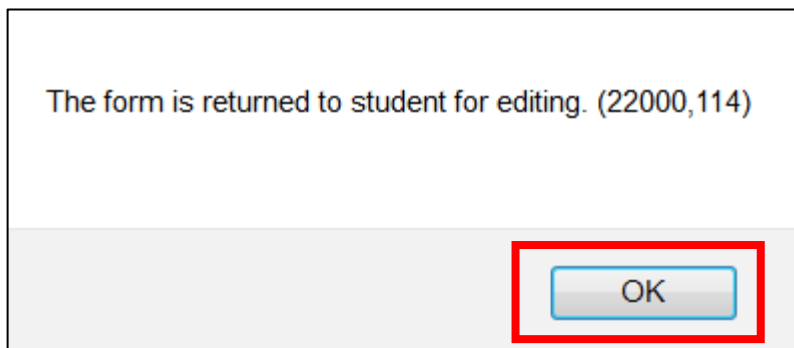
After checking the Study Plan, programme administrator may return the Study Plan to the student for revision, choose **RETURN TO STUDENT**, in which case a notification email to the student will be sent.



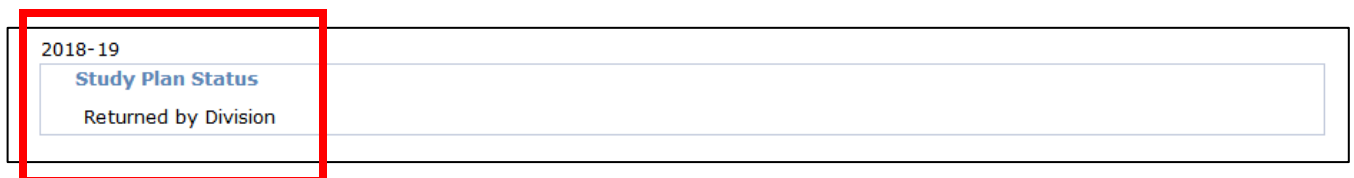
A confirmation dialog will then be shown.



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

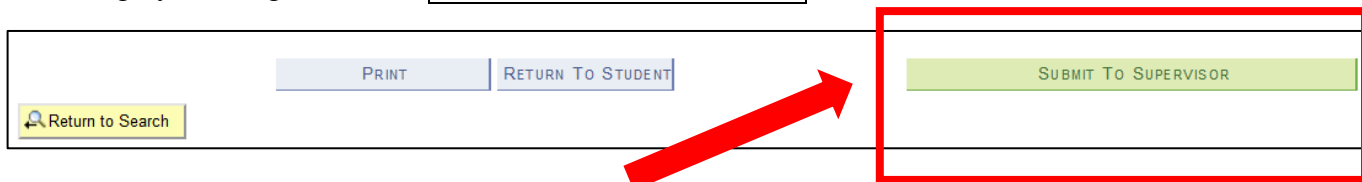


The Study Plan Status will be updated.

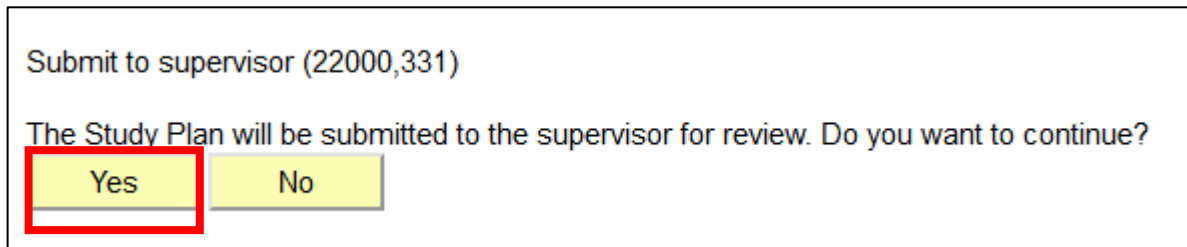


## I. Submission of Study Plan to Supervisor

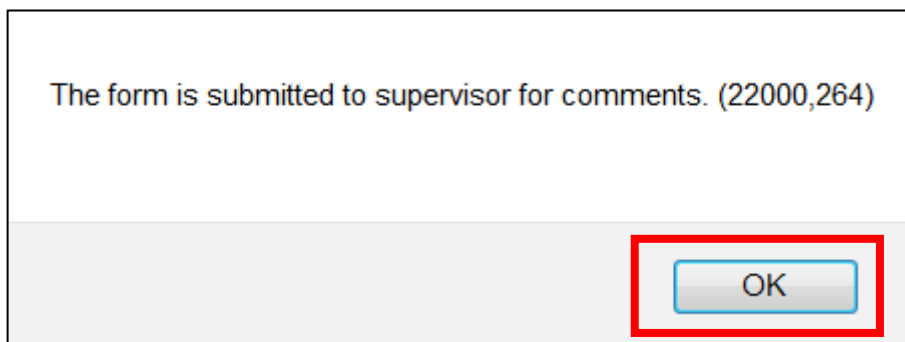
After checking the Study Plan, Programme Administrator may submit the Study Plan to the Supervisor for reviewing by clicking the button **SUBMIT TO SUPERVISOR**.



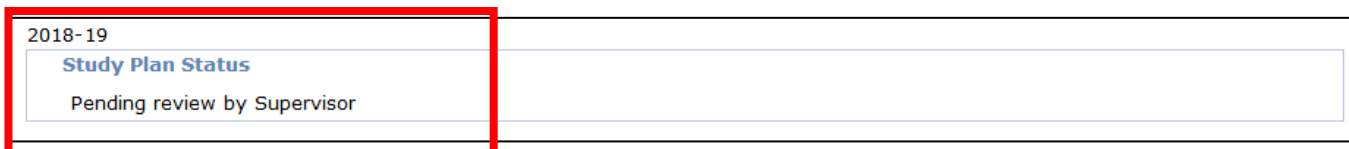
A confirmation dialog will then be shown.



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



The Study Plan Status will be updated.

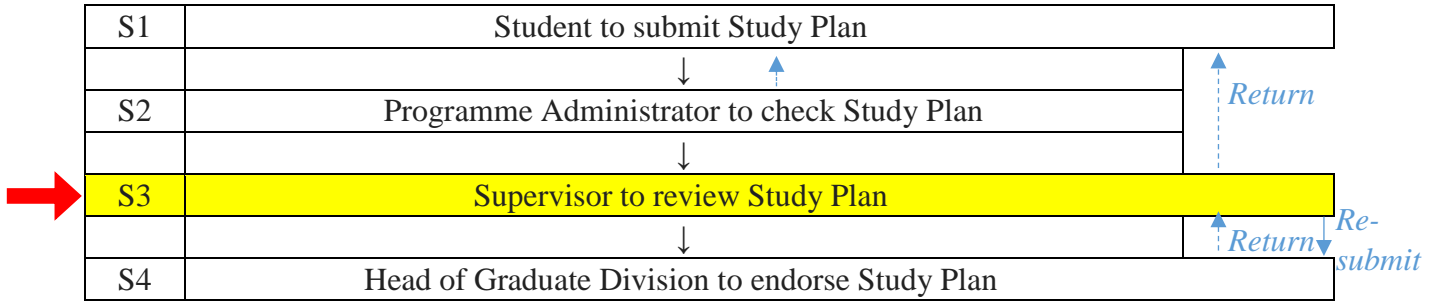


Step S2 in the workflow is completed.

A notification email to the Supervisor will be sent.

### III. Supervisor

#### A. Workflow for Submission



#### B. Pre-condition

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

## C. Login

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

The image shows a sequence of three screenshots illustrating the login process. The first screenshot is the MyCUHK login page, featuring the MyCUHK logo and a text box explaining the login process for newly admitted students and current/new students. A red box labeled '1' highlights the 'Login ID' and 'Password' input fields. The second screenshot shows the 'Homepage' navigation bar with four main sections: 'MyPage', 'News and Events', 'CUSIS Services for Instructors', and 'eLearning'. A red box labeled '2' highlights the 'CUSIS Services for Instructors' section. The third screenshot is a detailed view of the 'CUSIS Services for Instructors' page. The left sidebar contains a list of navigation options, with 'Study Plan & Report-Supervisor' highlighted by a red box labeled '3'. The main content area displays the 'Research Postgraduate Study Plan and Progress Report' section, including instructions for supervisors and a 'Refresh' button at the bottom.

- 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)

OK

## D. Submission and Review Process

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

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

**To Review** | Full List

### Research Postgraduate Study Plan and Progress Report

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

**Instructions to Supervisors:**

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

Refresh

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

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

**To Review** | **Full List**

### Research Postgraduate Study Plan and Progress Report

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

**Instructions to Supervisors:**

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

Refresh

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

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

## Research Postgraduate Study Plan and Progress Report

**Student Name**  
HB,Lhkdw

**Student ID**  
1234567890

**Graduate Division**  
Division of AA

**Degree Pursued**  
MPhil-PhD AA

### HKPFS Awardee

No

2018-19

#### Study Plan Status

Pending review by Supervisor

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

### Instructions to Supervisors:

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

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

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

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

### Course requirements

#### 2018-19

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

#### 2017-18

#### 2016-17

#### Course(s) enrolled

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

### Language requirements

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

### Qualifying examination / Candidacy requirements

#### Qualifying examination / Candidacy requirements

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

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

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

**Compulsory IPL course**

Course title	Completion year	Completion term	Remarks
Exempted OIP course			

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

**Research-related skills**

**Research skills**

Course title	Completion year	Completion term	Remarks

**Discover research information**

Course title	Completion year	Completion term	Remarks

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

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

**Writing and presentation skills**

**Thesis writing**

Course title	Completion year	Completion term	Remarks
Thesis Writing Workshop			

**Presentation skills**

Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

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

### Research Ethics Training (RET)

#### RET module

Module title	Completion year	Completion term	Remarks

### Thesis/Research and other academic activities

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

### Research supervision

#### Supervisor / Co-supervisor

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

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

CLOSE THIS WINDOW

PRINT

RETURN TO STUDENT

SUBMIT TO HEAD OF GRADUATE DIVISION

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

a) Previous report completed:

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

b) Previous report not yet completed:

<b>The Chinese University of Hong Kong</b> <b>CU Student Information System</b>		CU_SCRR128
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Report NOT completed (see status below)</div>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> No		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student	

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

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

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

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

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

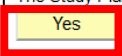


A confirmation dialog will then be shown.

Return to Student (22000,138)

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

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



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

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

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

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



A confirmation dialog will then be shown.

Submit to Graduate Division (22000,137)

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

[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.**

Instructions to Supervisors:

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

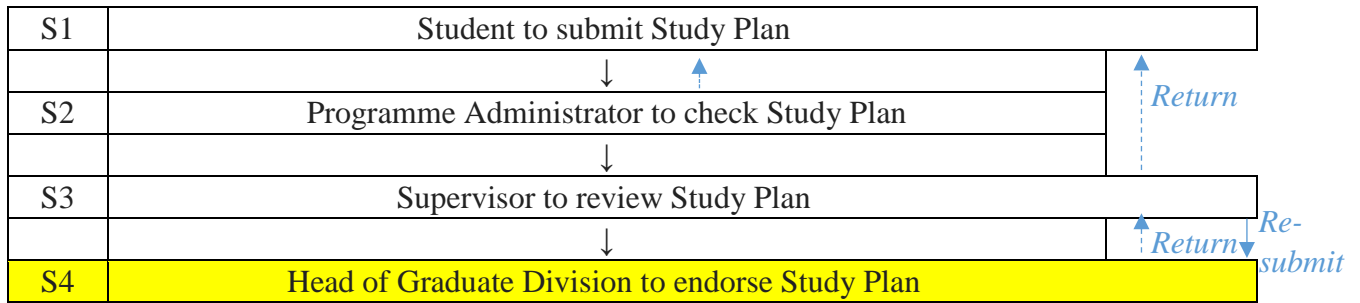
1. If the Study Plan requires further revision(s) by the Student, click "RETURN TO STUDENT" at the bottom.
2. If - after discussion with the Head of Graduate Division - the Study Plan can be re-submitted to the Head of Graduate Division for endorsement, click "SUBMIT TO HEAD OF GRADUATE DIVISION" at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

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

CLOSE THIS WINDOW    PRINT    RETURN TO STUDENT    SUBMIT TO HEAD OF GRADUATE DIVISION

## IV. Head of Graduate Division

### A. Workflow for Submission



### B. Pre-condition

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

## C. Login

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

The image shows a sequence of three screenshots illustrating the login process. The first screenshot is the MyCUHK login page, featuring the MyCUHK logo and a text box explaining the login process for newly admitted students and current/new students. A red box labeled '1' highlights the 'Login ID' and 'Password' input fields. The second screenshot shows the 'Homepage' navigation bar with four main sections: 'MyPage', 'News and Events', 'CUSIS Services for Instructors', and 'eLearning'. A red box labeled '2' highlights the 'CUSIS Services for Instructors' section. The third screenshot is a detailed view of the 'CUSIS Services for Instructors' interface. The left sidebar contains a list of navigation options, with 'Study Plan & Report-DivHead' highlighted by a red box labeled '3'. The main content area displays the 'Research Postgraduate Study Plan and Progress Report' section, including instructions for students and supervisors, and a list of instructions for Heads of Graduate Divisions.

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

## D. Submission and Review Process

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

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

Data Lang

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

### Research Postgraduate Study Plan and Progress Report

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

**Instructions to Heads of Graduate Divisions:**

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

Selected	Student ID	Formal Name	Academic Program	Student Submission Date	Supervisor Submission Date	Find	First	1 of 1	Last
1 <input type="checkbox"/>	1234567890	HB,Lhkdw	MPhil-PhD AA	10/12/2018 12:52PM	10/12/2018 12:54PM				<a href="#">View</a>

Select All     Deselect All

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

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

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

**Instructions to Heads of Graduate Divisions:**

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

**No Record.**

A new browser will pop up for reviewing the Report.

## Research Postgraduate Study Plan and Progress Report

<b>Student Name</b>	<b>Student ID</b>
HB, Lhkdw	1234567890
<b>Graduate Division</b>	<b>Degree Pursued</b>
Division of AA	MPhil-PhD AA
<b>HKPFS Awardee</b>	
No	

2018-19

### Study Plan Status

Pending endorsement by Head of Graduate Division

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

### Instructions to Heads of Graduate Divisions:

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

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

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

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

### Course requirements

#### 2018-19

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

#### 2017-18

#### 2016-17

### Course(s) enrolled

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

### Language requirements

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

### Qualifying examination / Candidacy requirements

#### Qualifying examination / Candidacy requirements

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

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

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

**Compulsory IPL course**

Course title	Completion year	Completion term	Remarks
Exempted OIP course			

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

**Research-related skills**

**Research skills**

Course title	Completion year	Completion term	Remarks

**Discover research information**

Course title	Completion year	Completion term	Remarks

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

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

**Writing and presentation skills**

**Thesis writing**

Course title	Completion year	Completion term	Remarks
Thesis Writing Workshop			

**Presentation skills**

Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

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

### Research Ethics Training (RET)

#### RET module

Module title	Completion year	Completion term	Remarks

### Thesis/Research and other academic activities

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

### Research supervision

#### Supervisor / Co-supervisor

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

CLOSE THIS WINDOW

PRINT

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

a) Previous report completed:

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

b) Previous report not yet completed:

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



## E. Return of 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.

**Research Postgraduate Study Plan and Progress Report**

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

**Instructions to Heads of Graduate Divisions:**

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

Selected	Student ID	Formal Name	Academic Program	Student Submission Date	Supervisor Submission Date	View
<input type="checkbox"/>	234567890	HB,Lhkdw	MPhil-PhD AA	10/12/2018 12:52PM	10/12/2018 12:54PM	<input type="button" value="View"/>

Select All  Deselect All

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

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

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

**Research Postgraduate Study Plan and Progress Report**

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

**Instructions to Heads of Graduate Divisions:**

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

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

Select All     Deselect All

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

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

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

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

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

OK

Step S4 in the workflow is completed.

A notification email to the student will be sent.

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

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

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

---

### Research Postgraduate Study Plan and Progress Report

#### STUDY PLAN:

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

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

#### PROGRESS REPORT:

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

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

Instructions to Heads of Graduate Divisions:

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

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

[Refresh](#)

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

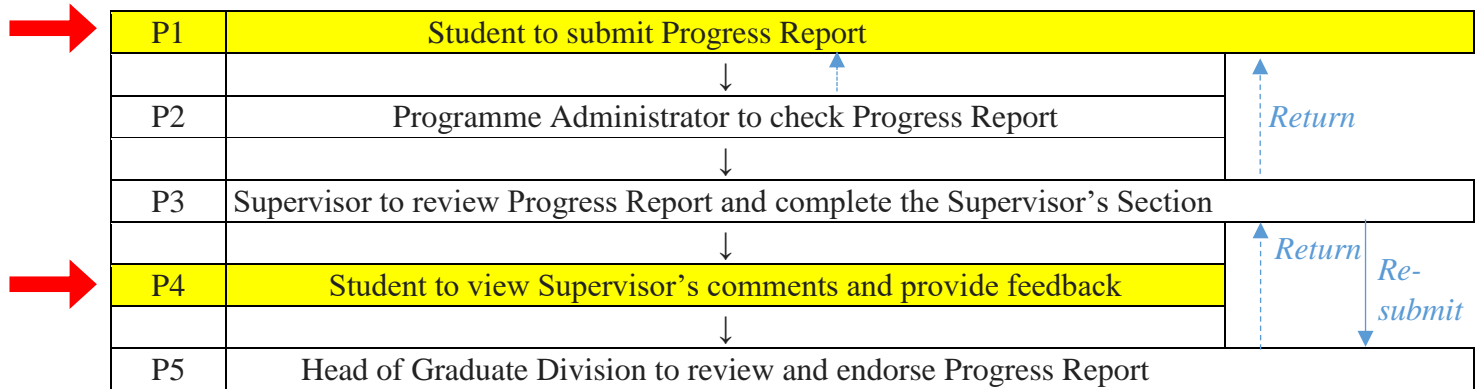
## PROGRESS REPORT

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

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

### V. Student and Student Feedback

#### Workflow for Submission



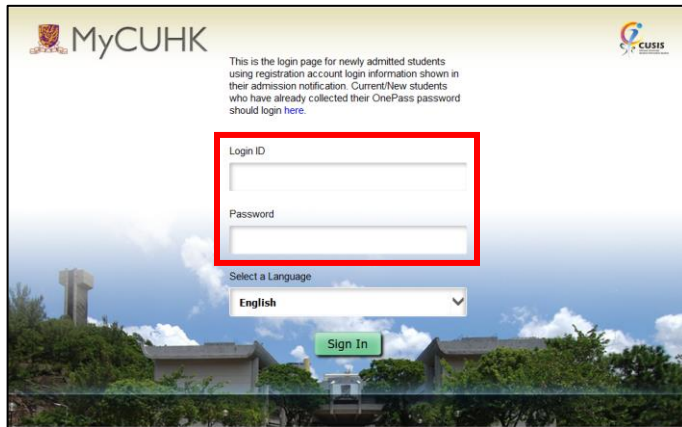
## Step P1 Student to Submit Progress Report

### A. Pre-condition

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

### B. Login

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



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

**Academic Progress**

My Academic Requirements

Academic Progress (Fluid)

Advisors

Planner

**Study Plan & Progress (RPG)**

View What-if Report

**Research Postgraduate Study Plan and Progress Report**

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

## C. System Main Menu

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

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

2018-19



<b>Study Plan Status</b>	<b>Progress Report Status</b>
Endorsed by Head of Graduate Division	Not yet submitted by student



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

### Form Sections

**Notes to Students:**

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

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

Legend:  Last saved position       Max. step visited

**START**

## 1) Course requirements (for viewing only)

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

Changes are not allowed in the Course requirements Section.

Notes to Students:

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

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

1 2 3 4 5 6 7 8 9

### Course requirements

\* Compulsory fields

2018-19

**Course(s) enrolled**

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

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

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

**Course(s) enrolled**

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

SAVE Quick Navigation NEXT

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

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

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

## 2) Language requirements

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

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8 9

### Language requirements

**\* Compulsory fields**

\* Required to study a language

Not Required

Required - Chinese

Required - English

Required - Others Japanese

Completion: Academic Year  Term

Remarks:

SAVE Quick Navigation BACK NEXT

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

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



### 3) Qualifying examination/Candidacy requirements

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

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

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

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8 9

#### Qualifying examination / Candidacy requirements

\* Compulsory fields

\* Candidacy requirements

Completion: Academic year  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):

Notes to Students:

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

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

1 2 3 4 5 6 7 8 9

### Improving Postgraduate Learning (IPL)

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

**\* Compulsory fields**

**Compulsory IPL course(s)**

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

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

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

**Remark:**

**OIP course exempted #**

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

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

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

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

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

**Research-related Skills**

**Research skills**

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

**Discover research information**

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

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

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

Course title	Completion year	Completion term	Remarks

**Writing and presentation Skills**

**Thesis writing**

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

**Presentation skills**

Course title	Completion year	Completion term	Remarks

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

SAVE Quick Navigation BACK NEXT

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

## 5) Research Ethics Training (RET)

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

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

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8 9

### Research Ethics Training (RET)

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

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

Module title	Completion year	Completion term	Remarks

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

BACK NEXT

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

## 6) Thesis/Research and other academic activities

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

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

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8 9

### Thesis/Research and other academic activities

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

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

SAVE Quick Navigation BACK NEXT

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

## 7) Research supervision (for viewing only)

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

Notes to Students:

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

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

1 2 3 4 5 6 7 8 9

### Research supervision

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

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

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

SAVE Quick Navigation BACK NEXT

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

## 8) Progression milestones (for viewing only)

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

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

### Notes to Students:

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

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



### Progression milestones

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

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

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

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

#### Course requirements

**2018-19**

##### Course(s) enrolled

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

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

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

#### Language requirements

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

#### Qualifying examination / Candidacy requirements

##### Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

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

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

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

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

**Discover research information**

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

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

Course title	Completion year	Completion term	Remarks

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

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

**Presentation skills**

Course title	Completion year	Completion term	Remarks

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

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

Module title	Completion year	Completion term	Remarks



### Thesis/Research and other academic activities

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

### Research supervision

#### Supervisor / Co-supervisor

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

SAVE



Quick Navigation

BACK

NEXT

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



#### Quick Navigation

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

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

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

a) Previous report completed:

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

b) Previous report not yet completed:

<b>The Chinese University of Hong Kong</b> <b>CU Student Information System</b>		CU_SCRR128
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Report NOT completed (see status below)</div>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division of AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS Awardee:</b> No		
<b>Study Plan Status:</b> Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Pending feedback by student	

## 9) Comments

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

To add comments and attachment:

Notes to Students:

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

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

1 2 3 4 5 6 7 8 9

### Comments

#### Comments from student

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

I have no comments.

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

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

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

File Name	Date	View
CUHK_GS_Logo.jpg		View

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

File Name	Date	Add	View
		Add	View

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

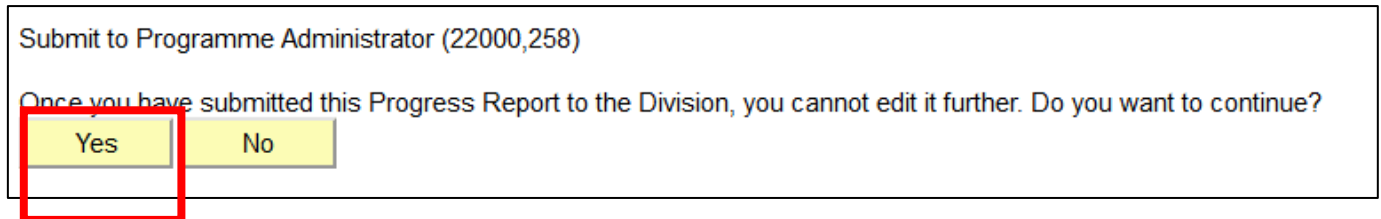
## D. Submission and Review Process

### 1) Submission by Student

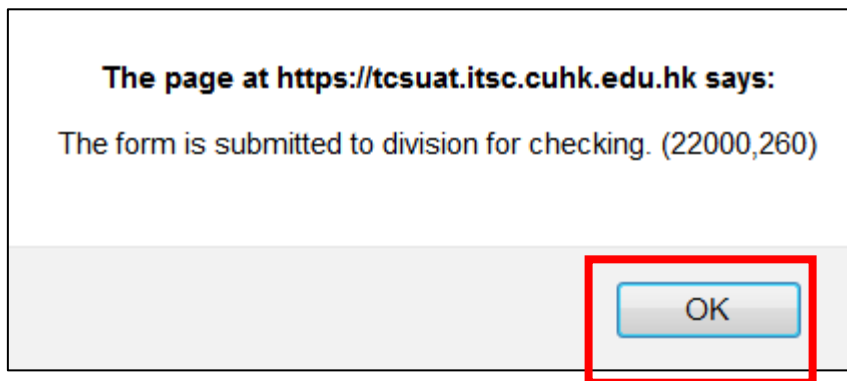
On completion of the Progress Report, students should submit it to the Division (Programme Administrator) for checking by clicking the button **SUBMIT TO DIVISION**.



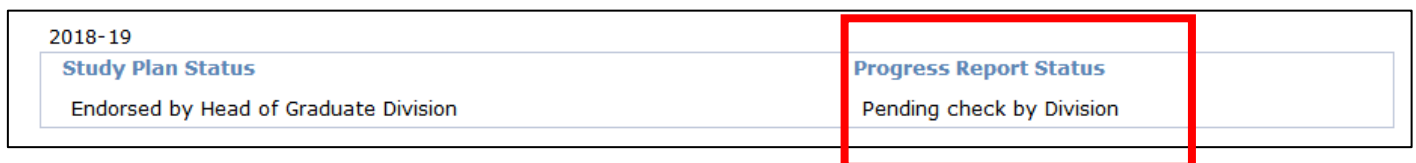
A confirmation dialog will then be shown.



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



Progress Report Status will be updated.



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.

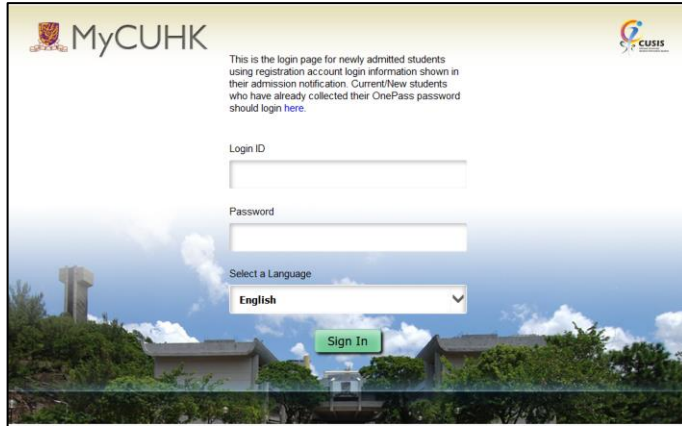
## Step P4 Student to View Supervisor's Comments and Provide Feedback

### 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.

**1**

**2**

**3**

**Academic Progress**

**Research Postgraduate Study Plan and Progress Report**

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

## Submission and Review Process

### Submission by Student

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

**HKPFS Awardee**

No

2018-19



<b>Study Plan Status</b> Endorsed by Head of Graduate Division	<b>Progress Report Status</b> Pending feedback by student
---	--



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

### Form Sections

Notes to Students:

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

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

Legend:  Last saved position       Max. step visited

**START**

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

2018-19

<b>Study Plan Status</b> Endorsed by Head of Graduate Division	<b>Progress Report Status</b> Pending feedback by student
---	--

**Notes to Students:**

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

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

1 2 3 4 5 6 7 8 9

### Comments

**Comments from student**

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

I have no comments.

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

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

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

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



Comments from Supervisor

I. Confirmation:

I have read this Progress Report and

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

II. Comments from Supervisor:

1. Academic progress of the student:

- Satisfactory
- Improvement needed
- Not satisfactory

Suggested action to be taken by Division (optional):

- Division to issue a warning letter to the student.
- Division to recommend suspension of PGS for a certain period of time due to unsatisfactory performance. [Note: Supervisor is required to submit a written request with endorsement of the Division Head to the Graduate School to justify the suspension of PGS.]

Suggested suspension  months, effective from 1st  of

- Others, please specify (max. 500 words):

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

File Name	Date	Add	View
1		Add	View

Note:

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

2. Comments on the student's progress:

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

Need to work harder.

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

File Name	Date	Add	View
1		Add	View

3. Approval:

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

Student's feedback to Supervisor's comments

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

I have no further comments.

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

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

File Name	Date	Add	View
1		Add	View

SAVE Quick Navigation BACK **SUBMIT TO HEAD OF GRADUATE DIVISION**

A confirmation dialog will then be shown.

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

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

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

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

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

Progress Report Status will be updated.

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

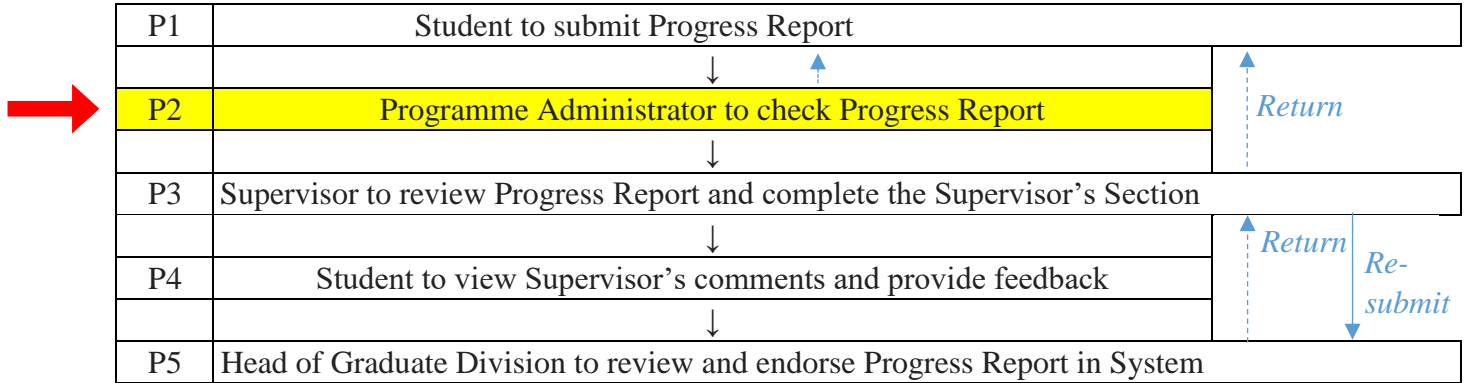
Step P4 in the workflow is completed.

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

## VI. Programme Administrator and Division operational staff

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

### A. Workflow for Submission of Progress Report



### B. Pre-condition

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

## C. Login

Path: MyCUHK > CUSIS > CUSIS Administrative Services

The image shows a sequence of three screenshots illustrating the login process on the MyCUHK website. The first screenshot shows the login form with a red box labeled '1' around the login instructions and input fields. The second screenshot shows the homepage navigation menu with a red box labeled '2' around the CUSIS link. The third screenshot shows the CUSIS administrative services page with a red box labeled '3' around the CUSIS Administrative Services link.

1

2

3

- 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.

Academic Institution CUHK1 CUHK

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

**Important Notes:**

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

Save

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

## E. Research Student Supervisor Maintenance

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

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


The screenshot displays the CUSIS (Chinese University Student Information System) interface. On the left, a navigation menu is shown with 'Study Plan and Progress Report' highlighted in a red box, and a red arrow pointing to it. The main content area is titled 'Research Student Supervision' and includes a search form. The form has a 'Find an Existing Value' button and a 'Search Criteria' section with the following fields:

- Empl ID: begins with [ ]
- Academic Institution: = [ ] CUHK1
- Academic Career: = [ ] Postgraduate - Research
- Student Career Nbr: = [ ]
- Campus ID: begins with [ ]
- National ID: begins with [ ]
- Last Name: begins with [ ]
- First Name: begins with [ ]

Below the search criteria are checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A message at the bottom states 'No matching values were found.'


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

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Study Plan and Progress Report](#) > [Research Student Supervision](#)
Home | [Worklist](#) | [Add to Favorites](#) | [Sign Out](#)

 **Chinese University**  
 Student Information System

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

### Research Student Supervision

JDW, Hh Mdx 中文名      1155029355        
**Academic Institution:** CUHK      **Academic Career:** Postgraduate - Research  
**Academic Program:** MPhil-PhD Mathematics      **Student Career Nbr:** 1

Find | View All    First 1 of 1 Last

Effective Date: 11/06/2018

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

**Important Notes:**

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

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

## F. Pagelet Setup

Path: *CUSIS* > *Home* > *Personalize* > *Content*

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

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

1

2

3

Personalize Home Page

Personalize Content: My Page

Tab Name: My Page

Welcome Message: 英

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

Arrange Pagelets: Go to Personalize Layout

PeopleSoft Applications

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

Save Cancel

Study Pln/Progress Rpt Pending




EmpID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program	Description
-------	-------------	---------------	-------------------	------------------------	----------------------------	------------------------------	------------------	-------------

Full Query Results



## G. Retrieval of Progress Report

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

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


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


Study Plan and Progress Report


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

Find an Existing Value


Search Criteria

Empl ID begins with  

Study Plan Status begins with  

Progress Report Status begins with  

Academic Program begins with

Search Clear Basic Search  Save Search Criteria


Search Results

View All First 1-68 of 68 Last

Empl ID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program Description
1009600272	QHDX, Qhwz Ywx	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:19AM	(blank)	60018 MPhil-PhD Mathematics
1155008987	DK YFKCZ, Jdb Lhwz	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:19AM	(blank)	60018 MPhil-PhD Mathematics
1155014551	YDXZ, Yywwz	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:19AM	(blank)	60018 MPhil-PhD Mathematics
1155017075	QHDX, Hfw Lhxz	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:20AM	(blank)	60018 MPhil-PhD Mathematics

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

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



**Menu**

Search:

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

## Research Postgraduate Study Plan and Progress Report

### STUDY PLAN:

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

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

### PROGRESS REPORT:

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

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

**Student Name**  
HB, Lhkdw

**Graduate Division**  
Division of AA

**HKPFS Awardee**  
No

2018-19

**Student ID**  
1234567890

**Degree Pursued**  
MPhil-PhD AA

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

**Progress Report Status**  
Pending check by Division

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

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

Instructions to Programme Administrators:

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

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

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

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

#### Course requirements

2018-19

##### Course(s) enrolled

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

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

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

##### Course(s) enrolled

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

#### Language requirements

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

#### Qualifying examination / Candidacy requirements

##### Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

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

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

### Improving Postgraduate Learning (IPL)

#### Compulsory IPL course

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

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

##### Research-related skills

##### Research skills

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

##### Discover research information

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

##### Computer skills

Course title	Completion year	Completion term	Remarks

##### Laboratory skills

Course title	Completion year	Completion term	Remarks

##### Writing and presentation skills

##### Thesis writing

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

##### Presentation skills

Course title	Completion year	Completion term	Remarks

##### Teaching and learning

Course title	Completion year	Completion term	Remarks

### Research Ethics Training (RET)

#### RET module

Module title	Completion year	Completion term	Remarks

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

#### Thesis/Research and other academic activities

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

## Research supervision

### Supervisor / Co-supervisor

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

### Comments from student

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

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

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

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

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

### Comments from Supervisor

#### I. Confirmation:

I have read this Progress Report and

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

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

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

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

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

File Name	Date	Add	View
		Add	View

### Endorsement by Head of Graduate Division

#### I. Confirmation:

I have read this Progress Report and

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

PRINT

RETURN TO STUDENT

SUBMIT TO SUPERVISOR

[Return to Search](#)

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

a) Previous report completed:

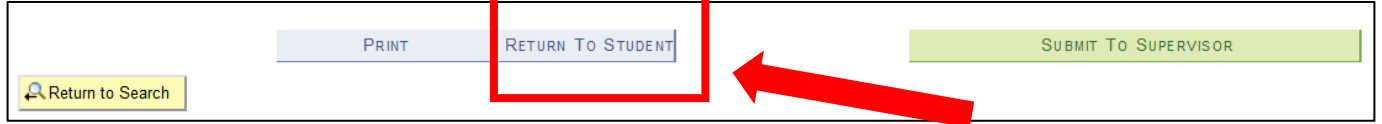
<b>The Chinese University of Hong Kong CU Student Information System</b>		CU_SCRR128
<b>Research Postgraduate Study Plan and Progress Report (2017-18)</b>		
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
<b>Graduate Division:</b> Division AA	<b>Degree Pursued:</b> MPhil-PhD AA	
<b>HKPFS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

b) Previous report not yet completed:

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

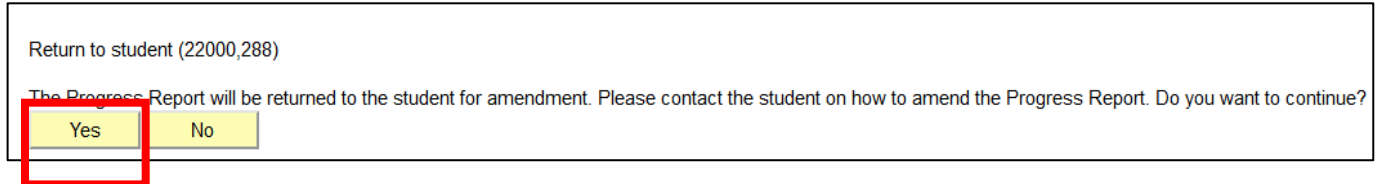
## H. Return of Progress Report to Student (where applicable)

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



Return to Search    PRINT    RETURN TO STUDENT    SUBMIT TO SUPERVISOR

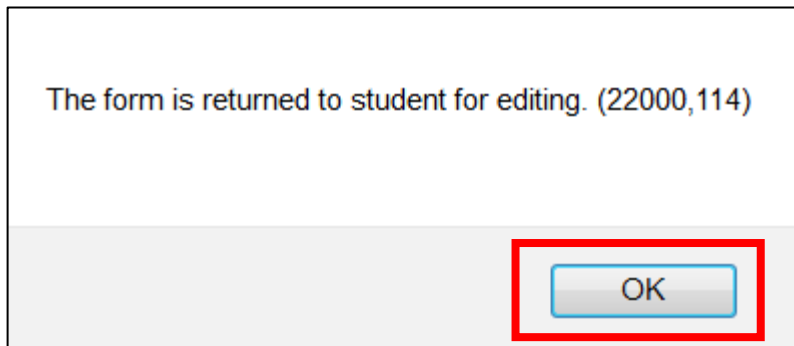
A confirmation dialog will then be shown.



Return to student (22000,288)  
The Progress Report will be returned to the student for amendment. Please contact the student on how to amend the Progress Report. Do you want to continue?

Yes    No

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



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

OK

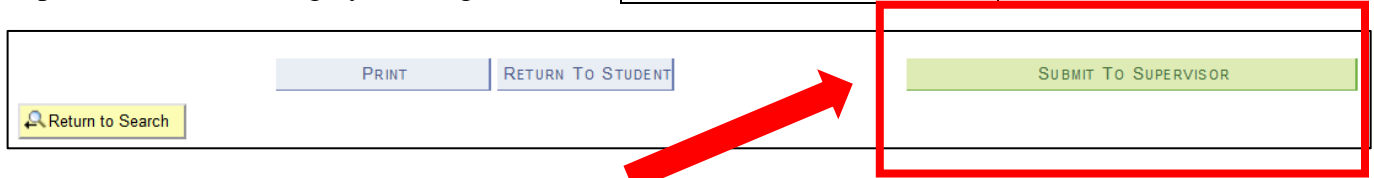
The Progress Report Status will be updated.



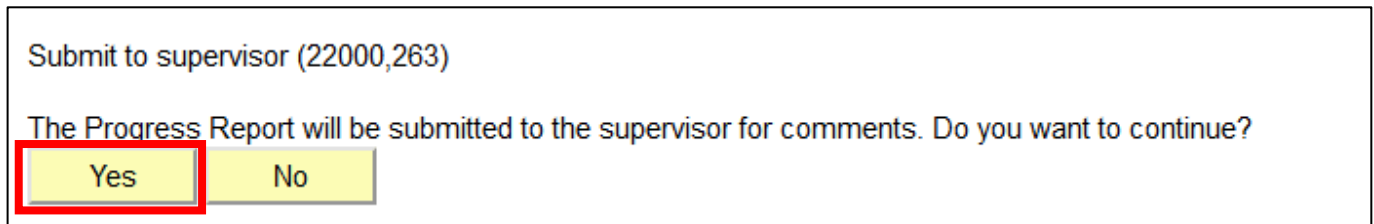
2018-19	
<b>Study Plan Status</b> Endorsed by Head of Graduate Division	<b>Progress Report Status</b> Not yet submitted by student

## I. Submission of Progress Report to Supervisor

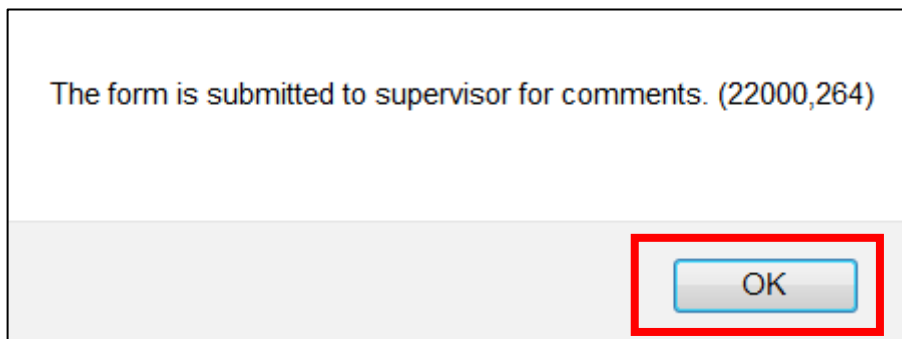
After checking the Progress Report, Programme Administrator may submit the Progress Report to the Supervisor for reviewing by clicking the button **SUBMIT TO SUPERVISOR**.



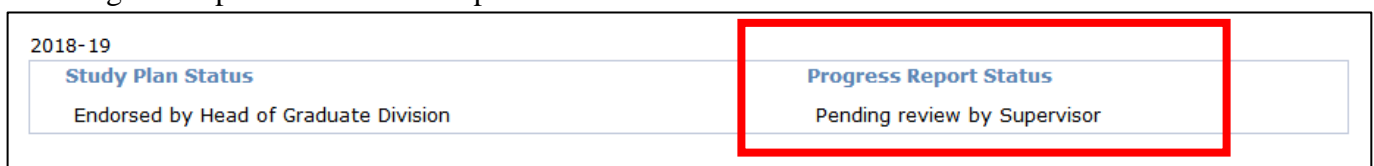
A confirmation dialog will then be shown.



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



The Progress Report Status will be updated.



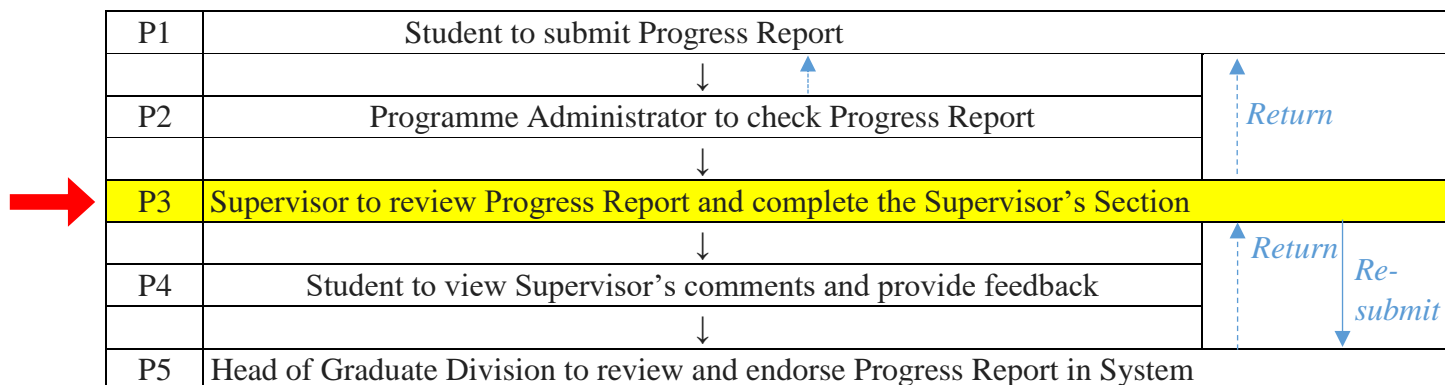
Step P2 in the workflow is completed.

A notification email to the Supervisor will be sent.



## VII. Supervisor

### A. Workflow for Submission



### B. Pre-condition

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

## C. Login

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

The image shows a two-part screenshot. The top part is the MyCUHK login page, featuring the MyCUHK logo and a text box explaining the login process for newly admitted students. A red box labeled '1' highlights the 'Login ID' and 'Password' input fields. The bottom part is the 'CUSIS Services for Instructors' homepage. A red box labeled '2' highlights the 'CUSIS Services for Instructors' menu item. A red box labeled '3' highlights the 'Study Plan & Report-Supervisor' menu item in the left sidebar. The main content area displays 'Research Postgraduate Study Plan and Progress Report' with sections for 'STUDY PLAN:', 'PROGRESS REPORT:', and 'Instructions to Supervisors:'. A 'Refresh' button is visible at the bottom.

- 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)

OK

## D. Submission and Review Process

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

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

**Research Postgraduate Study Plan and Progress Report**

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

**Instructions to Supervisors:**

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

**Refresh**

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

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

**Research Postgraduate Study Plan and Progress Report**

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

**Instructions to Supervisors:**

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

**Refresh**

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

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

## Research Postgraduate Study Plan and Progress Report

**Student Name**  
HB, Lhkdw

**Student ID**  
1234567890

**Graduate Division**  
Division of AA

**Degree Pursued**  
MPhil-PhD AA

**HKPFS Awardee**  
No

2018-19

**Study Plan Status**

Endorsed by Head of Graduate Division

**Progress Report Status**

Pending review by Supervisor

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

**Instructions to Supervisors:**

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

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

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

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

**Course requirements**

2018-19

**Course(s) enrolled**

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

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

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

**Course(s) enrolled**

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

**Language requirements**

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

**Qualifying examination / Candidacy requirements**

**Qualifying examination / Candidacy requirements**

Name	Completion year	Completion term	Remarks
Candidacy requirements			

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

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

**Compulsory IPL course**

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

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

**Research-related skills**

**Research skills**

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

**Discover research information**

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

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

Course title	Completion year	Completion term	Remarks

**Writing and presentation skills**

**Thesis writing**

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

**Presentation skills**

Course title	Completion year	Completion term	Remarks

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

**Research Ethics Training (RET)**

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

**RET module**

Module title	Completion year	Completion term	Remarks

**Thesis/Research and other academic activities**

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

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

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

**Comments from student**

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

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

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

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

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

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

I have read this Progress Report and

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

CLOSE THIS WINDOW

SAVE

PRINT

SUBMIT

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

a) Previous report completed:

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

b) Previous report not yet completed:

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



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

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

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

**Comments from Supervisor**

**I. Confirmation:**

I have read this Progress Report and

return this Progress Report to the student for revision.

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

CLOSE THIS WINDOW    SAVE    PRINT    **SUBMIT**

A confirmation dialog will then be shown.

Return to student (22000,262)

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

**Yes**    No

## F. Providing comments on the Progress Report

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

Comments from Supervisor

**I. Confirmation:**

I have read this Progress Report and

return this Progress Report to the student for revision.

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

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.

**I. Confirmation:**

**I have read this Progress Report and**

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

**II. Comments from Supervisor:**

1. Academic progress of the student:

- Satisfactory
- Improvement needed
- Not satisfactory

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

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

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

Note:

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

2. Comments on the student's progress:

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

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

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

3. Approval:

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

CLOSE THIS WINDOW

SAVE

PRINT

**SUBMIT**

## “Not satisfactory” Academic Progress has been Chosen

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

**II. Comments from Supervisor:**

1. Academic progress of the student:

Satisfactory

Improvement needed

Not satisfactory

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

Division to issue a warning letter to the student.

Division to recommend suspension of PGS for a certain period of time due to unsatisfactory performance.  
[Note: Supervisor is required to submit a written request with endorsement of the Division Head to the Graduate School to justify the suspension of PGS.]

Suggested suspension period:  months, effective from 1st of

Others, please specify (max. 500 words):

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

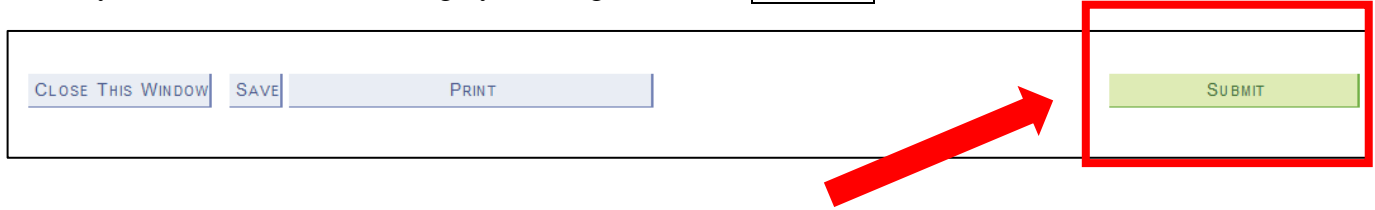
File Name	Date	Add	View	
		<a href="#">Add</a>	View	

**Note:**

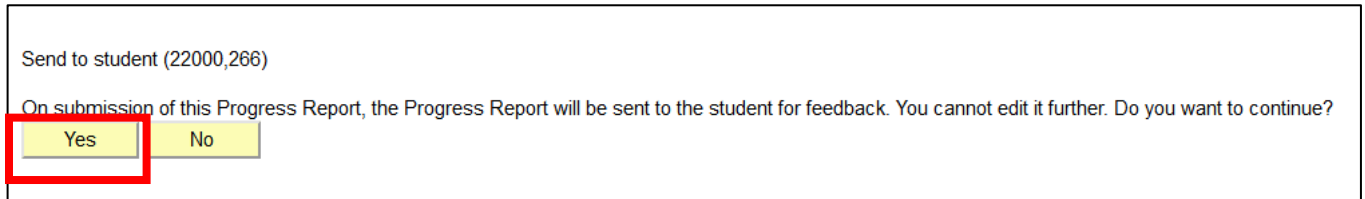
*Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of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

## 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**.



A confirmation dialog will then be shown.



The Progress Report Status will be updated.

The screenshot shows the 'Research Postgraduate Study Plan and Progress Report' page. At the top, there are two buttons: 'To Review' and 'Full List'. The 'Full List' button is highlighted with a red rectangular box. Below the buttons is the title 'Research Postgraduate Study Plan and Progress Report' and sections for 'STUDY PLAN:' and 'PROGRESS REPORT:'. There are also 'Instructions to Supervisors' and a 'Refresh' button. At the bottom, there is a table with columns: Student ID, Formal Name, Academic Program, Study Plan Status, Progress Report Status, Last Update Date/Time, View, and Review. The 'Progress Report Status' column in the table is highlighted with a red rectangular box.

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

Step P3 in the workflow is completed.

A notification email to the student will be sent.

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

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

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

### Research Postgraduate Study Plan and Progress Report

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

**Instructions to Supervisors:**

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

[Refresh](#)

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

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

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

I have no further comments.

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

I will work harder.

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

File Name	Date	Add	View
		Add	View

### Endorsement by Head of Graduate Division

**I. Confirmation:**

**I have read this Progress Report and**

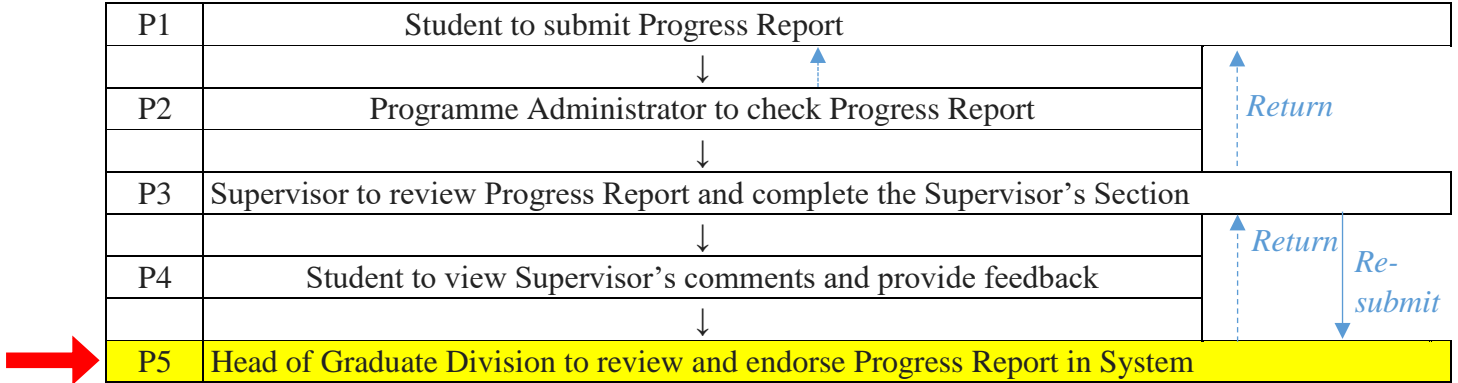
return it to the Supervisor for clarification and re-submission.

endorse it.

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

## VIII. Head of Graduate Division

### A. Workflow for Submission



### B. Pre-condition

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

## C. Login

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

The image shows a sequence of three screenshots illustrating the login process. The first screenshot is the MyCUHK login page, featuring the MyCUHK logo and a text box explaining the login process for newly admitted students and current/new students. A red box labeled '1' highlights the 'Login ID' and 'Password' input fields. The second screenshot shows the 'CUSIS Services for Instructors' homepage, with a red box labeled '2' highlighting the 'CUSIS Services for Instructors' menu item. The third screenshot shows the 'Study Plan & Report-DivHead' page, with a red box labeled '3' highlighting the 'Study Plan & Report-DivHead' menu item in the left sidebar. The main content area of this page includes instructions for research postgraduate students regarding the Study Plan and Progress Report, and a list of instructions for Heads of Graduate Divisions.

1

2

3

- 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.

The screenshot shows the 'To Endorse Progress Report' page. At the top, there are navigation tabs: 'To Endorse Study Plan', 'To Endorse Progress Report' (highlighted with a red box), and 'Endorsed Plan(s) and Report(s)'. Below the tabs is the title 'Research Postgraduate Study Plan and Progress Report' and the section 'STUDY PLAN:'. The text explains that at the beginning of each academic year, research postgraduate students must complete and submit a Study Plan to be reviewed by their Supervisor. Below this is the 'PROGRESS REPORT:' section, which states that at the end of each academic year, students must complete and submit a Progress Report to be reviewed by the Supervisor. A section titled 'Instructions to Heads of Graduate Divisions:' follows, containing six numbered steps for reviewing and endorsing reports. At the bottom, there is a 'Refresh' button and a table with columns: Student ID, Formal Name, Academic Program, Student Submission Date, Supervisor Submission Date, Student Feedback Date, and View. The table contains one row with the following data: Student ID 1234567890, Formal Name HB, Lhkdw, Academic Program MPhil-PhD AA, Student Submission Date 17/07/2019 5:20PM, Supervisor Submission Date 18/07/2019 10:05AM, Student Feedback Date 19/07/2019 11:35AM. The 'View' button in the table is highlighted with a red box, and a red arrow points to it from above.

**To Endorse Progress Report** Endorsed Plan(s) and Report(s)

### Research Postgraduate Study Plan and Progress Report

**STUDY PLAN:**

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

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

**PROGRESS REPORT:**

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

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

Instructions to Heads of Graduate Divisions:

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

**Refresh**

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

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

The screenshot shows the 'To Endorse Progress Report' page with the 'No Record.' message displayed in a red-bordered box. The page layout is identical to the previous screenshot, but the table is empty. The 'View' button in the table is highlighted with a red box, and a red arrow points to it from above.

**PROGRESS REPORT:**

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

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

Instructions to Heads of Graduate Divisions:

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

**No Record.**

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

## Research Postgraduate Study Plan and Progress Report

<b>Student Name</b> HB, Lhkdw	<b>Student ID</b> 1234567890
<b>Graduate Division</b> Division of AA	<b>Degree Pursued</b> MPhil-PhD AA
<b>HKPFS Awardee</b> No	

2018-19

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

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

### Instructions to Heads of Graduate Divisions:

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

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

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

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

### Course requirements

2018-19

#### Course(s) enrolled

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

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

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

#### Course(s) enrolled

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

### Language requirements

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

### Qualifying examination / Candidacy requirements

#### Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

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

**Improving Postgraduate Learning (IPL)**

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

**Compulsory IPL course**

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

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

**Research-related skills**

**Research skills**

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

**Discover research information**

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

**Computer skills**

Course title	Completion year	Completion term	Remarks

**Laboratory skills**

Course title	Completion year	Completion term	Remarks

**Writing and presentation skills**

**Thesis writing**

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

**Presentation skills**

Course title	Completion year	Completion term	Remarks

**Teaching and learning**

Course title	Completion year	Completion term	Remarks

**Research Ethics Training (RET)**

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

**RET module**

Module title	Completion year	Completion term	Remarks

**Thesis/Research and other academic activities**

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

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

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

**Comments from student**

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

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

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

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

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

Comments from Supervisor

**I. Confirmation:**

I have read this Progress Report and

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

**II. Comments from Supervisor:**

1. Academic progress of the student:

- Satisfactory
- Improvement needed
- Not satisfactory

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

- Division to issue a warning letter to the student.
- Division to recommend suspension of PGS for a certain period of time due to unsatisfactory performance.  
[Note: Supervisor is required to submit a written request with endorsement of the Division Head to the Graduate School to justify the suspension of PGS.]

Suggested suspension period:  months, effective from 1st of

- Others, please specify (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):

Need to work harder.

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

File Name	Date	Add	View
		Add	View

3. Approval:

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

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

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

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

I will work harder.

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

File Name	Date	Add	View
		Add	View

**Endorsement by Head of Graduate Division**

**I. Confirmation:**

**I have read this Progress Report and**

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

CLOSE THIS WINDOW

SAVE

PRINT

SUBMIT

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

a) Previous report completed:

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

b) Previous report not yet completed:

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

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

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



Endorsement by Head of Graduate Division

**I. Confirmation:**

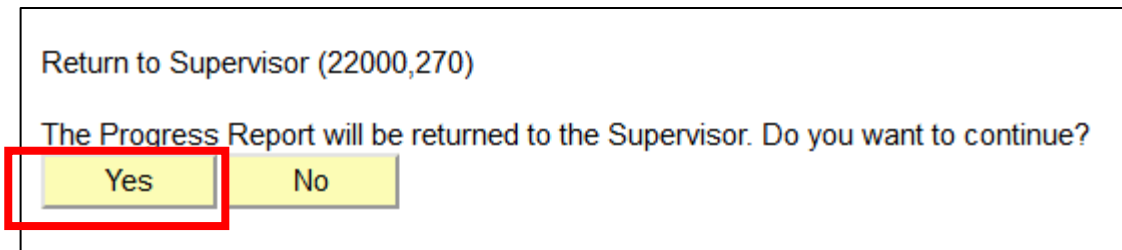
I have read this Progress Report and

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

endorse it.

CLOSE THIS WINDOW SAVE PRINT **SUBMIT**

A confirmation dialog will then be shown.



Return to Supervisor (22000,270)

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

**Yes** No



## F. Endorsement of the Progress Report

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

**Endorsement by Head of Graduate Division**

**I. Confirmation:**

I have read this Progress Report and

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

endorse it.

CLOSE THIS WINDOW SAVE PRINT SUBMIT

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

**Endorsement by Head of Graduate Division**

**I. Confirmation:**

I have read this Progress Report and

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

endorse it.

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

I have no further comments.

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

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

File Name	Date	Add	View
		Add	View

CLOSE THIS WINDOW SAVE PRINT SUBMIT

A confirmation dialog will then be shown.

Endorse the Progress Report (22000,271)

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

Yes No

Step P5 in the workflow is completed.

A notification email to the student will be sent.

~End~