For Internal Reference Only



# **User Guide**

# for

# **Online Study Plan and Progress Report**

Graduate School The Chinese University of Hong Kong August 2020

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# Introduction

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

### STUDY PLAN:

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

#### PROGRESS REPORT:

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

# **Minimum System Requirements and User Tips**

### Browser

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/epprd/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 --disableweb-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

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

# STUDY PLAN

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

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

#### I. Student

S1	Student to submit Study Plan	
	$\downarrow$ $\uparrow$	
S2	Programme Administrator to check Study Plan	Return
	$\downarrow$	
S3	Supervisor to review Study Plan	
	$\downarrow$	Return
S4	Head of Graduate Division to endorse Study Plan	sub

#### A. Workflow for Submission

# B. Login

3

MyCUHK		
,	Login MyCUHK with Student: Student-IO@link.cuhk.edu.hk Staff.alias@cuhk.edu.hk Alumni: alumni-IO@link.cuhk.edu.hk Password: OnePass Password	
	Login ID	
	Password	
	Sign In	
	Change Current / Expired Password	
	Forgot Alumni ID / Password	
	Contact ITSC	
	(CADS Reference Number: 086)	
San Sale	In succession of the succession	
	Copyright (c) 2020. All Rights Reserved. The Chinese University of Hong Kong.	the still show the second

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

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

			MyPage	News and Events	1	cusis	
			<ul> <li>Student Homepage</li> </ul>			CUSIS	
	2 1155029355		Applications	Manage Classes		Chiese Understition System	
			Academic Progress	Financial Account		6	
				<b>1</b>			
					A	Academic Progress	
🔀 My Academic Red	quirements	Researc	Research Postgraduate Study Plan and Progress Report				
Z Academic Progre	ess (Fluid)	STUDY	STUDY PLAN:				
🋂 Advisors		At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser					
💼 Planner	Planner		otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language ( <i>if applicable</i> ) requirements for graduation.				
📋 Study Plan & Pro	ogress (RPG)	Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.					
🐔 View What-if Rep	ort	PROGRI	PROGRESS REPORT:				
		Progress Student a	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
<ul> <li><u>Notes to Students:</u></li> <li>1. Please input your study plan in Sections 1-8 through clicking to edit the respective sections one by one or</li> </ul>
<ul> <li>clicking "START" to begin.</li> <li>2. Section 8 "Progression Milestone" shows the full Study Plan and Progress Report.</li> <li>3. You may refer to the student handbook at <u>https://www.qs.cuhk.edu.hk/page/PostgraduateStudentHandbook</u> for more details about your RPg study.</li> </ul>
Quick Navigation
Form Sections
1 Course requirements
2 Language requirements
3 Qualifying examination / Candidacy requirements
4 Improving Postgraduate Learning (IPL)
5 <u>Research Ethics Training (RET)</u>
6 Thesis/Research and other academic activities
7 Research supervision
8 Progression milestones
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. ()-(2)-(3)-(4)-(5)-(5)-(7)-(8) Course requirements	
* Compulsory fields	
✓ 2018-19       * Course code     Course title       Q     +	You can show or hide the details by clicking on the Expand/Collapse icon next
✓ <u>2017-18</u>	to the academic year.
Course(s) enrolled       Course code       Course Title       Enrolled	
SAVE Quick Navigation NEXT	

- *"Course code":* Input the course code or click the magnifier icon  $\bigcirc$  to choose.
- "🛨 🖃 ": Click 🛨 to add a row and 📃 to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

#### 2) Language requirements

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

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

<ol> <li>Notes to Students:         <ol> <li>Please indicate the language requirements you are planning to complete in the current academic year, if applicable, for fulfillment of the graduation requirements.</li> <li>Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular section.</li> <li>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.</li> </ol> </li> </ol>					
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.					
Language requirements					
* Compulsory fields					
* Required to study a language					
Required - Chinese     Required - Chinese					
© Required - English					
C Required - Others					
SAVE Quick Navigation BACK NEXT					

- Choose the applicable option
  - o "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:					
academic year, if applicable, for fulfillment of	<ol> <li>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.</li> <li>Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular</li> </ol>				
<ol> <li>Please be reminded to save your input from click "SAVE" at the bottom before logging ou</li> <li>If you have changed programme from MPhil</li> </ol>	t.				
The whole Study Plan process including endorse March 2019. Please submit the Study Plan as soc	· · · · · · · · · · · · · · · · · · ·	f Graduate Division is ex	spected to be completed by 29		
1-2-3-4-5-6-7-8					
Qualifying examination / Candidacy	requiremen	ts			
* Compulsory fields					
V * Qualifying examination					
Other requirement(s)					
Requirement	Completion ye	ar Completion term	Remarks		+ -
<u>-</u>					
	SAVE	Quick Navigation	ВАСК	NEXT	

For other requirements, if any:

- "*Requirement*": Specify other requirements.
- "🕂 🖃 ": Click 🛨 to add a row and 📃 to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

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

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

Compulsory IPL course(s):

Notes to Students:
<ol> <li>Please input the compulsory IPL course(s) and other IPL courses planned to be taken in the current academic year.</li> <li>Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.</li> </ol>
<ol><li>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.</li></ol>
<ol> <li>Some programmes have special requirements. Please refer to the student handbook at <u>https://www.qs.cuhk.edu.hk</u> /page/PostgraduateStudentHandbook for more details about your RPg study.</li> </ol>
The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.
Improving Postgraduate Learning (IPL)
IPL courses are offered by the Centre for Learning Enhancement And Research (CLEAR) for postgraduate students to acquire concepts, methodologies and skills useful for their studies. For IPL course details, please visit the <u>CLEAR</u> website.
* Compulsory fields
Compulsory IPL course(s)
* Observing Intellectual Property and Copyright Law during Research (OIP)
(According to the Graduate Council's resolution, this module is <u>compulsory</u> for all research postgraduate students admitted from July 2001 onwards.)
OIP course exempted #
# Exemption is only granted by <u>CLEAR</u> .

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

esearch skills					
ourse title		Completion year	Completion term	Remarks	
		▼			+ -
scover research information					
ourse title		Completion year	Completion term	Remarks	
		<b>~</b>			÷ =
mputer skills					
ourse title		Completion year	Completion term	Remarks	
		•			+ -
		r students who have to co	duct laboratory work a	nd to ensure their complet	ion of
e modules before starting laboratory wo		r students who have to con Completion year	duct laboratory work a	nd to ensure their complet	on of
modules before starting laboratory wo nurse title ing and presentation Skills esis writing		Completion year	Completion term	Remarks	
modules before starting laboratory wo burse title ing and presentation Skills esis writing	ork.)	Completion year			+
modules before starting laboratory wo nurse title ing and presentation Skills esis writing	ork.)	Completion year	Completion term	Remarks	
modules before starting laboratory wo burse title ing and presentation Skills esis writing burse title esentation skills	ork.)	Completion year	Completion term	Remarks	* -
modules before starting laboratory wo	ork.)	Completion year Completion year Completion year	Completion term	Remarks	* -
modules before starting laboratory wo burse title ing and presentation Skills esis writing burse title esentation skills	ork.)	Completion year	Completion term	Remarks	+ -
modules before starting laboratory wo burse title ing and presentation Skills esis writing burse title esentation skills	ork.)	Completion year Completion year Completion year	Completion term	Remarks	* -
modules before starting laboratory wo	ork.)	Completion year Completion year Completion year	Completion term	Remarks	* -
modules before starting laboratory wo	ork.)	Completion year Completion year Completion year Completion year	Completion term Completion term	Remarks Remarks Remarks	* -

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

#### 5) Research Ethics Training (RET)

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

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

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

#### 6) Thesis/Research and other academic activities

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

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

Notes to Students:					
2. Click "NEXT" Section. 3. Please be rer	the thesis/research and other academic activities planned to be undertak to go to the next Section, or click "QUICK NAVIGATION" to select from the r minded to save your input from time to time. If you want to leave the syster t the bottom before logging out.	menu to go to a particul	lar		
	an process including endorsement by Head of Graduate Division is ex submit the Study Plan as soon as possible.	xpected to be comple	ted by 29		
1-2-3-4-5	)-6-7-8				
Thesis/Research	a and other academic activities				
Types of activities	Plan (e.g. To attend a conference on Robotics in the US.)	From (MM/YYYY)	To (MM/YYYY)	Remarks	
					+ -
Conference Exchange Field trip Internship Others Thesis/Research	SAVE Quick Navigation	BA	.CK NEX	π	

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

#### 7) Research supervision (for viewing only)

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

1. T 2. C		nformation only. Changes c o to the next Section, or clic			the Division Office. N‴ to select from the menu to g	go to a particular		
		process including endorse omit the Study Plan as soo		f Gi	raduate Division is expected	to be completed by 29		
1-2-(	3-4-5-(	6-7-8						
Researc	h supervis	ion						
Co-supervisi be required The Superv Progress F	sors, depending I if the Supervis /isor/Co-supervi Report Online S	g on the extent of the resp or is expected to be on le isor in charge of Study Pla ystem. The Supervisor/Co	oonsibility assum ave for a signific an/Progress Rep o-supervisor in ch	ant ort narg	ge other teachers to help with . Such an arrangement is in g period, or to leave University is responsible for discharging ge of Study Plan/Progress Re views of the Supervisor and C	general encouraged for t service before the com g the administrative func port can be the student	the breadth of su pletion of the the ctions related to	upervision, but would esis by the student. the Study Plan and
Supe	rvisor / Co-su	pervisor						
Role		Name						
Super		Sup A			(Study Plan/Progress Rep	port In-charge)		
	Ipervisor	Sup B						
Co-Su	Ipervisor	Sup C						
			SAVE	⊳	Quick Navigation	ВАСК	NEXT	l

• 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:							
<ol> <li>If changes to any of th particular Section for r</li> <li>If no changes to any o</li> <li>Click "View previous r programme.</li> <li>Please be reminded t</li> </ol>	mary of all items recorded in the e Sections are required, please revision. If the Sections are required, plea eport" to view report(s) submitted to save your input from time to tin tom before logging out.	click "QUICK NAVIG se click "SUBMIT To I in the previous ye:	GATION" to select fro O DIVISION". ar(s) under the curr	rent academic			
	ess including endorsement by the Study Plan as soon as poss		Division is expect	ed to be completed by 29			
1-2-3-4-5-6-	7-8			(			$\overline{}$
Progression mileston	es				To view pr	evious report(	(s),
Milestones should be set at th	e beginning of each academic	vear jointly by the	student and the	supervisor(s)	choose fro	m the academ	ic
	o boginning of odori doddorino	your jonniy by the			yea	rs listed.	
Previous Study Plan & Pro	gress Report (s)						
Academic Year Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division attachm		
2017-18 Report re	ady <u>View previous repor</u>	t Student attachment	Supervisor attachment	Student feedback at	tachment Division	Head attachment	
Course requirements							
2018-19 Course code	Course title						
course code	course title						
Language requirements							
Language requirements English/Chinese Other la	nguage Completic	n year Compl	letion term Rei	marks			

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

<b>Research Ethics Trai</b>	ining (RET)				
RET module					
Module title		Completion year	Completion term	Remarks	
Publication Ethics					
Other RET module					
Module title		Completion year	Completion term	Remarks	
Thesis/Research and	d other academic	activities			
Type of activities	Plan	From	(MM/YYYY) To (MM/	YYYY) Remarks	
Research supervision	o <b>n</b>				
Supervisor / Co-sup	ervisor				
Role	Name				
Supervisor Co-Supervisor	Sup A Sup B		(Study Plan,	/Progress Report In-charg	je)
Co-Supervisor	Sup C				
		[	Quick Navigation	BACK	SUBMIT TO DIVISION
				DACK	SUBMIT TO DIVISION
You may	go to a				
particular S	lection for				
revision by c			Quick Navigation		
relevant li	0		1 Course requireme	ents	
			2 Language require		
"Quick Navi	-			nation / Candidacy require	ments
revis	10 <b>n</b> .	)	5 Research Ethics T	aduate Learning (IPL)	
		/		and other academic activiti	ies
			7 Research supervis		
			8 Progression miles	tones	

- *<u>"Quick Navigation"</u>*: Click the relevant link to go back to the relevant Section for editing.
- SUBMIT TO DIVISION: Submit the Study Plan to Programme Administrator for checking.

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

a) Previous report completed:

The Chinese University of Hong Kong CU_SC CU Student Information System						
Research Postgraduate	Study Plan and Progress Report (2017-1	18)				
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890					
Graduate Division: Division AA	Degree Pursued: MPhil-PhD AA					
HKPFS Awardee: Yes						
Study Plan Status: Endorsed by Head of Graduate Division	<b>Progress Report Status:</b> Endorsed by Head of Graduate Di	ivision				

b) Previous report not yet completed:

	The Chinese	eport NOT completed (see status below) • University of Hong Kong dent Information System	CU_SCRR128
Researc	h Postgraduate S	tudy Plan and Progress Report (20	017-18)
<b>Student Name:</b> HB, Lhkdw		<b>Student ID:</b> 1234567890	
Graduate Division: Division of AA			
HKPFS Awardee: No			
Study Plan Status: Endorsed by Head of Gradua	te Division	Progress Report Status: Pending feedback by student	

## **D.** Submission and Review Process

#### 1) Submission by Student

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

Quick Navigation	ВАСК	SUBMIT TO DIVISION	]
			Ī

A confirmation dialog will then be shown.

Submit to Programme Administrator (22000,110)						
Once you ha	ve submitted t No	this Study Plan to the Division, you cannot edit it further. Do you want to continue?				

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

The page at https://tcsuat.itsc.c	uhk.edu.hk says:				
The form is submitted. (22000,118)					
	ОК				

Study Plan Status will be updated.

Г

2018-19	
Study Plan Status	
Pending check by Division	

Step S1 in the workflow is completed.

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

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

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

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

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

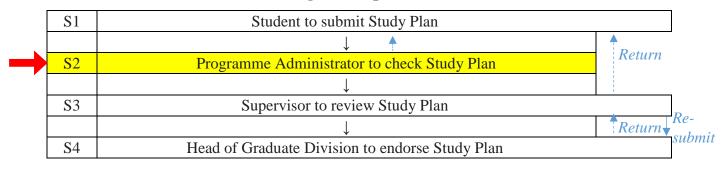
Supervisor may return the Study Plan to a student for amendment or further updating, in which case a notification email to the student will be sent.

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

## II. Programme Administrator and Division operational staff

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

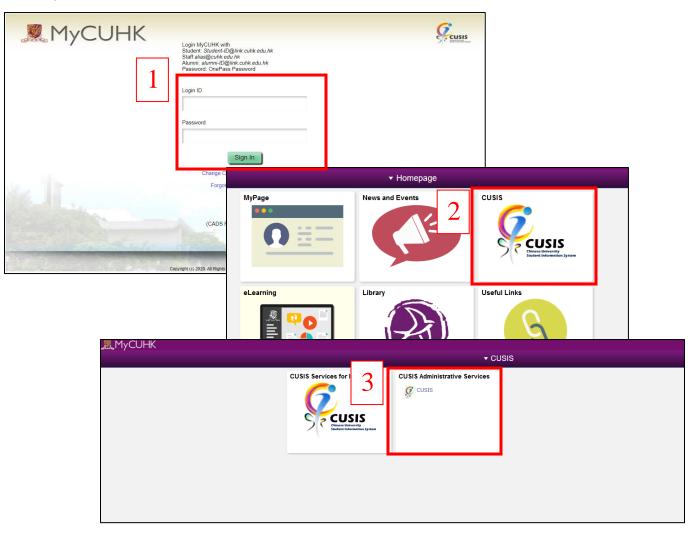
### A. Workflow for Submission of Progress Report



#### **B.** Pre-condition

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

# C. Login



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

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

## **D.** Programme Administrator Maintenance

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

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

Menu				0 0 -	
Search: My Favorites Self Service					
<ul> <li>Leave Application</li> <li>Campus Community</li> </ul>	Prog Adm for Pla	n and Report			
<ul> <li>Enroll Students</li> <li>Career and Program Information</li> <li>Transcripts</li> <li>Graduation</li> <li>Transfer Credit Evaluation</li> <li>Student Background Information</li> <li>Forms</li> <li>Study Plan and Progress Report Study Plan and Progress Report</li> <li>Prog Adm for Plan and Report</li> <li>Research Student Supervision</li> </ul>	a. b. 2. Only c 3. All not	of Programme To view and c To return a St ne staff shoul ifications will b	Administrator: hack as Programs Administrator of exerct a staff a CWM account by of trental account) if provided above.	ent for amendment, if necessary.	Find   View All   A       First II 1-4 of 4 II Las         Additional Email Address (Optional)         hfwdwghhw@qkhb.fdk.hb         hfwdwghhw@qkhb.fdk.hb         hfwdwghhw@qkhb.fdk.hb         hfwdwghhw@qkhb.fdk.hb

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

## E. Research Student Supervisor Maintenance

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

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

Menu Search: > My Favorites > Self Service	C C Research Student Supervision
Leave Application     Campus Community     Records and Enrollment     Online Leave Application	Enter any information you have and click Search. Leave fields blank for a list of all values.
<ul> <li>Control Evaluation</li> <li>Enroll Students</li> <li>Career and Program Information</li> <li>Transcripts</li> <li>Graduation</li> <li>Transfer Credit Evaluation</li> <li>Student Background Information</li> <li>Forms</li> <li>Study Plan and Progress Report Study Plan and Progress Report</li> <li>Prog Adm for Plan and Report</li> <li>Research Student Supervision</li> </ul>	▼ Search Criteria         Empl ID       begins with ~         Academic Institution = ~       CUHK1         Academic Career = ~       Postgraduate - Research ~         Student Career Nbr = ~
	Search Clear Basic Search 🖾 Save Search Criteria

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

Favorites 🕶	Main Menu 🔻	$>$ Records and Enrollment ${\color{red} \bullet}$	> Study Plan and Prog	ress Report 👻 🚿	Research Stude	nt Supervision		
<b>6</b>						Home   V	Vorklist   Add to Favorite	s   Sign Ou
<b><i>P</i>CUSI</b>	S Chinese University Student Information	System						
					Data Language:	English 🗸	New Window Perso	nalize Page
								-
Research	n Student Supe	rvision						
JDW, Hh Md	(中交名	11	55029355 🖈					
Academic I	nstitution: CUHK		Academic Career:	Postgraduate - R	Research			
Academic	Program: MPhil-PhD	) Mathematics	Student Career Nbr:	1				
						Find   View All	First 🕚 1 of 1 🕑	Last
						+	-	
Effective	Date: 11/06/2018	8 <b>1</b>						
Supervi	sor/Co-supervisor				F	ind   View All   🗖 🛛 F	irst 🕚 1 of 1 🕑 Las	st
*ID	Name	Role	Leav	e Application In-chai	rge St	udy Plan/Progress Repor	t In-charge	
4943	64 Y*,Yong	Supervis	sor v			$\checkmark$	+	-
Important No	too:							
Important No								
		sor is charge of Study Plan/Prog Report Online System. The Supe						
Super	visor or Co-superviso	r. The comments/decisions reco						
	visor(s), if applicable. se of a change of the	Supervisor/Co-supervisor(s), Divi	sion Staff should check	who will discharge	e the role of Sup	ervisor/Co-supervisor in		
charg	e of Study Plan/Prog	ress Report and amend this Sec	tion as necessary.	-	-			
		) are given access to the Study f leave application will be given a						
Save Q	Return to Search					🔊 Include Hi	story 😥 Correct His	ston
G Save Q	Retuin to Search						in the content his	NOIY

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

# F. Pagelet Setup

Path: CUSIS > Home > Personalize > Content

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

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

	Home   Wo	orklist   Add to Favorites   Sign C
CUSIS Chinese University Student Information Syste	m and a second se	aliz <mark>e Content   l</mark> ayo
Menu	Personalize Home Page	×
Search:	Data Language:       English       New With         Personalize Content:       My Page       Image: State Stat	idow ^
My Preferences My System Profile My Dictionary My Feeds Study PIn/Progress Rpt Pending EmpIID Formal Academic Study Progre Year Status Status Full Query Results	Save Cancel	

## G. Retrieval of Study Plan

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

CUSIS Chinese University Student Information System	
Menu Search:	
My Favorites Self Service Leave Application	Study Plan and Progress Report Enter any information you have and click Search. Leave fields blank for a list of all values.
Campus Community  Records and Enrollment  Online Leave Application  Enroll Students	Find an Existing Value       Search Criteria
<ul> <li>Career and Program Information</li> <li>Transcripts</li> <li>Graduation</li> <li>Transfer Credit Evaluation</li> <li>Student Background Information</li> </ul>	Empl ID begins with ~       Q         Study Plan Status begins with ~       Q         Progress Report Status begins with ~       Q         Academic Program begins with ~       Q
<ul> <li>Forms</li> <li>Study Plan and Progress Report Study Plan and Progress Report Prog Adm for Plan and Report Research Student Supervision</li> </ul>	Search Clear Basic Search 🖾 Save Search Criteria

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

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

Study Plan and P ogress Report					
Enter any mormation you have and click Search. Leave fields blank for a list of all values.					
Find an Existing Value					
▼ Search Criteria					
Empl ID begins with 🗸					
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 Pr	ogress Rpt Submission Date	Academic Program De	escription
1006600272 QHDX, Qhwxz Ywx 2019 Endorsed by Head of Graduate Division	- 15/02	2/2020 10:36:19AM (b	lank) (	60018 MI	Phil-PhD Mathematics
1155008987 DK YFKXZ, Jdb Lhwiz 2019 Endorsed by Head of Graduate Division	- 15/02	2/2020 10:36:19AM (b	lank) (	60018 MI	Phil-PhD Mathematics
1155014551 YDXZ, Ywywxz 2019 Endorsed by Head of Graduate Division	- 15/02	2/2020 10:36:19AM (b	lank) (	60018 MI	Phil-PhD Mathematics
1155017075 QHDX, Hfw Lhxz 2019 Endorsed by Head of Graduate Division	- 15/02	2/2020 10:36:20AM (b	lank) (	60018 MI	Phil-PhD Mathematics

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

/iew All								First 💽 1-3 of 3 🕞 Last
mplID I	Formal Name	Academic Yea	Study Plan Status	Progress Report Statu	s Study Plan Submission Dat	e Progress Rpt Submission Date	e Academic Program	Description
000000001	AA,Bbb	<u>2018</u>	Returned by Supervisor	-	02/01/2019 4:35:51PM	(blank)	60099	Mphil-PhD AA
234567890	HB,Lhkdw	2018	Pending check by Division	-	07/01/2019 10:01:11AM	(blank)	60099	Mphil-PhD AA
111111111	BB,Ccc	2018	Pending endorsement by Head of Graduate Division	-	10/12/2018 12:54:18PM	(blank)	60099	Mphil-PhD AA

CUSIS		
Chinese University Student Information System		
Menu		
Search:		
()»)		
My Favorites		
<ul> <li>Self Service</li> </ul>	Descende Destandante (	Starda plan and processor process
Campus Community	Research Postgraduates	Study Plan and Progress Report
Student Admissions		
Records and Enrollment	STUDY PLAN:	
Enroll Students		
Career and Program		
Information	At the beginning of each academic ye	ar, each research postgraduate student has to complete and submit a Study Plan to be reviewed by
▶ Term Processing		if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division.
D Transcripts		student fulfill all coursework, candidacy examination, qualifying examination, and third language (if
Graduation Transfer Credit Evaluation	applicable) requirements for graduation	in.
Student Background	Student and Supervisor should mee	t to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress
Information	Report Online System.	to discuss the olday han provide completing and submitting it to the olday han and hogiess
▶ Forms		
Report	PROGRESS REPORT:	
<ul> <li>Study Plan and Progress</li> </ul>		
Report		
- Prog Adm for Plan and	At the end of each academic year ea	ch research postgraduate student has to complete and submit a Progress Report to be reviewed by
Report – Research Student	the Supervisor and endorsed by the F	
Supervision	are capervisor and chaptered by are r	
Curriculum Management	Student and Supervisor should meet	to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress
Student Financials	Report Online System.	
Reporting Tools		
PeopleTools		
CU Interfaces	Student Name	Student ID
CU Outgoing Exchange App	HB, Lhkdw	1234567890
CU Reports	hb, Likow	1254507050
<ul> <li>My Personalizations</li> <li>My Dictionary</li> </ul>	Graduate Division	Degree Pursued
		-
	Division of AA	MPhil-PhD AA
	HKPFS Awardee	
	No	
	2018-19	
	Study Plan Status	
	Pending check by Division	

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

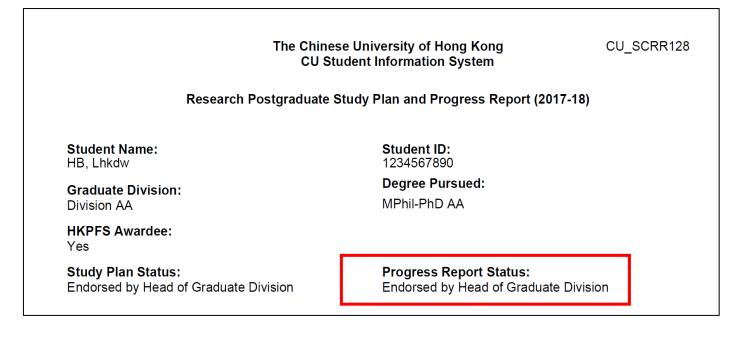
1 Phase were the Study Plan to the student for revision, cick 'RETURNION of approximate, at the bottom to complete the last 2 if you want to return the Study Plan to the student for revision, cick 'RETURNI TO STUDENT' at the bottom. Violus Study Plan & Progress Report (s) Academic Year Status View previous and tackment attachment attachment attachment 2017-18 Report ready View previous report 2018-19 Course code Course title BIOL701 Seminar BIOL8813 Research 2 2018-19 Course (code Course Title Enrolled Crade BIOL701 Seminar BIOL8813 Research 2 2018-19 Course (code Course Title Enrolled Crade BIOL701 Seminar BIOL8813 Research Term 1 B BIOL8006 Thesis Research Term 1 B BIOL8006 Thesis Research Term 1 B+ SCIS012 Adv Top in Cell Imaging Term 1 B+ Academic Year Completion year Completion term Remarks N/A Course in Condidacy requirements 2 2017-18 2 2016-17 Course (code Course Title Completion year Completion term Remarks N/A	ctions to Programme /	Administrators:				(	To view n	vrevious report(s
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Vious Study Plan & Progress Report (s)         Academic Year       Status       View previous report       Student attachment       Student feedback       Division Head         2017-18       Report ready       View previous report       Student attachment       Student feedback attachment Division Head         2017-18       Report ready       View previous report       Student attachment       Student feedback attachment Division Head         2017-18       Course code       Course title       Supervisor attachment       Supervisor attachment         2017-19       Seminar       Blob Student       Biol Student feedback attachment Division Head         2017-19       Seminar       Blob Student feedback attachment Division Head         2017-19       Course Code       Course Title       Enrolled       Grade         Blob Student feedback       Term 1       B       B       B         Blob Student feedback       Term 1       A       English/Chinese       Other la	2. II you want to return	the Study Plan to	the student for revision,	CICK RETURN TO ST	UDENT at the bottom			
Academic Year       Status       View previous report       ord/filt attachment       Supervisor attachment       Student feedback attachment       Division Head attachment         2017-18       Report ready       Yiew previous report       Supervisor attachment       Supervisor attachment       Division Head attachment         0urse requirements       Supervisor attachment Student feedback attachment Division Head         0urse requirements       Course code       Course title         BIOL7701       Seminar       Biols         0       2017-18       Course code       Course title         BIOL8813       Research       Enrolled       Grade         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+         Anguage requirements       Completion year       Completion term       Remarks         N/A       N/A       Course Completion year       Completion term       Remarks         Caulifying examination / Candidacy requirements       2017-18       Term 1       Content shown in this	vious Study Plan	& Progress Re	aport (s)				ye	ars fisted.
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▶ 2017-18         ▼       2016-17         Course Code       Course Title       Enrolled         B10L7301       Seminar       Term 1         B10L8006       Thesis Research       Term 1         LSCIS012       Adv Top in Cell Imaging       Term 1         Adv Top in Cell Imaging       Term 1       B+         Adv Top in Cell Imaging       Term 1       B+         Adv Top in Cell Imaging       Completion term       Remarks         N/A       N/A       Completion year       Completion term         Rualifying examination / Candidacy requirements       Completion term       Remarks         N/A       Completion year       Completion term       Remarks         Candidacy requirements       2017-18       Term 1       Content shown in this	BIOL7701		Semina	r				
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English/Chinese       Other language       Completion year       Completion term       Remarks         N/A       A	BIOL7301 BIOL8006		Seminar Thesis Research	imaging			Term 1 Term 1	В А-
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Qualifying examination / Candidacy requirements         Name       Completion year       Completion term       Remarks         Candidacy requirements       2017-18       Term 1       Content shown in this	BIOL7301 BIOL8006 LSCI5012 anguage requir English/Chines		Seminar Thesis Research Adv Top in Cell I		rear Comple	etion term	Term 1 Term 1 Term 1	В А-
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	Communication Skills Workshop			
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	Course title	Completion year	Completion term	Remarks

Research Ethics Traini RET module	ing (RET)					wn in this Section depends on lent's study programme.
Module title		Completion yea	ar	Completio	on term	Remarks
Thesis/Research and o	other academic a	activities				
Type of activities	Plan		From (MI	M/YYYY)	To (MM/YYYY	) Remarks
Conference	32th Conference Coding	e on Net Working	12/2017		12/2017	
Research supervision Supervisor / Co-supe Role						
Supervisor	Sup AA				(Study Pla	n/Progress Report In-charge)
Return to Search	Print	RETURN TO	Student		S	ubmit To Supervisor

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

a) Previous report completed:

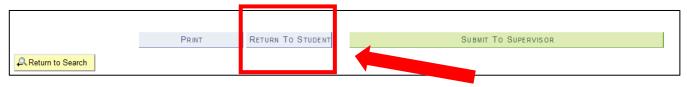


b) Previous report not yet completed:

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

# H. Return of 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.

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

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

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

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.

	Print	RETURN TO STUDENT	SUBMIT TO SUPERVISOR
Return to Search			

#### A confirmation dialog will then be shown.

Submit to sup	pervisor (2200	0,331)
The Study Pla	n will be subn	nitted to the supervisor for review. Do you want to continue?
Yes	No	
		-

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

The form is submitted to supervisor for comr	nents. (22000,264)
	ОК

The Study Plan Status will be updated.

2018-19	
Study Plan Status	
Pending review by Supervisor	

Step S2 in the workflow is completed.

A notification email to the Supervisor will be sent.

# **III.** Supervisor

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

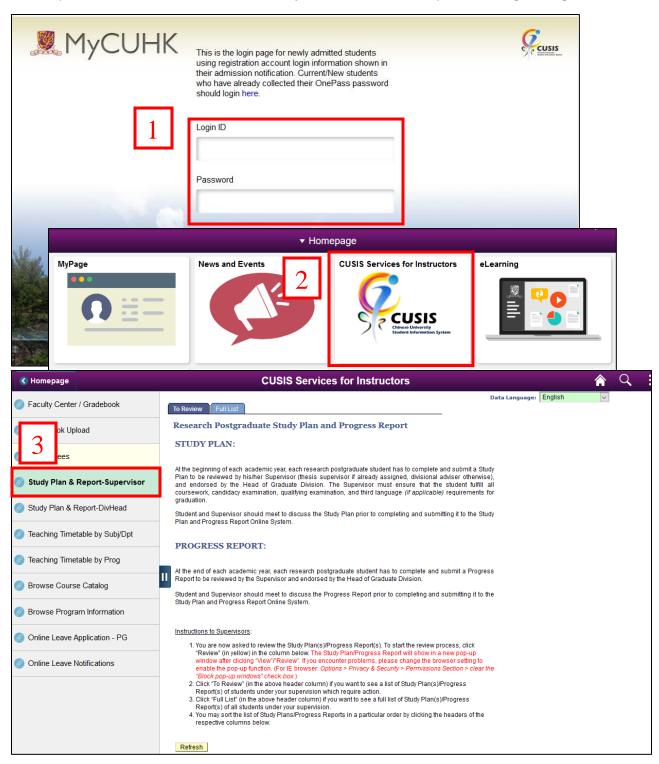
# A. Workflow for Submission

# **B.** Pre-condition

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

# C. Login

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



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

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

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

## **D.** Submission and Review Process

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

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

f To Review full List					
Research Postgraduate Study Plan and I	Progress Report				
STUDY PLAN:					
At the beginning of each academic year, each research po endorsed by the Head of Graduate Division. The Supervisor					
Student and Supervisor should meet to discuss the Study F	lan prior to completing and submittir	ng it to the Study Plan and Progress Report Online	e System.		
PROGRESS REPORT:					
At the end of each academic year, each research postgradu	ate student has to complete and sub	omit a Progress Report to be reviewed by the Sup	ervisor and endorsed by the Head of (	Graduate Division.	
Student and Supervisor should meet to discuss the Progre	s Report prior to completing and su	bmitting it to the Study Plan and Progress Report	Online System.		
Instructions to Supervisors: 1. You are now asked to review the Study Plan(s)/Prog "View/"Review". If you encounter problems, please 2. Click: To Review" (in the above header column) if you 3. Click: Toll List (in the above header column) if you 4. You may sort the list of Study Plans/Progress Repor	change the browser setting to enable u want to see a list of Study Plan(s)/F vant to see a full list of Study Plan(s)/	e the pop-up function. (For IE browser: Options > F Progress Report(s) of students under your superv (Progress Report(s) of all students under your su	Privacy & Security > Permissions Secti ision which require action.		
Keirean					
				Find First 🗹 1-2	f 2 🕨 Last
Student ID Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time	Review
1 1234567890 HB,Lhkdw	MPhil-PhD AA	Pending review by Supervisor		15/04/2019 11:45:15AM	Review
2 111111111 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 Ful Researc D	I List	and Progress Report				
STUDY PLAN	V:					
	dorsed by the Head of Graduate	ch postgraduate student has to complete Division. The Supervisor must ensure t				
Student and Superv	isor should meet to discuss the S	tudy Plan prior to completing and submit	tting it to the Study Plan and Prog	gress Report Online System.		
PROGRESS F	EPORT:					
		graduate student has to complete and si			rsed by the Head of Graduate Divi	ision.
Student and Superv	isor should meet to discuss the P	rogress Report prior to completing and s	submitting it to the Study Plan an	d Progress Report Online System.		
window after the "Block pu 2. Click "To Re 3. Click "Full Li 4. You may sor	v asked to review the Study Plan(s), r clicking "View"/"Review". If you en op-up windows" check box.) view" (in the above header column) it ist" (in the above header column) it	VProgress Report(s). To start the review r counter problems, please change the br )) if you want to see a list of Study Plan(s) you want to see a full list of Study Plan(s Reports in a particular order by clicking th	rowser setting to enable the pop )/Progress Report(s) of students s)/Progress Report(s) of all stud	-up function. (For IE browser: Option s under your supervision which requi ents under your supervision.	is > Privacy & Security > Permissio	
Refresh						
					Find First 🕙	1-3 c 3 🕒 Last
1 1000055555	Formal Name ZZ,Yyyy	Academic Program	Study Plan Status Pending endorsement by Head of Graduate Division	Progress Report Status	Last Update Date/Time	View Review Viev Review
2 1111111111	BB,Ccc	MPhil-PhD AA	Pending review by Supervisor		15/04/2019 11:45:15AM	View
з 1234567890	HB,Lhkdw	MPhil-PhD AA	Pending review by Supervisor		10/12/2018 3:24:22PM	Viev

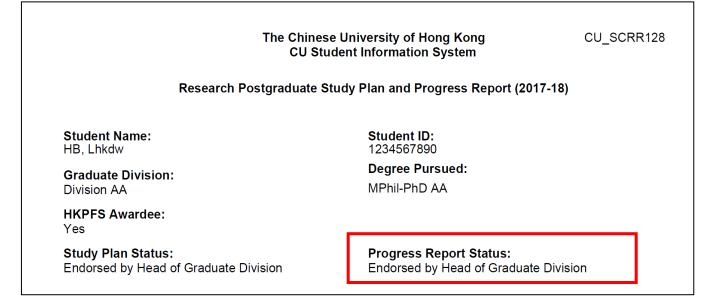
esearch Postg									
tudent Name					Student ID				
IB,Lhkdw					1234567890				
aduate Division					Degree Pursued MPhil-PhD AA				
KPFS Awardee Io									
018-19									
Study Plan Statu Pending review by									
The whole Study Pla ubmit the Study Pla			ient by Head	of Graduate	Division is expecte	ed to be (	completed by 29	) March 2019. I	Please
uctions to Supervisors	<u>s</u> :								
1. Please review the 2. Click the checkbox GRADUATE DIVIS	x "I have discussed t				ne student and approv return the Study Plan				EAD OF
vious Study Plan	& Progress Rep	port (s)	To view	previou	s report(s),	choos	se from th	e acaden	nic years listed.
Academic Year	Status	View prev report		Student attachment	Supervisor attachment		Student feedb attachment	oa ck	Division Head attachment
2017-18	Report ready	<u>View prev</u>		Student attachment	Supervisor atta	chment :	Student feedba	ack attachmer	nt Division Head attachme
<ul> <li>2018-19</li> <li>Course code</li> <li>BIOL7701</li> <li>BIOL8813</li> </ul>	nents	S	C <b>ourse tit</b> Seminar Lesearch	le					
Course code BIOL7701		S	Seminar	le					
Course code BIOL7701 BIOL8813 2017-18 2016-17	3	S	Seminar	le					
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Exempted OIP course  Other IPL course  (as required by the Programme/recommended by the Supervisor or as an optional choice)  Research skills  Research skills  Course title  Completion year  Completion term  Remarks  Presentation skills  Course title  Completion year  Completion term  Remarks  Course title  Completion year  Completion	Compulsory IPL course		the student's s	tudy programme.
Cither 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       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Laboratory skills       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Advisor title       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Thesis writing       Completion year       Completion term       Remarks         Presentation skills       Presentation skills       Presentation skills       Presentation skills         Course title       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Course title       Complet	Course title	Completion year	Completion term	Remarks
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Computer skills         Course title       Completion year       Completion term       Remarks         Laboratory skills         Course title       Completion year       Completion term       Remarks         General Safety - Part A         /riting and presentation skills         Thesis writing         Course title       Completion year       Completion term       Remarks         Presentation skills         Presentation skills         Course title       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Presentation skills       Completion year       Completion term       Remarks         Communication Skills       Completion year       Completion term       Remarks         communication Skills Workshop       Image: Second seco	Discover research information			
Course title       Completion year       Completion term       Remarks         Laboratory skills       Course title       Completion year       Completion term       Remarks         General Safety - Part A       Completion year       Completion term       Remarks         /riting and presentation skills       Completion year       Completion term       Remarks         /riting and presentation skills       Completion year       Completion term       Remarks         Presentation skills       Completion year       Completion term       Remarks         Presentation skills       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Communication Skills       Completion year       Completion term       Remarks         Communication Skills       Completion year       Completion term       Remarks	Course title	Completion year	Completion term	Remarks
Laboratory skills         Course title       Completion year       Completion term       Remarks         General Safety - Part A       Image: Safety - Part A       Image: Safety - Part A       Image: Safety - Part A         //riting and presentation skills         Thesis writing         Course title       Completion year       Completion term       Remarks         Thesis Writing Workshop       Image: Safety - Part A       Image: Safety - Part A       Image: Safety - Part A         Presentation skills         Course title       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Communication Skills       Image: Safety - Part A	Computer skills			
Course title       Completion year       Completion term       Remarks         General Safety - Part A       Image: Completion skills       Image: Completion skills       Image: Completion skills         Thesis writing       Completion year       Completion term       Remarks         Presentation skills       Image: Completion year       Completion term       Remarks         Presentation skills       Image: Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Communication Skills Workshop       Image: Completion term       Remarks         eaching and learning       Image: Completion skills       Image: Completion skills	Course title	Completion year	Completion term	Remarks
General Safety - Part A       Image: Completion skills         /riting and presentation skills       Completion year       Completion term         Course title       Completion year       Completion term         Presentation skills       Completion year       Completion term         Course title       Completion year       Completion term         Presentation skills       Completion year       Completion term         Communication Skills Workshop       Image: Completion term       Remarks	-	Completion year	Completion term	Remarks
Course title       Completion year       Completion term       Remarks         Thesis Writing Workshop       Image: Completion year       Completion term       Remarks         Presentation skills       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks         Communication Skills Workshop       Image: Completion term       Remarks		,,,,,,,,		
Course title     Completion year     Completion term     Remarks       Communication Skills Workshop	Course title	Completion year	Completion term	Remarks
Communication Skills Workshop	Presentation skills			
eaching and learning		Completion year	Completion term	Remarks
	Communication Skills Workshop			
Course title Completion year Completion term Remarks	Feaching and learning			
	Course title	<b>Completion year</b>	Completion term	Remarks

Research Ethics Train RET module	ing (RET)						this Section depends on study programme.	
Module title		Completion yea	ir	Completio	on term		Remarks	
hesis/Research and	other academic a	ctivities						
Type of activities	Plan		From (M	M/YYYY)	To (MM	/ΥΥΥΥ	Remarks	
Conference	32th Conference Coding	on Net Working	12/2017		12/2017	,		
Research supervision Supervisor / Co-supe	ervisor							
Role	Name							
Supervisor	Sup AA	r this academic y	year with	the stude		,	n/Progress Report In-charge) e its submission.	
CLOSE THIS WINDOW	PRINT	RETURN TO ST	TUDENT		Submit	TO HEAD	OF GRADUATE DIVISION	

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

a) Previous report completed:



b) Previous report not yet completed:

	The Chinese Ui	rt NOT completed ee status below) niversity of Hong Kong it Information System	CU_SCRR1
Research	Postgraduate Stud	y Plan and Progress Report (201	17-18)
<b>Student Name:</b> HB, Lhkdw		<b>Student ID:</b> 1234567890	
Graduate Division: Division of AA		Degree Pursued: MPhil-PhD AA	
HKPFS Awardee: No			
Study Plan Status: Endorsed by Head of Graduate	Division	Progress Report Status: Pending feedback by student	

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

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

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

I have discussed th	e Study Plan for th	is academic year wi	th the student and approve its submission.
CLOSE THIS WINDOW	PRINT	RETURN TO STUDENT	SUBMIT TO HEAD OF GRADUATE DIVISION

A confirmation dialog will then be shown.

Return to Stud	dent (22000,13	8)
The Study Pla	n will be retur	ned 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 th	e Study Plan for t	his academic year with	the student and approve its submission.
CLOSE THIS WINDOW	Print	RETURN TO STUDENT	SUBMIT TO HEAD OF GRADUATE DIVISION
		L	
A confirmation dialog	g will then be sł	nown.	
Submit to Graduate Division (2200 On submission of this Study Plan to Yes No		an will be sent to the Head of Gradua	te Division for endorsement. You cannot edit it further. Do you want to continue?

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 20 Please submit the Study Plan as soon as possible.	)19.
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:	
<ol> <li>If the Study Plan requires further revision(s) by the Student, click "RETURN TO STUDENT" at the bottom.</li> <li>If - after discussion with the Head of Graduate Division - the Study Plan can be re-submitted to the Head of Graduate Division for endorse click "SUBMIT TO HEAD OF GRADUATE DIVISION" at the bottom.</li> </ol>	ement,

I have discussed t	he 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

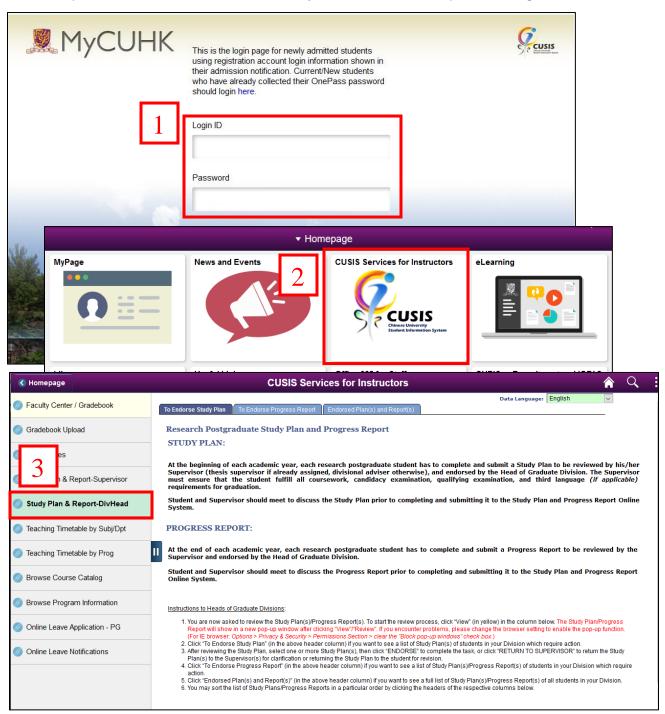
S1	Student to submit Study Plan	
	<	
S2	Programme Administrator to check Study Plan	Return
	$\rightarrow$	
<b>S</b> 3	Supervisor to review Study Plan	D.
	$\rightarrow$	Return Re-
<mark></mark>	Head of Graduate Division to endorse Study Plan	subm

## **B.** Pre-condition

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

# C. Login

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



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

## **D.** Submission and Review Process

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

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

				Data Lang
To Endorse Study Plan To Endorse Progress Report Endorsed	Plan(s) and Report(s)			
Research Postgraduate Study Plan and Progres	s Report			
STUDY PLAN:				
At the beginning of each academic year, each research postgraduate : already assigned, divisional adviser otherwise), and endorsed by the examination, qualifying examination, and third language (if applicable)	Head of Graduate Division. The Sup			
Student and Supervisor should meet to discuss the Study Plan prior to	completing and submitting it to the S	tudy Plan and Progress Report Online	System.	
PROGRESS REPORT:				
At the end of each academic year, each research postgraduate stude Head of Graduate Division.	nt has to complete and submit a Pro	gress Report to be reviewed by the So	upervisor and endorsed by the	
Student and Supervisor should meet to discuss the Progress Report p	rior to completing and submitting it to	the Study Plan and Progress Report C	Online System.	
Instructions to Heads of Graduate Divisions:				
<ol> <li>You are now asked to review the Study Plan(s)/Progress Report Report will show in a new pop-up window after clicking "View?" IE browser: Options - Privacy &amp; Security &gt; Permissions Section 2. Click "To Endorse Study Plan" (in the above header column) if y 3. After reviewing the Study Plan, select one or more Study Plan(s) Plan(s) to the Supervisor(s) for clarification or returning the Study 4. Click "To Endorse Progress Report" (in the above header colum action.</li> </ol>	Review". If you encounter problems, p > clear the "Block pop-up windows" c ou want to see a list of Study Plan(s) ( , then click "ENDORSE" to complete t ly Plan to the student for revision.	lease change the browser setting to en heck box.) of students in your Division which requine the task, or click "RETURN TO SUPER"	nable the pop-up function. (For ire action. VISOR* to return the Study	₽
<ol> <li>Click "Endorsed Plan(s) and Report(s)" (in the above header cc 6. You may sort the list of Study Plans/Progress Reports in a partition</li> </ol>			students in your Division.	
6. Tou may sont the list of Study Plans/Progress Reports in a parti	cular order by clicking the headers of	the respective columns below.		
			Find First	] 1 of 1 🕑 Last
Selected Student ID Formal Name	Academic Program	Student Submission Date	Supervisor Submission Date	View
1 📃 1234567890 HB,Lhkdw	MPhil-PhD AA	10/12/2018 12:52PM	10/12/2018 12:54PM	View
Select All			•	
I hereby endorse the <u>SELECTED</u> Study Plan(s).				
RETURN TO SUPERVISOR ENDORSE				

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

Instructions to Heads of Graduate Divisions:
<ol> <li>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 &gt; Privacy &amp; Security &gt; Permissions Section &gt; clear the "Block pop-up windows" check box.)</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Click "Endorse Plan(s) and Report(s)" (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of all students in your Division.</li> <li>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.</li> <li>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.</li> <li>You may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.</li> </ol>
No Record.

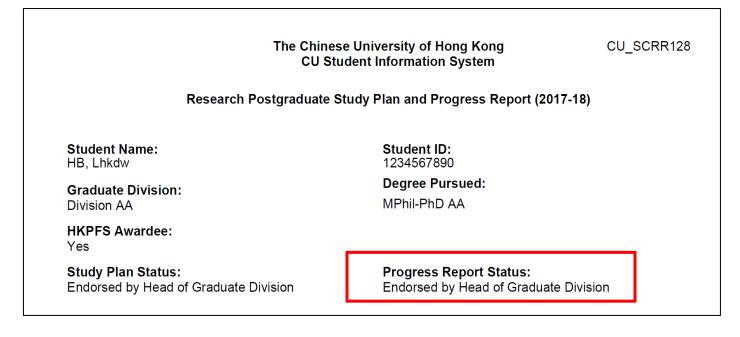
udent Name							
				Student ID			
B, Lhkdw				1234567890			
aduate Division				Degree Pursued			
vision of AA				MPhil-PhD AA			
PFS Awardee							
D							
018-19 Study Plan St	atus						
-		d of Graduate Divisio					
		ncluding endorsen an as soon as poss		Graduate Divisio	n is expected to be complete	d by 29 March	
uctions to Heads	of Graduate Divis	sions:					
3. Please go to "	the Study Plan, To Endorse Study	click "CLOSE THIS y Plan" (in the above	header column),	select this or more	Study Plan(s), then click "END( he Supervisor(s) for amendmer		
ious Study Plan		Т			s), choose from the ad		s liste
		View previous	Student	Supervisor	Student feedback	Division Hea	ul.
cademic Year	Status	report	attachment		attachment	attachment	au
017-18	Report ready	View previous rep	Student attachment	Supervisor attac	hment Student feedback attacl	hment Division Head	l attach
Course code BIOL7701		Course Seminar	title				
Course code BIOL7701 BIOL8813		Course Seminar Research					
BIOL7701		Seminar					
BIOL7701		Seminar					
BIOL7701 BIOL8813		Seminar					
BIOL7701 BIOL8813 ▷ <u>2017-18</u> ▼ <u>2016-17</u>	olled	Seminar					
BIOL7701 BIOL8813 ▷ <u>2017-18</u> ▼ <u>2016-17</u>		Seminar			Enrolled	Grade	
BIOL7701 BIOL8813 ▶ <u>2017-18</u> ▼ <u>2016-17</u> Course(s) enr Course Code BIOL7301	5	Seminar Research Course Title Seminar			Term 1	В	
BIOL7701 BIOL8813	5	Seminar Research Course Title Seminar Thesis Research	1		Term 1 Term 1	В А-	
BIOL7701 BIOL8813 ▶ <u>2017-18</u> ▼ <u>2016-17</u> Course(s) enr Course Code BIOL7301	5	Seminar Research Course Title Seminar	1		Term 1	В	
BIOL7701 BIOL8813 ▶ <u>2017-18</u> ▼ <u>2016-17</u> Course(s) enr Course Code BIOL7301 BIOL8006 LSCI5012		Seminar Research Course Title Seminar Thesis Research	1		Term 1 Term 1	В А-	
BIOL7701 BIOL8813 2017-18 2016-17 Course(s) enr Course Code BIOL7301 BIOL8006 LSCI5012 nguage requi	rements	Seminar Research <b>Course Title</b> Seminar Thesis Research Adv Top in Cell In	naging		Term 1 Term 1 Term 1	В А- В+	
BIOL7701 BIOL8813 2017-18 2016-17 Course(s) enr Course Code BIOL7301 BIOL8006 LSCI5012 nguage requin nglish/Chines	rements	Seminar Research <b>Course Title</b> Seminar Thesis Research Adv Top in Cell In	1	ear Comple	Term 1 Term 1	В А- В+	
BIOL7701 BIOL8813	rements <u>se</u> Otherla	Seminar Research <b>Course Title</b> Seminar Thesis Research Adv Top in Cell In	naging Completion y	ear Comple	Term 1 Term 1 Term 1	В А- В+	
BIOL7701 BIOL8813 2017-18 2016-17 Course(s) enr Course Code BIOL7301 BIOL8006 LSCI5012 nguage requin nglish/Chines /A alifying exam	rements <u>se</u> Otherla	Seminar Research Course Title Seminar Thesis Research Adv Top in Cell In	naging Completion years	ear Comple	Term 1 Term 1 Term 1	В А- В+	
BIOL7701 BIOL8813 2017-18 2016-17 Course(s) enr Course Code BIOL7301 BIOL8006 LSCI5012 nguage requil nglish/Chines /A alifying exam	rements <u>se</u> Otherla	Seminar Research Course Title Seminar Thesis Research Adv Top in Cell In Inguage	naging Completion yo ents ents	ear Comple	Term 1 Term 1 Term 1	В А- В+	
BIOL7701 BIOL8813 2017-18 2016-17 Course(s) enr Course Code BIOL7301 BIOL8006 LSCI5012 nguage requit nglish/Chines /A	rements <u>se</u> Other la ination / Cano mination / Can	Seminar Research Seminar Thesis Research Adv Top in Cell In Inguage	naging Completion years ion year Co		Term 1 Term 1 Term 1	B A- B+	

nproving Postgraduate Learning (	IPL) C	ontent shown in thi	s Section depends on
Compulsory IPL course		the student's stu	udy programme.
Course title	Completion year	Completion term	Remarks
Exempted OIP course			
Other IPL courses (as required by Research-related skills	the Programme/recomm	ended by the Supervisor o	r as an optional choice)
Research skills			
Course title	Completion year	Completion term	Remarks
Discover research information	Completion year	Completion term	Remarks
	completion year	completion term	Kemarks
Computer skills Course title	Completion year	Completion term	Remarks
	,, ,,		
Laboratory skills Course title	Completion year	Completion term	Remarks
General Safety - Part A			
Vriting 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			
eaching and learning			
Course title	Completion year	Completion term	Remarks

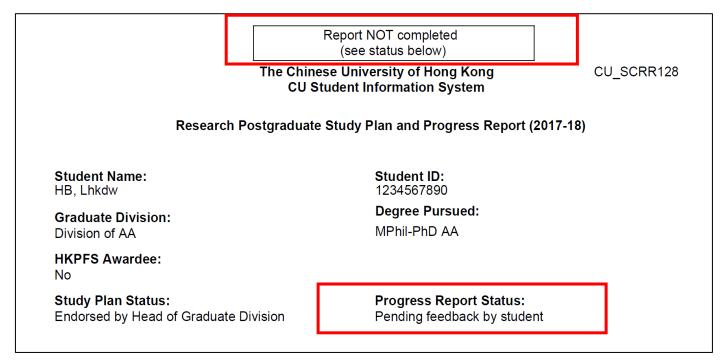
esearch Ethics Train RET module	iing (RET)					vn in this Section depends on ent's study programme.
Module title		Completion yea	r	Completio	on term	Remarks
hesis/Research and		ctivities				
Type of activities	Plan		From (M	IM/YYYY)	To (MM/YYY	Y) Remarks
Conference	32th Conference	on Net Working	12/2017		12/2017	
	Coding					
esearch supervisior Supervisor / Co-supe	n					
	n					
Supervisor / Co-supe	n ervisor					lan/Progress Report In-charge)

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

a) Previous report completed:

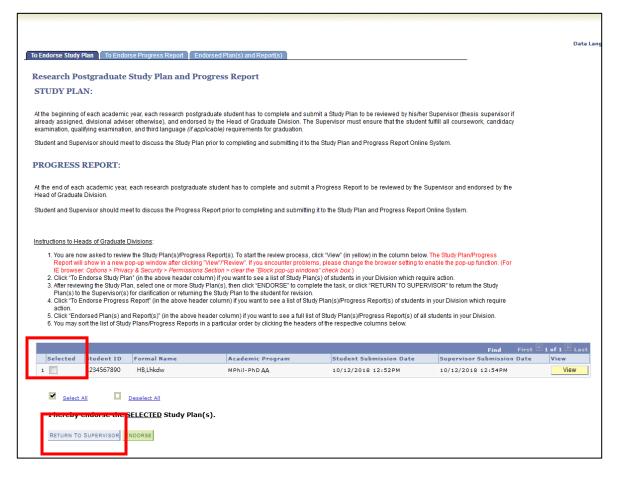


b) Previous report not yet completed:



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

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



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

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

				Data Land				
To Endorse Study Plan To Endorse Progress Report Endo	o Endorse Study Plan 👗 To Endorse Progress Report 👗 Endorsed Plan(s) and Report(s)							
Research Postgraduate Study Plan and Pro	Research Postgraduate Study Plan and Progress Report							
STUDY PLAN:								
already assigned, divisional adviser otherwise), and endorsed	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 ( <i>l'applicable</i> ) requirements for graduation.							
Student and Supervisor should meet to discuss the Study Plan p	rior to completing and submitting it to t	the Study Plan and Progress Report Online	System.					
PROGRESS REPORT:								
At the end of each academic year, each research postgraduate Head of Graduate Division.	student has to complete and submit a	a Progress Report to be reviewed by the S	upervisor and endorsed by the					
Student and Supervisor should meet to discuss the Progress Re	eport prior to completing and submitting	g it to the Study Plan and Progress Report (	Online System.					
Instructions to Heads of Graduate Divisions:								
<ol> <li>You are now asked to review the Study Plan(s)/Progress I Report will show in a new pop-up window after clicking "V IE browser: Options &gt; Privacy &amp; Security &gt; Permissions S</li> </ol>	'iew"/"Review". If you encounter probler	ms, please change the browser setting to e						
<ol> <li>Click "To Endorse Study Plan" (in the above header colun 3. After reviewing the Study Plan, select one or more Study F</li> </ol>	lan(s), then click "ENDORSE" to comp	lete the task, or click "RETURN TO SUPER						
Plan(s) to the Supervisor(s) for clarification or returning th 4. Click "To Endorse Progress Report" (in the above header action.			n your Division which require					
<ol> <li>Click "Endorsed Plan(s) and Report(s)" (in the above heat 6. You may sort the list of Study Plans/Progress Reports in a</li> </ol>			students in your Division.					
Selected Student ID Formal Name	Academic Program	Student Submission Date	Find First Supervisor Submission Date	1 of 1 Last				
1 1234567890 HB,Lhkdw	MPhil-PhD AA	10/12/2018 12:52PM	10/12/2018 12:54PM	View				
Select All Deselect All								
I hereby endorse the <u>SELECTED</u> Study Plan(s	i).							
RETURN TO SUPERVISOR ENDORSE	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)
ОК

Step S4 in the workflow is completed.

A notification email to the student will be sent.

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

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

To Endorse Study Plan To Endorse Progress Report	Endorsed Plan(s) and Report(s)			
To Endorse Study Flan To Endorse Flogless Report				
Research Postgraduate Study Plan and	Progress Report			
STUDY PLAN:				
At the beginning of each academic year, each research p aiready assigned, divisional adviser otherwise), and end examination, qualifying examination, and third language (i	prsed by the Head of Graduate Division. The Supe			
Student and Supervisor should meet to discuss the Study	Plan prior to completing and submitting it to the Stu	dy Plan and Progress Report Online Sys	stem.	
PROGRESS REPORT:				
At the end of each academic year, each research postgra Head of Graduate Division.	duate student has to complete and submit a Prog	ress Report to be reviewed by the Supe	rvisor and endorsed by the	
Student and Supervisor should meet to discuss the Progr	ess Report prior to completing and submitting it to t	he Study Plan and Progress Report Onli	ne System.	
Instructions to Heads of Graduate Divisions:				
Study Plan/Progress Report will show in a new pop-up w Options > Privacy & Security > Permissions Section > clea		p-up function, please change the brows	er setting. (For IE browser:	
<ol> <li>Click "To Endorse Study Plan" (in the above heade</li> <li>Click "To Endorse Progress Report" (in the above I</li> <li>Click "Endorsed Plan(s) and Report(s)" (in the abo</li> <li>You may sort the list of Study Plans/Progress Report</li> </ol>	column) if you want to see a list of Study Plan(s) of eader column) if you want to see a list of Progress re header column) if you want to see a full list of Stu	Report(s) of students in your Division wh udy Plan(s)/Progress Report(s) of all stud	hich require action.	
Refresh				
			Find First 🗹	l of 1 🕩 Last
Student ID Formal Name	Academic Program	Study Plan Endorsed On	Progress Report Endorsed On	View
1 1234567890 HB,Lhkdw	MPhil-PhD AA	20/07/2019 11:43AM		View

# **PROGRESS REPORT**

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

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

# V. Student and Student Feedback

# Workflow for Submission

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

## Step P1 Student to Submit Progress Report

#### A. Pre-condition

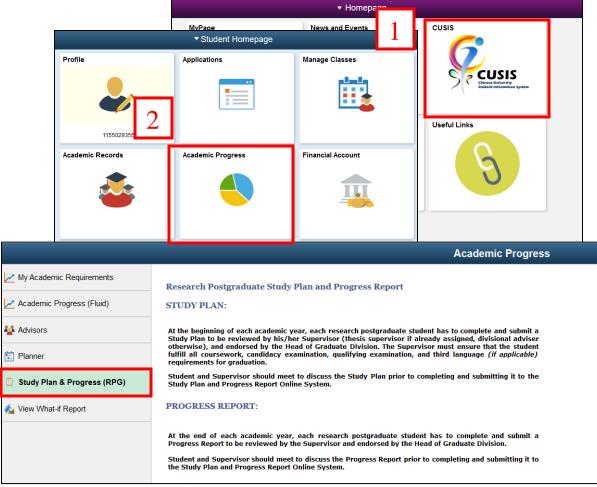
Study Plan of the same academic year has been completed, i.e., endorsed by the Head of Graduate Division/completed step S4.

## B. Login

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



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



# C. System Main Menu

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

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

Study Plan Status		Pro	gress Report Status	
Endorsed by Head of Graduate Division		No	ot yet submitted by student	
The whole Progress Report process including endorsement by H August 2019. Please submit the Progress Report as soon as poss		adua	te Division is expected to be co	mpleted by
Form Sections				
Notes to Students:				
1. Please report your progress in Sections 1-9 through clicking to	edit the r	espec	tive sections one by one or	
clicking "START" to begin.			-	
2. Section 8 "Progression Milestones" shows the full Study Plan a			•	
<ol> <li>You may refer to the student handbook at <u>https://www.gs.cuhk.e</u></li> </ol>	edu.hk/pa	qe/Po	stgraduateStudentHandbook for	
more details about your RPg study.				
Quick Navigation				I
Form Sections				
Form Sections 1 Course requirements				
1 <u>Course requirements</u>				
1 <u>Course requirements</u> 2 <u>Language requirements</u>				
1 <u>Course requirements</u> 2 <u>Language requirements</u> 3 <u>Qualifying examination / Candidacy requirements</u>				
1 <u>Course requirements</u> 2 <u>Language requirements</u> 3 <u>Qualifying examination / Candidacy requirements</u> 4 <u>Improving Postgraduate Learning (IPL)</u>				
1       Course requirements         2       Language requirements         3       Qualifying examination / Candidacy requirements         4       Improving Postgraduate Learning (IPL)         5       Research Ethics Training (RET)				
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		¢	Last save on 20/07/2019 11:43 AM on this page	
<ol> <li><u>Course requirements</u></li> <li><u>Language requirements</u></li> <li><u>Qualifying examination / Candidacy requirements</u></li> <li><u>Improving Postgraduate Learning (IPL)</u></li> <li><u>Research Ethics Training (RET)</u></li> <li><u>Thesis/Research and other academic activities</u></li> <li><u>Research supervision</u></li> </ol>		¢	· · · ·	
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		¢	· · · ·	
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		¢	· · · ·	
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		¢	· · · ·	
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		¢	· · · ·	
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		Ŷ	· · · ·	
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		Ŷ	· · · ·	

#### 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.

<ol><li>Changes are not</li></ol>	ally taken in the current academic year are lis allowed in this Section. go to the next Section, or click "QUICK NAVIC	с, ,		ticular Section.		
-	Report process including endorsement b ase submit the Progress Report as soon	,	Division is expected	to be completed	For the P	Ŭ
1-2-3-4-5-	6-7-8-9				Report the	· ·
Course requirem	ents				will autom	atically
* Compulsory fields					retrieve th	
▼ 2018-19					updated c	
Course(s) enrolled					that you ha	ve taken.
Course code	Course Title		Enrolled	Grade		)
ENGG5501	Foundations of Optimization		Term 1	B		
IERG5330	Network Economics		Term 1	A-		
	ut not taken or course(s) exempted					
Course code	Course title			Υοι	a can show or	hide the
BIOL7701	Seminar			det	ails by clickin	g on the
BIOL8813	Research				•	-
2017-18				E	xpand/Collap	se icon
				next	t to the acader	nic year.
▼ 2016-17						
Course(s) enrolled						
Course Code	Course Title			Enrolled	Grade	
BIOL7301	Seminar			Term 1	В	
BIOL8006	Thesis Research			Term 1	A-	
LSCI5012	Adv Top in Cell Imaging			Term 1	B+	
		SAVE	👂 Quick Navigati	on	I	Next

• NEXT: Move to the next Section.

#### 2) Language requirements

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

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

Notes to Students:					
<ol> <li>Please input the year and the term of completion under "Completion" if the requirement has been fulfilled.</li> <li>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.</li> <li>Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.</li> <li>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.</li> </ol>					
The whole Progress Report process including endorsement by Head of Graduate Division by 31 August 2019. Please submit the Progress Report as soon as possible.	is expected to be completed				
Language requirements					
* Compulsory fields					
* Required to study a language	Details inputted in the Study Plan				
O Not Required	cannot be deleted or				
© Required - Chinese	amended in the				
© Required - English	Progress Report.				
Required - Others Japanese					
Completion: Academic Year   Term					
Remarks:	.1				
SAVE Quick Navigation BAC	K NEXT				

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

#### 3) Qualifying examination/Candidacy requirements

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

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

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

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

- *"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:
<ol> <li>Please input the year and the term of completion under "Completion" to report the progress.</li> <li>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.</li> <li>If you have completed any IPL courses which were not planned, please add new rows (click "+") to provide all the details.</li> <li>Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.</li> <li>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.</li> </ol>
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.
Improving Postgraduate Learning (IPL)
IPL courses are offered by the Centre for Learning Enhancement And Research (CLEAR) for postgraduate students to acquire concepts, methodologies and skills useful for their studies. For IPL course details, please visit the <u>CLEAR</u> website. * Compulsory fields * Observing Intellectual Property and Copyright Law during Research (OIP) (According to the Graduate Council's resolution, this module is <u>compulsory</u> for all research postgraduate students admitted from July 2001
onwards.)
Completion: Academic year Term
Remark:
OIP course exempted #
# Exemption is only granted by <u>CLEAR</u> .

- *"Completion: Academic Year"/"Term"*: Choose the year and the term of completion from the drop-down menu, if appropriate.
- *"Remarks"*: For planned activities not yet conducted, please state the reason under "Remarks" if appropriate.
- *"OIP course exempted"*: Exemption is only granted by <u>CLEAR</u>.

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

ther IPL courses (as red	guired by the Programme/recommended by the Supervisor or as an optio For planned course(s) not yet complete
esearch-related Skills	please state the reason under "Remarks" appropriate.
Research skills	
Course title	Completion year Completion term Remarks
Qualitative Researc	Methods - Ethnographic Approaches
Discover research info Course title	The Course title inputted in the Study Plan cannot be deleted or amended in the Progress Report.
Discover Research	Information
Computer skills	
Course title	Completion year Completion term Remarks
Laboratory skills	
(Supervisors are requin modules before starting	ed to prescribe relevant safety courses for students who have to conduct laboratory work and to ensure their completion of the laboratory work.)
Course title	Completion year Completion term Remarks
riting and presentation	
Course title	Completion year Completion term Remarks
Introduction to Res	earch & Thesis Writing 2018-19   Term 2
Presentation skills	
Course title	Completion year Completion term Remarks
eaching 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 dropdown 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:
<ol> <li>Please input the year and the term of completion under "Completion" to report the progress.</li> <li>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.</li> <li>If you have completed any RET modules which were not planned, please add new rows (click "+") to provide all the details.</li> <li>Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.</li> <li>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.</li> </ol>
The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.
Research Ethics Training (RET)
Research postgraduate students admitted in 2017-18 and thereafter are required to complete an online RET module on "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 <u>RET</u> website.
Module title         Completion year         Completion term         Remarks
The module title inputted in the Study Plan cannot be deleted or amended in the Progress Report.

- *"Module title"*: Choose the module from the drop-down menu.
- *"Completion year"/"Completion term"*: Choose the year and the term of completion from the dropdown menu, if appropriate.
- *"Remarks"*: For planned modules not yet taken, please state the reason under "Remarks" if appropriate.
- " $\bullet$  ": Click  $\bullet$  to add a row and  $\Box$  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:								
<ol> <li>Please report the details under "Completion from" and "Completion to" to report the progress.</li> <li>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.</li> <li>If you have conducted activities which were not planned, please add new rows (click "+") to provide all the details.</li> <li>Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.</li> <li>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.</li> </ol>								
	s Report process including endorsemen lease submit the Progress Report as so		ion is expected to be	completed				
1-2-3-4-6	)-6-7-8-3							
Thesis/Research	and other academic activit	ies						
Types of activities	Plan (e.g. To attend a conference on R	obotics in the US.)	From (MM/YYYY)	Το (ΜΜ/ΥΥΥΥ)	Remarks			
Conference	ABC Intentional Conference		01/2019	02/2019			-	
Internship	Take intern at EFG Company		07/2018	09/2018		. •	-	
Field trip	The activities and plan inputted in the Study							
	Plan	cannot be deleted		n the				
		Progress R	eport.					
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 infor	mation only. Changes can o	only be made by	the Di	vision Office.			
	ss Report process includ Please submit the Progre			Head of Graduate Division i s possible.	s expected to be comp	leted	
1-2-3-4-(	5-6-7-8-9						
Research super	vision						
Co-supervisors, depe be required if the Sup The Supervisor/Co-s Progress Report Onli	ending on the extent of th pervisor is expected to be upervisor in charge of Stu ine System. The Supervis	e responsibilit on leave for udy Plan/Prog sor/Co-superv	ty assu a signi ress R isor in	engage other teachers to he imed. Such an arrangement ficant period, or to leave Uni leport is responsible for discl charge of Study Plan/Progre tive views of the Supervisor	is in general encourage versity service before t harging the administrati ess Report can be the s	ed for the breadt he completion of ive functions rela tudent's Supervi	h of supervision, but would the thesis by the student. ited to the Study Plan and
Supervisor / Co-su	upervisor						
Role	Name						
Supervisor Co-Supervisor	Sup A Sup B			(Study Plan/Progress Rep	port In-charge)		
Co-Supervisor	Sup C						
		SAVE	⊳	Quick Navigation	ВАСК	NEXT	

• NEXT: Move to the next Section.

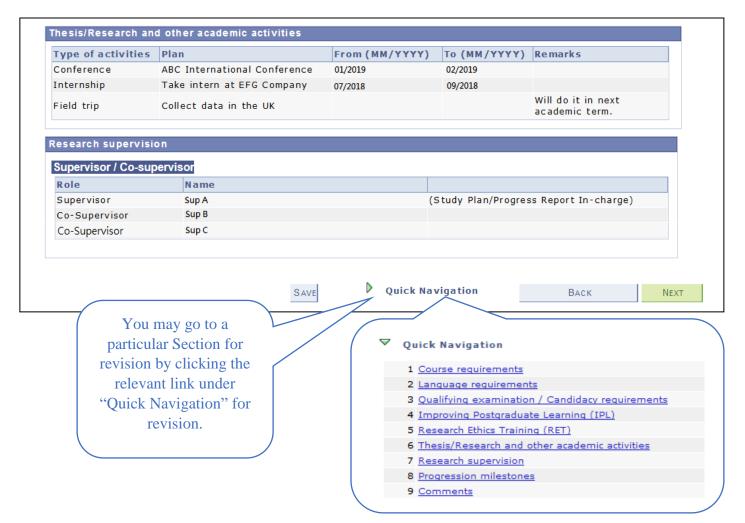
#### 8) Progression milestones (for viewing only)

Information saved in the 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:							
2. If changes t particular S 3. If no change	o any of the Sections ection for revision. es to any of the Secti eminded to save you	l items recorded in the pre s are required, please click ions are required, please c ir input from time to time. I	k "QUICK NAVIGATI	the last Section "Co	mments from Student".		
by 31 August 2019	. Please submit the	Progress Report as so		duate Division is ex	pected to be completed		
		-3					
Progression m	ilestones				]	Fo view pre	evious report(s),
Milestones should b	e set at the beginn	ing of each academic y	ear jointly by the	student and the sup	pervisor(s).	choose from	m the academic
						yea	rs listed.
Previous Study P	lan & Progress F	Report (s)					)
Academic Year	Status	View previous report	Stud attachment	Supervisor attachment	Student feedback attachment		ision Head achment
2017-18	Report ready	<u>View previous repor</u>	rt Student attachment	Supervisor attachment	Student feedback a	attachment Divi	sion Head attachment
2018-19 Course(s) enr	olled						
Course code					Enrolled	Grade	
ENGG5501		ions of Optimization			Term 1	В	
IERG5330	Network	Economics			Term 1	A-	
Course(s) plan	nned but not tal	ken or course(s) ex	empted				
Course code	ž	Course t	title				
BIOL7701		Seminar					
BIOL8813		Research					
Language requi	rements						
English/Chine	se Other langu	lage Comp	pletion year	Completion ter	m Remarks		
Others	Japanese						
Qualifying exam	ination / Candi	idacy requirements					
Qualifying exar	mination / Cand	idacy requirements					
Name		C	completion yea	ar Completio	n term Remarks		
Candidacy requ	irements						

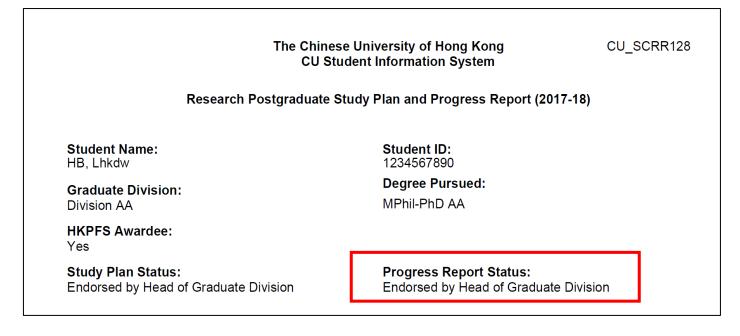
ourse title	Completion year	Completion term	Remarks
oserving Intellectual Property and Copyright w during Research (OIP)		·	
ther IPL courses (as required by the Program esearch-related skills	nme/recommended by t	he Supervisor or as an o	optional choice)
Research skills			
Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.
iscover research information			
Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	
Computer skills			
Course title	Completion year	<b>Completion term</b>	Remarks
aboratory skills			
Course title	Completion year	Completion term	Remarks
	Completion year	Completion term	Remarks
Course title Vriting and presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing			
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing			
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing			
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning	Completion year	Completion term	Remarks Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning	Completion year	Completion term	Remarks Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning	Completion year	Completion term	Remarks Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning Course title	Completion year	Completion term	Remarks Remarks



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

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

a) Previous report completed:



b) Previous report not yet completed:

Report NOT completed (see status below)       CU_SCRR128         The Chinese University of Hong Kong CU Student Information System       CU_SCRR128					
Research Postgraduate Study Plan and Progress Report (2017-18)					
<b>Student Name:</b> HB, Lhkdw		<b>Student ID:</b> 1234567890			
Graduate Division:Degree Pursued:Division of AAMPhil-PhD AA					
HKPFS Awardee: No					
Study Plan Status: Endorsed by Head of Gradua	te Division	Progress Report Status: 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:
<ol> <li>Please complete the "Comments from Student" section, then click "SUBMIT TO DIVISION".</li> <li>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.</li> </ol>
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. To view uploaded document, if
applicable.
You may attach additional documents (in one file of size < 2MB):
File Name View
CUHK_GS_Logo.jpg
SAVE Quick Navigation BACK SUBMIT TO DIVISION
You may attach additional documents (in one file of size < 2MB):
File Name Date Add View
To upload additional
documents.

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

# **D.** Submission and Review Process

### 1) Submission by Student

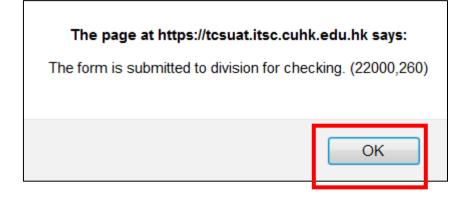
On completion of the Progress Report, students should submit it to the Division (Programme Administrator) for checking by clicking the button SUBMIT TO DIVISION.

SAVE	Quick Navigation	Васк	SUBMIT TO DIVISION	

#### A confirmation dialog will then be shown.

Submit to Programme Administrator (22000,258)			
Once you hav Yes	e submitted th No	is Progress Report to the Division, you cannot edit it further. Do you want to continue?	

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



Progress Report Status will be updated.

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

Step P1 in the workflow is completed.

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

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

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

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

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

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

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

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

### A. Pre-condition

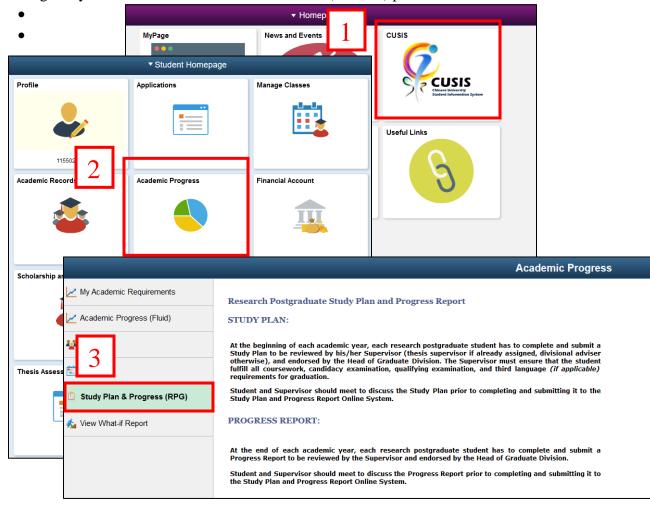
Progress Report has been reviewed by Supervisor, i.e., step P3.

#### B. Login

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



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



### Submission by Student

To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 to view the Supervisor's comments and fill out the relevant section following the instructions.

No 2018-19 Progress Report Status Endorsed by Head of Graduate Division The whole Progress Report process including endorsement by Head of Graduate Division is excompleted by 31 August 2019. Please submit the Progress Report as soon as possible. Drm Sections No	HKPFS Awardee	
2018-19       Progress Report Status         Endorsed by Head of Graduate Division       Pending feedback by student         The whole Progress Report process including endorsement by Head of Graduate Division is ex completed by 31 August 2019. Please submit the Progress Report as soon as possible.       Pending feedback by student         Dotes to Students:       Interview of Graduate Division's comments'' section, please click Section 9 then fill out the elevant section.         Quick Navigation       Form Sections         1 Course requirements       Interview of Graduate Learning (IPL)         2 Language requirements       Interving Postgraduate Learning (IPL)         3 Research Ethics Training (RET)       Intervision         6 Thesis/Research and other academic activities       Intervision         9 Comments       Last save on 18/07/2019		
Study Plan Status       Progress Report Status         Endorsed by Head of Graduate Division       Pending feedback by student         The whole Progress Report process including endorsement by Head of Graduate Division is excompleted by 31 August 2019. Please submit the Progress Report as soon as possible.         Dorm Sections         Iotes to Students:         To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then fill out the elevant section.         Quick Navigation         Form Sections         1 Course requirements         2 Language requirements         3 Qualifying examination / Candidacy requirements         4 Improving Postgraduate Learning (IPL)         5 Research Ethics Training (RET)         6 Thesis/Research and other academic activities         7 Research supervision         9 Comments         9 Comments	No	
Study Plan Status       Progress Report Status         Endorsed by Head of Graduate Division       Pending feedback by student         The whole Progress Report process including endorsement by Head of Graduate Division is excompleted by 31 August 2019. Please submit the Progress Report as soon as possible.         Dorm Sections         Iotes to Students:         To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then fill out the elevant section.         Quick Navigation         Form Sections         1 Course requirements         2 Language requirements         3 Qualifying examination / Candidacy requirements         4 Improving Postgraduate Learning (IPL)         5 Research Ethics Training (RET)         6 Thesis/Research and other academic activities         7 Research supervision         9 Comments         9 Comments		
Endorsed by Head of Graduate Division       Pending feedback by student         The whole Progress Report process including endorsement by Head of Graduate Division is excompleted 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 elevant section.         Quick Navigation         Form Sections         1 Course requirements         2 Language requirements         3 Qualifying examination / Candidacy requirements         4 Improving Postgraduate Learning (IPL)         5 Research Ethics Training (RET)         6 Thesis/Research and other academic activities         7 Research supervision         9 Comparate		
The whole Progress Report process including endorsement by Head of Graduate Division is ex- completed by 31 August 2019. Please submit the Progress Report as soon as possible. Dorm Sections  Notes to Students:  To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then fill out the elevant section.  Quick Navigation  Form Sections  Course requirements Course requ	Study Plan Status Progress Report Status	
completed by 31 August 2019. Please submit the Progress Report as soon as possible.         orm Sections         lotes to Students:         to complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then fill out the elevant section.         Quick Navigation         Form Sections         1 Course requirements         2 Language requirements         3 Qualifying examination / Candidacy requirements         4 Improving Postgraduate Learning (IPL)         5 Research Ethics Training (RET)         6 Thesis/Research and other academic activities         7 Research supervision         9 Comments         9 Comments         9 Comments	Endorsed by Head of Graduate Division Pending feedback by student	
Dotes to Students:         To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then fill out the elevant section.         Quick Navigation         Form Sections         1 Course requirements         2 Language requirements         3 Qualifying examination / Candidacy requirements         4 Improving Postgraduate Learning (IPL)         5 Research Ethics Training (RET)         6 Thesis/Research and other academic activities         7 Research supervision         9 Comments         9 Comments		
Iotes to Students:         To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then fill out the elevant section.         Quick Navigation         Form Sections         1 Course requirements         2 Language requirements         3 Qualifying examination / Candidacy requirements         4 Improving Postgraduate Learning (IPL)         5 Research Ethics Training (RET)         6 Thesis/Research and other academic activities         7 Research supervision         6 Comments         9 Comments         9 Comments	completed by 31 August 2019. Please submit the Progress Report as soon as possible.	n is exp
O complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then fill out the elevant section.         Quick Navigation         Form Sections         1 Course requirements         2 Language requirements         3 Qualifying examination / Candidacy requirements         4 Improving Postgraduate Learning (IPL)         5 Research Ethics Training (RET)         6 Thesis/Research and other academic activities         7 Research supervision         9 Comments         9 Comments         1 Last save on 18/07/2019	orm sections	
Quick Navigation         Form Sections         1 Course requirements         2 Language requirements         3 Qualifying examination / Candidacy requirements         4 Improving Postgraduate Learning (IPL)         5 Research Ethics Training (RET)         6 Thesis/Research and other academic activities         7 Research supervision         9 Comments         9 Comments         1 Course requirements         1 Improving Postgraduate Learning (IPL)         2 Last save on 18/07/2019		
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Form Sections       Image: Section Sectin Sectin Section Section Section Sectin Section Sectin	To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then	fill out th
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         2       Comments         9       Comments         1       Last save on 18/07/2019	To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then relevant section.	fill out th
2       Lanquage 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         9       Comments         4       Last save on 18/07/2019	To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then relevant section.	fill out th
3       Qualifying examination / Candidacy requirements       Improving Postgraduate Learning (IPL)         4       Improving Postgraduate Learning (IPL)       Improving Postgraduate Learning (RET)         5       Research Ethics Training (RET)       Improving Postgraduate Learning (RET)         6       Thesis/Research and other academic activities       Improving Postgraduate Learning (RET)         7       Research supervision       Improving Postgraduate Learning         9       Comments       Improving Postgraduate Learning         9       Comments       Improving Postgraduate Learning	Co complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then elevant section.         Quick Navigation         Form Sections	fill out th
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9 <u>Comments</u>	To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then relevant section.          Quick Navigation       Image: Comments and the section of t	fill out th
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	Operation       Image: Construction of the image: Constructing of the image: Construction of the image: Construction	/2019
	To complete the "Student's feedback to Supervisor's comments" section, please click Section 9 then relevant section.          Quick Navigation         Form Sections	/2019

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

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

. Confirm	rom Supervisor			
I have re	nation:			
	ead this Progress Report and			
🔘 retur	rn this Progress Report to the	student for revision.		
ørov	ide my below comments on th	e student's study progress for view	ing by the student.	
I. Comme	ents from Supervisor:			
1. Acade	emic progress of the student:			
🔘 Satis	factory			
🔘 Impre	ovement needed			
Not s	satisfactory			
Su	ggested action to be taken by	Division (optional):		
0	Division to issue a warning	letter to the student.		
	Division to recommend sus	pension of PGS for a certain period	of time due to unsatisfactory performan	ce.
	[Note: Supervisor is require School to justify the suspen		ndorsement of the Division Head to the	Graduate
	Suggested suspension	months, effective from 1s	t 🔽 🔻	
C	period: Others, please specify (max	of 500 words):		
			.::	
You may	y attach additional documents (	in one file of size < 2MR).		
-	<u>e Name</u>	Date	Add View	
1			Add View	
			<u>udies:</u> If at any time the Superviso tisfactory progress or is unlikely to	
the star Division Universi research 2. Comm I hav I hav	ndard required for the de concerned and by the Gra	egree, and the assessment is o duate Council, the student shall ansfer to a course of study for a	endorsed by the Head of the Gra be required to discontinue studies a research Master's degree in the c	duate at the
the star Division Universi research 2. Comme I hav () I hav	ndard required for the de concerned and by the Gra ity or may be advised to tra- h doctoral students. ents on the student's progress: re no comments. uld like to make the following on to work harder.	egree, and the assessment is o duate Council, the student shall ansfer to a course of study for a comments (max. 500 words):	be required to discontinue studies	duate at the
the star Division Universi research 2. Comme I hav I hav Need t	ndard required for the de concerned and by the Gra ity or may be advised to tra- h doctoral students. ents on the student's progress: re no comments. uld like to make the following o	egree, and the assessment is o duate Council, the student shall ansfer to a course of study for a comments (max. 500 words):	be required to discontinue studies a research Master's degree in the c	duate at the
the star Division Universi research 2. Comme I hav I hav Need t	ndard required for the de concerned and by the Gra ity or may be advised to tra h doctoral students. ents on the student's progress: re no comments. uld like to make the following on to work harder.	egree, and the assessment is o duate Council, the student shall ansfer to a course of study for a comments (max. 500 words): ts (in one file of size < 2MB):	be required to discontinue studies a research Master's degree in the c	duate at the
the star Division Universi research 2. Comme I hav I hav I wou Need t	ndard required for the de concerned and by the Gra ity or may be advised to tra- h doctoral students. ents on the student's progress: re no comments. ald like to make the following of to work harder.	egree, and the assessment is o duate Council, the student shall ansfer to a course of study for a comments (max. 500 words): ts (in one file of size < 2MB):	be required to discontinue studies a research Master's degree in the ca 	duate at the
the star Division Universi research 2. Comm I hav I hav I wou Need t	ndard required for the de concerned and by the Gra ity or may be advised to tra- h doctoral students. ents on the student's progress: re no comments. ald like to make the following of to work harder.	egree, and the assessment is o duate Council, the student shall ansfer to a course of study for a comments (max. 500 words): ts (in one file of size < 2MB):	be required to discontinue studies a research Master's degree in the ca 	duate at the
the star Division Universi research 2. Comm I hav I hav I wou Need t You r	ndard required for the de concerned and by the Gra ity or may be advised to tra- h doctoral students. ents on the student's progress: re no comments. Id like to make the following of to work harder.	egree, and the assessment is of duate Council, the student shall ansfer to a course of study for a comments (max. 500 words): ts (in one file of size < 2MB): Date	be required to discontinue studies a research Master's degree in the ca 	duate at the

Student's feedback to Supervisor's comm	ents			
I have read the Supervisor's comments of	on my Progress Re	eport and		
<ul> <li>I have no further comments.</li> <li>would like to make the following co</li> </ul>	mments (max. 500	words):		
				_
You may attach additional document	s (in one file of siz	e < 2MB):		
File Name	<u>Date</u>		Add View	
1			Add View	
	SAVE	Quick Navigation	Васк Зивміт 1	To Head Of Graduate Division

A confirmation dialog will then be shown.

Submit to the Head of Gradua	te Division (22000,259)
on submission of this Progres	is Report to the system, the Progress Report will be sent to the Head of Graduate Division for endorsement. You cannot edit it further. Do you want to continue?

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

The page at https://tcsuat.itsc.cuhk.edu.hk sa	ys:
The form is submitted to Head of Graduate Division for endorsen	nent. (22000,287)
	ОК

### Progress Report Status will be updated.

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

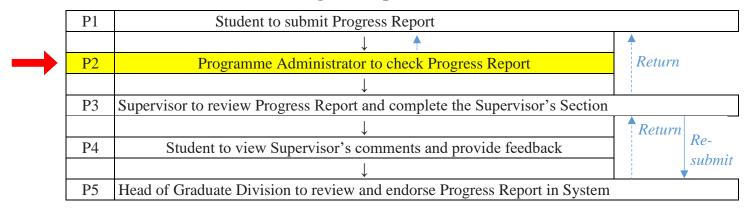
Step P4 in the workflow is completed.

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

## VI. Programme Administrator and Division operational staff

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

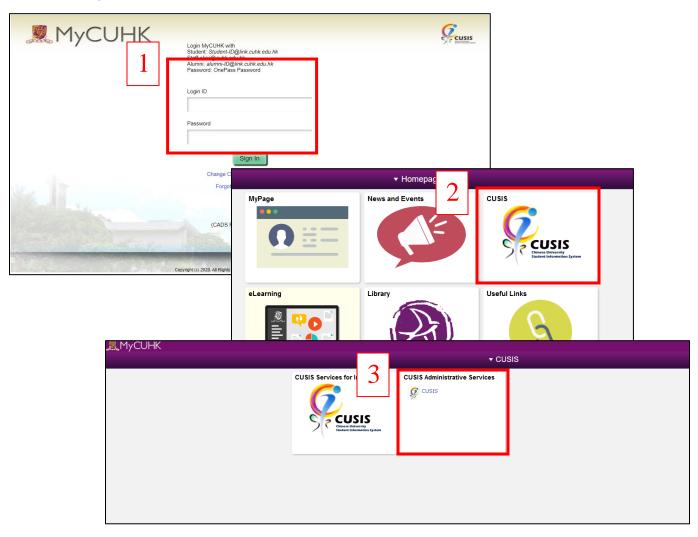
### A. Workflow for Submission of Progress Report



## **B.** Pre-condition

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

# C. Login



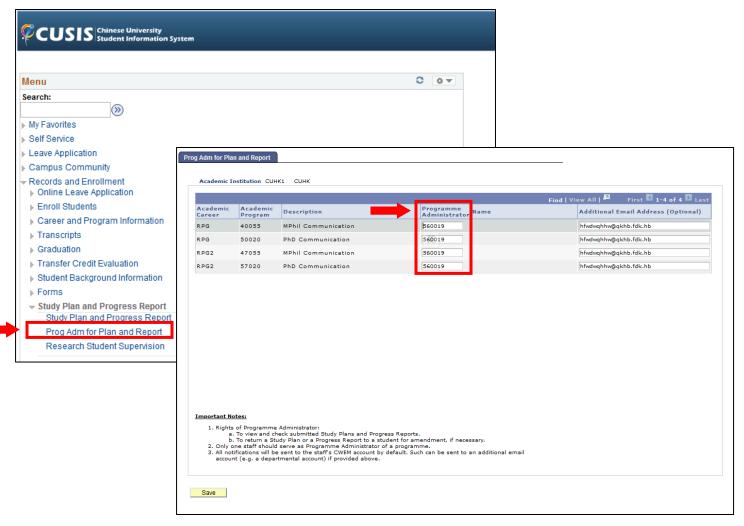
Path: *MyCUHK* > *CUSIS* > *CUSIS* Administrative Services

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

# **D.** Programme Administrator Maintenance

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

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



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

## E. Research Student Supervisor Maintenance

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

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

Menu	0 0 -
Search:	
<ul> <li>My Favorites</li> <li>Self Service</li> <li>Leave Application</li> <li>Campus Community</li> <li>Records and Enrollment</li> <li>Online Leave Application</li> <li>Enroll Students</li> <li>Career and Program Information</li> </ul>	Research Student Supervision         Enter any information you have and click Search. Leave fields blank for a list of all values.         Find an Existing Value         Search Criteria
<ul> <li>Transcripts</li> <li>Graduation</li> <li>Transfer Credit Evaluation</li> <li>Student Background Information</li> <li>Forms</li> <li>Study Plan and Progress Report Study Plan and Progress Report Prog Adm for Plan and Report Research Student Supervision</li> </ul>	Empl ID begins with v   Academic Institution = v CUHK1   Academic Career = v Postgraduate - Research v   Student Career Nbr = v Campus ID   Campus ID begins with v   National ID begins with v   Last Name begins with v   First Name begins with v   Include History Correct History
	Search Clear Basic Search 🖾 Save Search Criteria

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

Favorites 🔻	Main Me	enu 🔻 💦 🗧	Records and Enrol	llment 👻 > Study	Plan and Pro	gress Report 🔻 👘	> Research	Student Supe	rvision			
<i>C</i>	-								Home V	Vorklist   Add to F	avorites   S	ign Ou
<b>P</b> CUSI	S Student I	University Information Sy	/stem									
							Data Lang	age: English	ı 🗸	New Window	Personaliz	e Page
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JDW, Hh Mob Academic II		СПНК		115502935	iemic Career	: Postgraduate	- Research					
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Academic	Program:	MENII-END N	vaurematics	Stude	III Career ND	• 1				First 🕚 1 of		П
	_							1	Find   View All		r 1 🐨 Lasi	1
Effective I	Date 11/06	/2018										
Supervi	sor/Co-sup	ervisor						Find   Vie	ew All 🔄 🛛 Fi	irst 🕚 1 of 1	🕑 Last	
*ID	_	Name		Role	Lea	ve Application In-c	harge	Study Plan	n/Progress Repor	t In-charge		
1 49430	64	Y*,Yong		Supervisor	$\sim$				$\checkmark$		+ -	
Important No	tes:											
		co-superviso	r is charge of Study I	Plan/Progress Rep	ort is respon	sible for dischardi	ing the admir	istrative functi	ions related to th	e		
Study	Plan and I	Progress Re	port Online System. The comments/decis	The Supervisor/Co	-supervisor ir	n charge of Study	Plan/Progre	ss Report can	be the student's			
	visor or Co visor(s), if a		The comments/decis	sions recorded on t	ne System s	nould represent t	ne collective	views of the S	upervisor and Co	-		
			upervisor/Co-supervis ss Report and amen			k who will discha:	arge the role	of Supervisor/O	Co-supervisor in			
3. Super	visor/Co-su	.pervisor(s)	are given access to t	he Study Plan and	Progress Re							
4. The S	upervisor ir	n charge of l	eave application will	be given access to	view and edi	t the online leave	application of	f their student	S.			
									1-10			
Save Q	Return to	Search							Jinclude His	story 👘 Cor	rrect History	

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

# F. Pagelet Setup

Path: CUSIS > Home > Personalize > Content

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

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

6		Home   Work	to Favorites   Sign Out
CUSIS Chinese University Student Information Syst	tem	1	
1			anti a Questanti annut
			nali <mark>tie Content  </mark> Layout
Menu	Personalize Home Page	×	
Search:	Data Language: English	New Window 🔺	
<u> </u>	Bereenelize Centent: My Dage		
My Favorites	Personalize Content: My Page		
Self Service	Tab Name My Page		
Leave Application			
Campus Community	Welcome Message 英		
Records and Enrollment	Choose Pagelets; Simply check the items that you want to appear on your homepage.		
Curriculum Management	Remember to click "Save" when done.		
Student Financials	Arrange Pagelets: Go to Personalize Layout		
Academic Advisement			
Contributor Relations	People Soft Applications		
▶ Set Up SACR	Grade Roster Review-Assess Pnl		
▶ Worklist	pprove UG Major Declare(Dept)		
Tree Manager	2 rogram Change Approval		
▶ Reporting Tools	ransfer Credit Approval - CD		
▶ PeopleTools	ransfer Credit Approval - MD		
▶ CU Interfaces	Study Pln/Progress Rpt Pending		
CU Outgoing Exchange App	BI Publisher		
Non-local Exp. Learning (NEL)	Menu Menu		
▶ CU Reports	Activity Guides - In Progress		
Online Leave Application Setup	Top Menu Features Description		
Application	My Reports		
Usage Monitoring	Main Menu		
Change My Password	Sign In		
Preferences			
3 System Profile	Save Cancel	~	
Dictionary	< and the second	>	
My Feeds			
Study Pln/Progress Rpt Pending	0		
Formal Acadomic Study Progra	ess Study Plan Progress		
EmpliD Formal Academic Study Progra Name Year Status Status Status Status	t Submission Submission 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

Menu	
Search:	
My Favorites Self Service	Study Plan and Progress Report
,	Enter any information you have and click Search. Leave fields blank for a list of all values.
Leave Application     Campus Community     Records and Enrollment	Find an Existing Value
Records and Enrolment     Online Leave Application     Enroll Students	Search Criteria
<ul> <li>Career and Program Information</li> <li>Transcripts</li> <li>Graduation</li> <li>Transfer Credit Evaluation</li> <li>Student Background Information</li> </ul>	Empl ID begins with v Q Study Plan Status begins with v Q Progress Report Status begins with v Q Academic Program begins with v
▶ Forms Study Plan and Progress Report Study Plan and Progress Report Prog Adm for Plan and Report Research Student Supervision	Search Clear Basic Search 🖾 Save Search Criteria

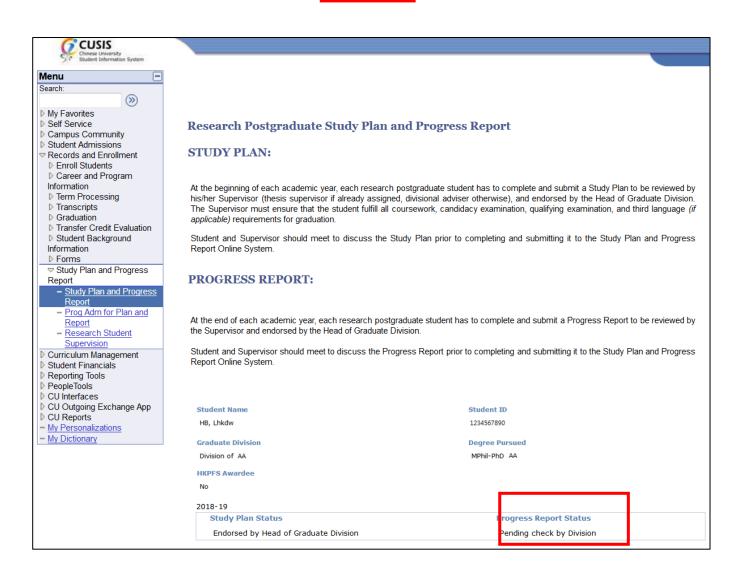
- *"EmplID"*: Input student ID number to retrieve a specific Study Plan or click the magnifier icon  $\bigcirc$  to choose (to show all students, leave this field blank).
- *"Study Plan Status"*: Click the magnifier icon 🔍 to choose Study Plan with a specific study plan status.
- *"Progress Report Status"*: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

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

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

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

Search Results				1			
View All							First 🗃 1-3 of 3 🕞 Las
EmplID Formal Name	Academic Y	fear Study Plan Status	Progress Report Status	Study Plan Submission Da	te Progress Rpt Submission Da	te Academic P	rogram Description
100000001 AA.Bbb	2018	Returned by Supervisor	1	02/01/2019 4:35:51PM	(blank)	60099	Mphil-PhD AA
1234567890 HB.Lhkdw	2018	Endorsed by Head of Graduate Division	Pending check by Division	07/01/2019 10:01:11AM	15/07/2019 10:00:00AM	60099	Mphil-PhD AA
1111111111 BB.Ccc	2018	Pending endorsement by Head of Graduate Divisio	1.5	10/12/2018 12:54:18PM	(blank)	60099	Mphil-PhD AA
L			-				



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

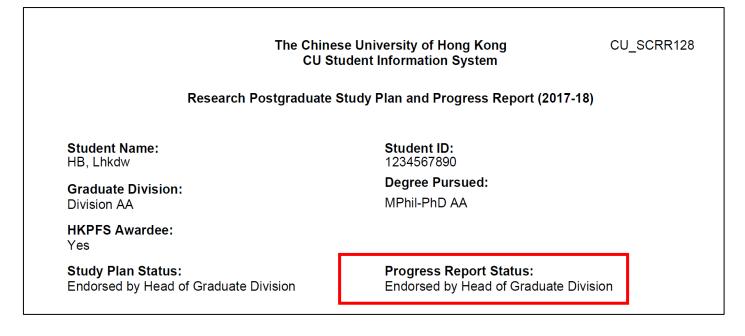
2. If you want to return the Progress Report to the student for revision, click "RETURN TO STUDENT" at the bottom.  years listed  vious Study Plan & Progress Report (s)  Academic Year Status View previous Student feedback Division Head att  channeal attachment attachment attachment attachment attachment  attachment attachment attachment attachment attachment attachment  provide requirements  v 2015-13  Course code Course Title Enrolled Grade  BIOL 701 Seminar  Course Code Course Title Enrolled Grade  BIOL 701 Seminar  2015-13  2017-18  2015-13  2017-18  2015-17  Course Title Enrolled Grade  BIOL 701 Seminar  BIOL 803 Research  2015-17  Course Code Course Title Enrolled Grade  BIOL 701 Seminar  BIOL 803 Research  2015-17  Course Code Course Title Enrolled Grade  BIOL 701 Seminar  BIOL 803 Research  2015-17  Course Code Course Title Enrolled Grade  BIOL 701 Seminar  BIOL 803 Research  2015-17  Course Code Course Title Enrolled Grade  BIOL 701 Seminar  BIOL 803 Research  2015-17  Course Code Course Title Enrolled  Course Code Course Title Enrolled  BIOL 701 Seminar  BIOL 803 Research  2015-17  Course Code Course Title Enrolled  Course Code Course Title Enrolled  Course Code Course Title Enrolled  Course Code Course Title  Course Code Course Title  BIOL 701 Seminar  BIOL 803 Research  2015-17  Course Code Course Title Enrolled  Course Code Course Title  BIOL 701 Seminar  BIOL 803 Research  2015-17  Course Code Course Title  BIOL 701 Seminar  BIOL 803  BIOL 803 Research  Completion year Completion term  Remarks  Course Code  Course Code Course Title  Course Completion year Completion term  Remarks  Course Code  Course Completion year Completion term  Remarks  Course Code  Course Completion year Completion term  Remarks  Course Completion year Completion term  Remarks  Course Completion year Completion term  Remarks  Course Code  Course Completion year Completion term  Remarks  Course Completion year Completion term  Remarks  Course Completion year Completion term  Remarks  Course Completion year Completion term  Rem	uctions to Programme	Administrators:					To vie	w previous report(s
Academic Year Status View previous Student statechment Statechment Student feedback Division Head attachment 2017-18 Report ready View previous Teport Statechment Student feedback attachment Division Head att supervisor attachment Supervisor attachment Student feedback attachment Division Head attachment 2017-18 Report ready View previous Teport Statechment Student feedback attachment Division Head attachment 2017-18 Supervisor attachment Supervisor attachment Student feedback attachment Division Head attachment 2017-18 Supervisor attachment Student feedback attachment Division Head attachment 2017-19 Supervisor attachment Student feedback attachment Division Head attachment 2017-19 Supervisor attachment Student feedback attachment Division Head attachment 2017-19 Supervisor attachment Student feedback attachment feedback attachment Student feedback attachment feedback attachment Student feedback attachment Student feedback attachment Student feedback attachment							sk. choos	e from the academi years listed.
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Research skills				
Course title		Completion year	Completion term	Remarks
Qualitative Research M Approaches	lethods - Ethnographic			Will be completed next year.
)iscover research inform	ation			
Course title		Completion year	Completion term	Remarks
Discover Research Info	ormation	2018-19	Term 1	
Computer skills				
Course title		Completion year	Completion term	Remarks
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Supervisor / Co-sup	ervisor				
Role	Name				
Supervisor	Sup A		(Study Pla	an/Progress Report	t In-charge)
Co-Supervisor	Sup B				
Co-Supervisor	Sup C				
nments from student udents may add comme	nts, if any, relating (only) to	their study and the super	vision relationship thi	roughout this academi	ic year. Students
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Prof. A is a very good s	Supervisor. Thanks a lot.				
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To view/download previous reports (if any) under "View previous reports":

a) Previous report completed:



b) Previous report not yet completed:

The	Report NOT completed (see status below) Chinese University of Hong Kong CU Student Information System	CU_SCRR128
Research Postgr	aduate Study Plan and Progress Report (2017-1	8)
<b>Student Name:</b> HB, Lhkdw	<b>Student ID:</b> 1234567890	
Graduate Division: Division of AA	Degree Pursued: MPhil-PhD AA	
HKPFS Awardee: No		
Study Plan Status: Endorsed by Head of Graduate Division	Progress Report Status: Pending feedback by student	

# H. Return of 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**.

	Print	RETURN TO STUDENT	SUBMIT TO SUPERVISOR
Return to Search			

### A confirmation dialog will then be shown.

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

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

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

The Progress Report Status will be updated.



# I. Submission of Progress Report to Supervisor

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

	Print	RETURN TO STUDENT	SUBMIT TO SUPERVISOR
Return to Search			

#### A confirmation dialog will then be shown.

Г

Submit to supervis	or (22000	0,263)
The Progress Rep	ort will be	submitted to the supervisor for comments. Do you want to continue?
Yes	No	

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

The form is submitted to supervisor for com	ments. (22000,264)
	ОК

The Progress Report Status will be updated.

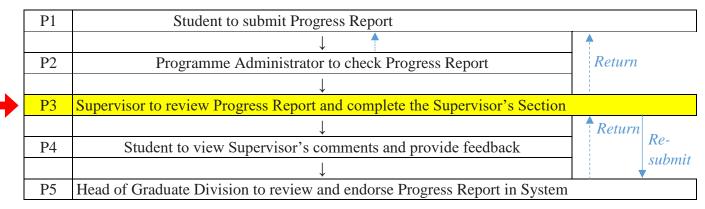
18-19	
Study Plan Status	Progress Report Status
Endorsed by Head of Graduate Division	Pending review by Supervisor

Step P2 in the workflow is completed.

A notification email to the Supervisor will be sent.

# VII. Supervisor

# A. Workflow for Submission

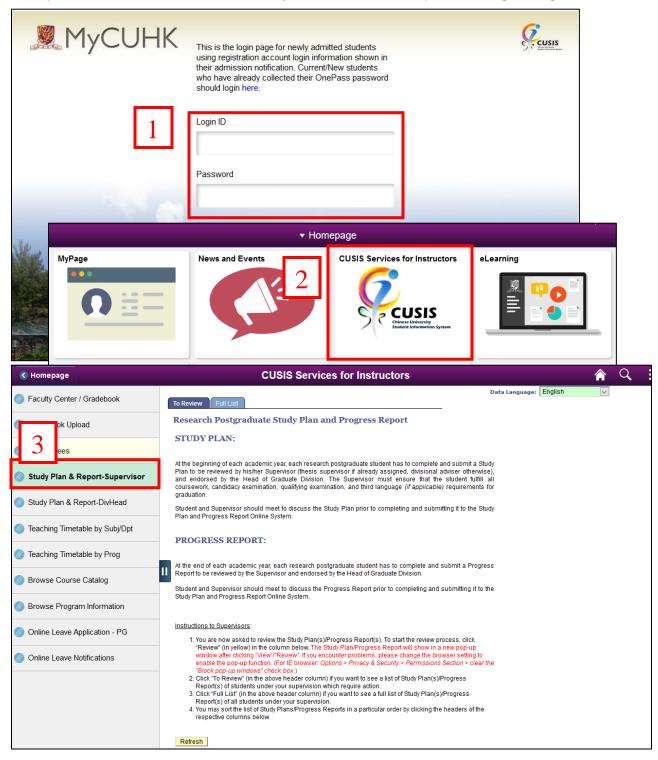


## **B.** Pre-condition

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

# C. Login

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



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

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

1

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.



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

	]							
To Review Full List Research Postgra	duate Study Pl	an and Progress	Report					
STUDY PLAN:	STUDY PLAN:							
	by the Head of Grad			ubmit a Study Plan to be reviewed by his/her Supervis student fulfill all coursework, candidacy examination				
Student and Supervisor sh	ould meet to discuss	the Study Plan prior to co	mpleting and submitting it to	o the Study Plan and Progress Report Online System.				
PROGRESS REPO	ORT:							
At the end of each academ	ic year, each research	postgraduate student h	as to complete and submit a	Progress Report to be reviewed by the Supervisor and	d endorsed by the Head of Graduate Division	n.		
Student and Supervisor sh	ould meet to discuss	the Progress Report pric	r to completing and submitt	ing it to the Study Plan and Progress Report Online Sy:	stem.			
Instructions to Supervisors	6							
window after clickir the "Block pop-up i 2. Click "To Review" (i 3. Click "Full List" (in f	ig "View"/"Review". If y windows" check box.) n the above header co he above header colu	ou encounter problems, plumn) if you want to see mn) if you want to see a t	please change the browser a list of Study Plan(s)/Progre full list of Study Plan(s)/Prog	5, click "Review" (in yellow) in the column below. The S setting to enable the pop-up function. (For IE browser- ess Report(s) of students under your supervision whic ress Report(s) of all students under your supervision. lers of the respective columns below.	Options > Privacy & Security > Permissions		ŧ	
							· ·	
						Find First	1-3 of 3 ▶ Last     Last     1	
	Student ID	Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time	View Review	
	1 1000055555	ZZ,Yyyy	MPhil-PhD AA	Pending endorsement by Head of Graduate Division		29/11/2018 12:04:06PM	Vie / Review	
	2 1111111111	BB,Ccc	MPhil-PhD AA	Pending review by Supervisor		15/04/2019 11:45:15AM	Vie Review	
	з 1234567890	HB,Lhkdw	MPhil-PhD AA	Endorsed by Head of Graduate Division	Pendina review by Supervisor	17/07/2019 5:20:00PM	Vie	

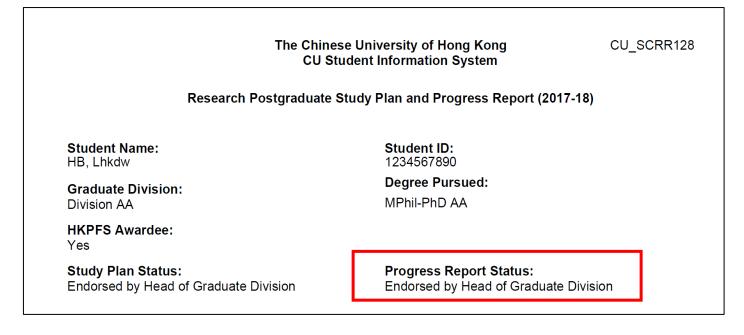
Research Postgra	duate Study Plan and Prog	gress Report					
Student Name		Student ID					
HB, Lhkdw		1234567890					
Graduate Division		Degree Pursued					
Division of AA		MPhil-PhD AA					
HKPFS Awardee No							
2018-19							
Study Plan Status		Progress	s Report St	atus			
Endorsed by Head o	f Graduate Division	Pending	review by S	Supervisor			
	eport process including endorsement bmit the Progress Report as soon as p		Division is	expected to	be completed	by 31	
structions to Supervisors:							To view previous
	ogress Report below, then complete the "	Comments from Supervi	isor" section	at the bottom,	then click "Sub	mit" to	report(s), choose from
2 Please be reminded	to save your input from time to time. If you	want to leave the system	m without co	mpleting the ta	ask click "SAVE		Example 1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (
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revious Study Plan &	& Progress Report (s)						
Academic Year	Status View previous report		Superviso attachme		Student fee attachmen		Division Head attachment
1 2017-18	Report ready <u>View previous re</u>	Student					ent Division Head attachment
ourse requirements	j						
Course(s) enrolled				-	-	7	
Course code	Course Title		Enroll	ed	Grade		
ENGG5501 IERG5330	Foundations of Optimization Network Economics		Term 1 Term 1		в А-		
Course(s) planned bu	ut not taken or course(s) exempted						
Course code	Course title						
BIOL7701	Seminar						
BIOL8813	Research						
▶ <u>2017-18</u>							
▼ <u>2016-17</u>							
Course(s) enrolled							
Course Code	Course Title				rolled	Grade	
BIOL7301	Seminar			Ter		В	
BIOL8006	Thesis Research				m 1	A-	
LSCI5012	Adv Top in Cell Imaging			Ter	m 1	B+	
anguage require	ments						
English/Chinese	Other language	Completion ye	ar C	Completio	n term	Remarks	
Others	Japanese						
Qualifying examin	ation / Candidacy requirem	ents					
Qualifying exami	nation / Candidacy requiren	nents					
Name	Comple	tion year Con	npletior	n term	Remark	5	
Candidacy require	ements						
				Con			Section depends on
				l	the stuc	lent's stud	ly programme.

ompulsory IPL course	Completion year	Completion term	Remarks
bserving Intellectual Property and Copyright	Sompreadon year	compración cerm	
aw during Research (OIP)			
other IPL courses (as required by the Program	nme/recommended by t	he Supervisor or as an o	ptional choice)
esearch-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			
	Completion year	Completion term	Remarks
Course title	completion year		
Course title	completion year		
Course title			
	Completion year	Completion term	Remarks
Laboratory skills Course title Writing and presentation skills			Remarks
Laboratory skills Course title Writing and presentation skills Thesis writing	Completion year	Completion term	
Laboratory skills Course title Writing and presentation skills			Remarks
Laboratory skills Course title Writing and presentation skills Thesis writing Course title	Completion year	Completion term	
_aboratory skills Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing	Completion year	Completion term	
Laboratory skills Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year Completion year	Completion term Completion term	Remarks
Laboratory skills Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title	Completion year Completion year	Completion term Completion term	Remarks
Laboratory skills Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year Completion year	Completion term Completion term	Remarks
Laboratory skills Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title	Completion year Completion year	Completion term Completion term	Remarks
Laboratory skills Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Teaching and learning	Completion year Completion year Completion year Completion year	Completion term Completion term Completion term Completion term	Remarks Remarks
Laboratory skills Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Teaching and learning	Completion year Completion year Completion year Completion year	Completion term Completion term Completion term Completion term Completion term	Remarks Remarks Remarks
Laboratory skills Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Teaching and learning Course title	Completion year Completion year Completion year Completion year	Completion term Completion term Completion term Completion term Content shown in	Remarks Remarks Remarks n this Section depends o
Laboratory skills Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Teaching and learning Course title esearch Ethics Training (RET)	Completion year Completion year Completion year Completion year	Completion term Completion term Completion term Completion term Content shown in	Remarks Remarks Remarks
Laboratory skills Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Teaching and learning Course title esearch Ethics Training (RET) RET module	Completion year Completion year Completion year Completion year Completion year	Completion term Completion term Completion term Completion term Content shown is the student	Remarks Remarks Remarks n this Section depends o

esis/Research an					
ype of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks	
onference	ABC International Conference	01/2019	02/2019		
nternship	Take intern at EFG Company	07/2018	09/2018		
ield trip	Collect data in the UK			Will do it academic	
search supervisi	ion				
upervisor / Co-su	pervisor				
ole	Name				
upervisor	Sup A	(9	Study Plan/Progres	ss Report Ir	n-charge)
o-Supervisor	Sup B				
o-Supervisor	Sup C				
ouraged to discuss ision or Faculty Dear I have no comments					ison, neau or Grau
sion or Faculty Dear I have no comments I would like to make	n.				
sion or Faculty Deal I have no comments I would like to make Prof. A is a very goo	n. s. e the following comments (max. 500 wor	rds):			
sion or Faculty Deal I have no comments I would like to make Prof. A is a very goo	n. s. e the following comments (max. 500 wor od Supervisor. Thanks a lot.	rds):			
ision or Faculty Deal I have no comments I would like to make Prof. A is a very goo You may attach a	n. s. e the following comments (max. 500 wor od Supervisor. Thanks a lot. additional documents (in one file of	rds): size < 2MB):			
ision or Faculty Deal I have no comments I would like to make Prof. A is a very goo You may attach a File Name	n. s. e the following comments (max. 500 wor od Supervisor. Thanks a lot. additional documents (in one file of pg	rds): size < 2MB): Date		View	
ision or Faculty Deal I have no comments I would like to make Prof. A is a very goo You may attach a File Name CUHK_GS_Logo.j	n. s. e the following comments (max. 500 wor od Supervisor. Thanks a lot. additional documents (in one file of pg	rds): size < 2MB): Date		View	
ision or Faculty Deal I have no comments I would like to make Prof. A is a very goo You may attach a File Name CUHK_GS_Logo.j ments from Supe Confirmation: ave read this Prog	n. s. e the following comments (max. 500 wor od Supervisor. Thanks a lot. additional documents (in one file of pg	rds): size < 2MB): Date		View	
sion or Faculty Dear I have no comments I would like to make Prof. A is a very good You may attach a File Name CUHK_GS_Logo.j ments from Supe Confirmation: ave read this Progress	n. s. e the following comments (max. 500 wor od Supervisor. Thanks a lot. additional documents (in one file of pg rvisor ress Report and	rds): size < 2MB): Date 07/05/2019 4	+:13:13PM	View	

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

a) Previous report completed:



b) Previous report not yet completed:

	The Chines	Report NOT completed (see status below) se University of Hong Kong udent Information System	CU_SCRR128
Researe	ch Postgraduate	Study Plan and Progress Report (20	17-18)
<b>Student Name:</b> HB, Lhkdw		<b>Student ID:</b> 1234567890	
Graduate Division:Degree Pursued:Division of AAMPhil-PhD AA			
HKPFS Awardee: No			
Study Plan Status: Endorsed by Head of Gradua	ate 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 stud	lent (22000,26	52)
The Progress	Report will be	e returned to the student for amendment. Please ask the student to approach you to discuss on how to amend the Progress Report. Do you want to continue?
Yes	No	
		•

# F. Providing comments on the Progress Report

After reviewing the Progress Report, Supervisor may provide comments to the student. Choose "provide my below comments on the student's study progress for viewing by the student."

Comments from Supervisor	
I. Confirmation:	
I have read this Progress Report and	
return this Progress Report to the student for revision.	
provide my below comments on the student's study progress for viewing 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.

mments from Supervisor								
Confirmation:								
nave read this Progress Report a	nd							
return this Progress Report to the	student for revision.							
provide my below comments on the	e student's study progress for viewing l	by the student.						
Comments from Supervisor							1 0	
Comments from Supervisor:     Academic progress of the student:			Please	lete the whole Section , 1, 2 and 3).				
	t.			(1.e.,	, 1, 2		).	
Satisfactory Improvement needed								
Not satisfactory You may attach additional docur	ments (in one file of size < 2MB):							
File Name	Date	Add	View					
The nume								
<u>Note:</u> <u>Clause 13.4 of the General Regu</u> opinion that a research postgradu required for the degree, and the a Graduate Council, the student sha to a course of study for a research	Ilations Governing Postgraduate Stu ate student is not making satisfactor issessment is endorsed by the Head Il be required to discontinue studies a h Master's degree in the case of rese	ry progress or of the Graduat at the Universi	is unlikely te Division ty or may	to attair concern	the st ed and	andard by the		
Note: Clause 13.4 of the General Regu opinion that a research postgradu required for the degree, and the a Graduate Council, the student sha	ate student is not making satisfactor assessment is endorsed by the Head II be required to discontinue studies a h Master's degree in the case of rese ess:	<u>dies:</u> If at an ry progress or of the Graduai at the Universi	y time the is unlikely te Division ty or may	e Superv to attair concern	the st ed and	andard by the		
Note: <u>Clause 13.4 of the General Regu</u> opinion that a research postgradu required for the degree, and the a Graduate Council, the student sha to a course of study for a research . Comments on the student's progree I have no comments.	ate student is not making satisfactor assessment is endorsed by the Head II be required to discontinue studies a h Master's degree in the case of rese ess: g comments (max. 500 words): ents (in one file of size < 2MB):	<u>dies:</u> If at an ry progress or of the Graduai at the Universi	y time the is unlikely te Division ty or may	e Superv to attair concern	the st ed and	andard by the		
Note: <u>Clause 13.4 of the General Regu</u> opinion that a research postgradu required for the degree, and the a Graduate Council, the student sha to a course of study for a research . Comments on the student's progree I have no comments. I would like to make the following You may attach additional docume	ate student is not making satisfactor assessment is endorsed by the Head II be required to discontinue studies a h Master's degree in the case of rese ess: g comments (max. 500 words): ents (in one file of size < 2MB):	<u>dies:</u> If at an ry progress or of the Graduai at the Universi	y time the is unlikely te Division ty or may students.	e Superv to attair concern be advis	n the si ed and ed to t	andard by the		
Note:         Clause 13.4 of the General Regulation         opinion that a research postgradule         required for the degree, and the a         Graduate Council, the student shat         to a course of study for a research         Comments on the student's progradule         I have no comments.         I would like to make the following         You may attach additional docume         File Name         Approval:	ate student is not making satisfactor assessment is endorsed by the Head II be required to discontinue studies a h Master's degree in the case of rese ess: g comments (max. 500 words): ents (in one file of size < 2MB):	<u>dies:</u> If at an ry progress or of the Gradual at the Universi arch doctoral s	y time the is unlikely te Division ty or may students.	e Superv to attair concern be advis	a the st ed and ed to t	andard by the		

# "Not satisfactory" Academic Progress has been Chosen

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

Comments from Supervise	r:				
Academic progress of the stud	ent:				
Satisfactory					
Improvement needed					
Not satisfactory					
Suggested action to be taken by					
	pension of PGS for a certain period of d to submit a written request with end				luate School to just
Suggested suspension perio	od: 📃 🔻 months, effective from 1	st of 📃 👻		<b>T</b>	
Others, please specify (max.	·				
				.t1	
File Name	cuments (in one file of size < 2MB): Date	Add	View		
		Add	View	-	
opinion that a research postgra required for the degree, and the	egulations Governing Postgraduate S duate student is not making satisfac e assessment is endorsed by the He	ctory progress or i ad of the Graduat	s unlikely e Division	to attain the concerned a	e standard and by the
	hall be required to discontinue studie rch Master's degree in the case of re			be advised t	to transfer

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

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

	CLOSE THIS WINDOW	Save	Print			Submit
--	-------------------	------	-------	--	--	--------

#### A confirmation dialog will then be shown.

Send to studer	nt (22000,266)
On submissio Yes	n of this Progress Report, the Progress Report will be sent to the student for feedback. You cannot edit it further. Do you want to continue?
103	

#### The Progress Report Status will be updated.

To Review Full List				
Research Postgraduate Stud	y Plan and Progress Report			
STUDY PLAN:				
				or (thesis supervisor if already assigned, divisional ation, qualifying examination, and third language (if
Student and Supervisor should meet to di	scuss the Study Plan prior to completing an	d submitting it to the Study Plan and	Progress Report Online System.	
PROGRESS REPORT:				
At the end of each academic year, each re	esearch postgraduate student has to comp	lete and submit a Progress Report to	be reviewed by the Supervisor and e	endorsed by the Head of Graduate Division.
Student and Supervisor should meet to di	scuss the Progress Report prior to complet	ing and submitting it to the Study Plar	and Progress Report Online System	n.
Instructions to Supervisors:				
				y Plan/Progress Report will show in a new pop-up
window after clicking "View"/"Revie clear the "Block pop-up windows" of		ge the browser setting to enable the	op-up function. (For IE browser: Op	tions > Privacy & Security > Permissions Section >
2. Click "To Review" (in the above he	ader column) if you want to see a list of Stu er column) if you want to see a full list of Stu			equire action.
	s/Progress Reports in a particular order by			
Refresh				
				Find First 🗹 1 of 1 🗈 Last
Student ID Formal Name	Academic Program	Study Plan Status Endorsed by Head of	Progress Report Status	Last Update Date/Time View Review
<sup>1</sup> 1234567890 HB, Lhkdw	MPhil-PhD	Graduate Division	Pending feedback by student	18/07/2019 10:05AM <u>View</u> <u>Review</u>

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 Plar	n and Progress Report	_			
STUDY PLAN:					
At the beginning of each academic year, each res	earch postgraduate student has to complet	te and submit a Study Plan to be reviewed by hi:	/her Supervisor (thesis supervisor if alre	adv assigned, divisional adviser otherwise), and	
endorsed by the Head of Graduate Division. The S	Supervisor must ensure that the student fulfill	l all coursework, candidacy examination, qualifyin	g examination, and third language (if appl		
Student and Supervisor should meet to discuss th	e Study Plan prior to completing and submit	ting it to the Study Plan and Progress Report Oni	ne System.		
PROGRESS REPORT:					
At the end of each academic year, each research p	oostgraduate student has to complete and su	ubmit a Progress Report to be reviewed by the St	pervisor and endorsed by the Head of Gra	aduate Division.	
Student and Supervisor should meet to discuss th	e Progress Report prior to completing and s	submitting it to the Study Plan and Progress Repo	rt Online System.		
nstructions to Supervisors:					
1. You are now asked to review the Study Plan		process, click "Review" (in yellow) in the column t			
2. Click "To Review" (in the above header colu	umn) if you want to see a list of Study Plan(s).	ble the pop-up function. (For IE browser: Options Progress Report(s) of students under your supe	rvision which require action.	n > clear the "Block pop-up windows" check box.)	
<ol> <li>Click "Full List" (In the above header column 4. You may sort the list of Study Plans/Progress</li> </ol>	ss Reports in a particular order by clicking th	s)/Progress Report(s) of all students under your s e headers of the respective columns below.	upervision.		
Refresh					
Student ID Formal Name	Academic Program	Study Plan Status	Progress Report Status	Find First 🗹 1 of t 🕑 Last Last Update Date/Time Review	
1 1234567890 HB, Lhkdw	MPhil-PhD AA	Endorsed by Head of Graduate Division	Returned by Head of Graduate Division	20/07/2019 11:00AM Review	
That's road are supervis	or's comments on my F	Progress Report and			
I have no further comme		Progress Report and			
I have no further comme					
I have no further comme	ents.				
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> </ul>	ents. ollowing comments (max. {	500 words):		.4	
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> </ul> You may attach addition	ents.	500 words): a file of size < 2MB):	Add		
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> </ul>	ents. ollowing comments (max. {	500 words):	Add	.ii View View	
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> </ul> You may attach addition	ents. ollowing comments (max. {	500 words): a file of size < 2MB):		View	
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> <li>You may attach addition</li> <li>File Name</li> </ul>	ents. ollowing comments (max. & onal documents (in one	500 words): a file of size < 2MB):		View	
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> <li>You may attach addition</li> <li>File Name</li> </ul>	ents. ollowing comments (max. & onal documents (in one	500 words): a file of size < 2MB):		View	
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> <li>You may attach addition</li> <li>File Name</li> <li>Endorsement by Head of of</li> <li>I. Confirmation:</li> </ul>	ents. following comments (max. { onal documents (in one Graduate Division	500 words): a file of size < 2MB):		View	
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> <li>You may attach addition</li> <li>File Name</li> <li>Endorsement by Head of of</li> <li>I. Confirmation:</li> <li>I have read this Progress</li> </ul>	ents. ollowing comments (max. & onal documents (in one Graduate Division s Report and	500 words): e file of size < 2MB): Date		View	
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> <li>You may attach addition</li> <li>File Name</li> </ul> Endorsement by Head of for I. Confirmation: I have read this Progress I have read this Progress I return it to the Supervisor	ents. ollowing comments (max. & onal documents (in one Graduate Division s Report and	500 words): e file of size < 2MB): Date		View	
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> <li>You may attach addition</li> <li>File Name</li> <li>Endorsement by Head of of</li> <li>I. Confirmation:</li> <li>I have read this Progress</li> </ul>	ents. ollowing comments (max. & onal documents (in one Graduate Division s Report and	500 words): e file of size < 2MB): Date		View	
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> <li>You may attach addition</li> <li>File Name</li> </ul> Endorsement by Head of a l. Confirmation: <ul> <li>I have read this Progress</li> <li>return it to the Supervis</li> <li>endorse it.</li> </ul>	ents. ollowing comments (max. & onal documents (in one Graduate Division s Report and sor for clarification and re-	500 words): e file of size < 2MB): Date	Add	View View	
<ul> <li>I have no further comme</li> <li>would like to make the for</li> <li>I will work harder.</li> <li>You may attach addition</li> <li>File Name</li> </ul> Endorsement by Head of for I. Confirmation: I have read this Progress I have read this Progress I return it to the Supervisor	ents. ollowing comments (max. & onal documents (in one Graduate Division s Report and sor for clarification and re-	500 words): e file of size < 2MB): Date	Add	View	

# VIII. Head of Graduate Division

## A. Workflow for Submission

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

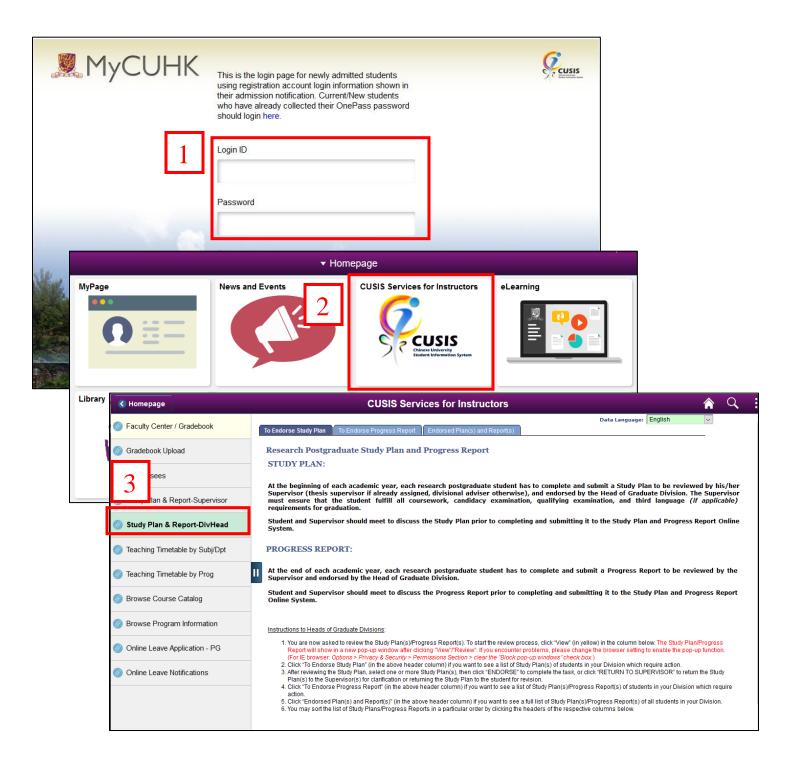
#### **B.** Pre-condition

\_

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

## C. Login

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



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

#### **D.** Submission and Review Process

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

"To Endorse Progress Report": A list of Progress Report of students in your Division requiring action.

To Endorse Study Plan To Endorse Progress R	eport Endorsed Plan(s) and Report(s)				
Research Postgraduate Study Plan	and Progress Report				
STUDY PLAN:					
At the beginning of each academic year, each rese already assigned, divisional adviser otherwise), a examination, qualifying examination, and third lang	and endorsed by the Head of Graduate Divi	ision. The Supervisor must ensure that			
Student and Supervisor should meet to discuss th	e Study Plan prior to completing and submi	tting it to the Study Plan and Progress R	leport Online System.		
PROGRESS REPORT:					
At the end of each academic year, each research Head of Graduate Division.	postgraduate student has to complete and	d submit a Progress Report to be revie	wed by the Supervisor and endo	rsed by the	
Student and Supervisor should meet to discuss th	e Progress Report prior to completing and	submitting it to the Study Plan and Progr	ress Report Online System.		
Instructions to Heads of Graduate Divisions:					
1. You are now asked to review the Study Plan	n(s)/Progress Report(s). To start the review	process, click "View" (in vellow) in the cr	olumn below. The Study Plan/Prov	aress	
	after clicking "View"/"Review". If you encount Permissions Section > clear the "Block pop-		er setting to enable the pop-up fur	nction. (For	
<ol> <li>Click "To Endorse Study Plan" (in the above 3. After reviewing the Study Plan, select one o</li> </ol>	e header column) if you want to see a list of	Study Plan(s) of students in your Divisio		Ob. du	
Plan(s) to the Supervisor(s) for clarification	or returning the Study Plan to the student fo	or revision.			
<ol> <li>Click "To Endorse Progress Report" (in the action.</li> </ol>	above header column) if you want to see a	list of Study Plan(s)/Progress Report(s)	of students in your Division which	n require	
<ol> <li>Click "Endorsed Plan(s) and Report(s)" (in 6. You may sort the list of Study Plans/Progres</li> </ol>				.sion.	
	in reports in a particular or dor by showing a				
Refresh					
				Find First 🗹	1 of 1 🕑 Last
Student ID Formal Name	Academic Program	Student Submission Date 17/07/2019 5:20PM	Supervisor Submission Da 18/07/2019 10:05AM	ate Student Feedback Date	View
1 1234567890 HB. Lhkdw	MPhil-PhD AA			19/07/2019 11:35AM	View

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

<u>eLearning</u>	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:
	<ol> <li>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 &gt; Privacy &amp; Security &gt; Permissions Section &gt; clear the "Block pop-up windows" check box.)</li> </ol>
	<ol> <li>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.</li> <li>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.</li> </ol>
	<ol> <li>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.</li> <li>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.</li> <li>Click "Study sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.</li> </ol>
	No Record.

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

HB, Lhkdw		Studer	nt ID				
no, Enkon		123456	7890				
Graduate Division		Degree	e Pursued				
Division of AA		MPhil-	PhD AA				
HKPFS Awardee							
2018-19							
Study Plan Status			Progress F	Report Status			
Endorsed by Head	of Graduate Division		Pending er	ndorsement by Head	of Graduate	Division	
	Report process including endorse ubmit the Progress Report as soo		∂raduate Di	ivision is expected	to be comp	leted by 31	
tructions to Heads of Gra	aduate Divisions:						To view previous
1. Please review the P	rogress Report below, and complete	the "Endorsement b	y Head of G	raduate Division" sec	tion at the bo	ttom, then	report(s), choose
click "Submit" to cor			-				from the academic
	DOW" at the bottom.	I you want to icave	the system	without completing th	ie task, ellek	UNIC	years listed.
revious Study Plan	& Progress Report (s)						
Academic Year	Status View previ			pervisor		t feedback	Division Head
	report	attach Studen	t	tachment	attach		attachment
1 2017-18	Report ready <u>View previo</u>	attach	ment <sup>Su</sup>	pervisor attachm	ent Studen	t feedback atta	chment Division Head attachm
urse requirements							
7 2018-19							
ourse(s) enrolled							
	Course Title		En	rolled	Grade	1	
	Foundations of Optimization			rm 1	B		
ERG5330	Network Economics		Ter	rm 1	A-		
ourse(s) planned but	not taken or course(s) exempte	d					
Course code	Course title						
IOL7701	Seminar						
IOL8813	Research						
<u>2017-18</u>							
<u>2016-17</u>							
ourse(s) enrolled							
ourse Code	Course Title			Enro		Grade	
IOL7301	Seminar			Term		В	
IOL8006 SCI5012	Thesis Research Adv Top in Cell Imaging			Term		A- B+	
5015012	Adv rop in cen magnig			1611		01	
	nents						
nguage requiren	Othon Janania	Completion	n year	Completion	term	Remarks	
	Other language						
nglish/Chinese	Japanese						
nglish/Chinese thers	Japanese						
nglish/Chinese thers		ments					
nglish/Chinese thers alifying examina	Japanese						
nglish/Chinese thers alifying examina Qualifying examin	Japanese tion / Candidacy require nation / Candidacy require		Complet	tion term	Remark	5	
nglish/Chinese thers alifying examina Qualifying examin ame	Japanese tion / Candidacy require nation / Candidacy require Comple	ments	Complet	tion term	Remark		
	Japanese tion / Candidacy require nation / Candidacy require Comple	ments	Complet	tion term	Remark	Content	shown in this Section

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Course title       Completion year       Completion term       Remarks         reaching and learning       Completion year       Completion term       Remarks         Course title       Completion year       Completion term       Remarks	
Course title Completion year Completion term Remarks	
Presentation skills	
Course title         Completion year         Completion term         Remarks           introduction to Research & Thesis Writing         Introduction to Research & Thesis Writing	
Thesis writing	
Course title     Completion year     Completion term     Remarks       Vriting and presentation skills	
aboratory skills	
Course title Completion year Completion term Remarks	
omputer skills	
Discover Research Information 2018-19 Term 1	
Course title Completion year Completion term Remarks	
Discover research information	
Qualitative Research Methods - Ethnographic Will be comple Approaches	eted next year.
Course title Completion year Completion term Remarks	

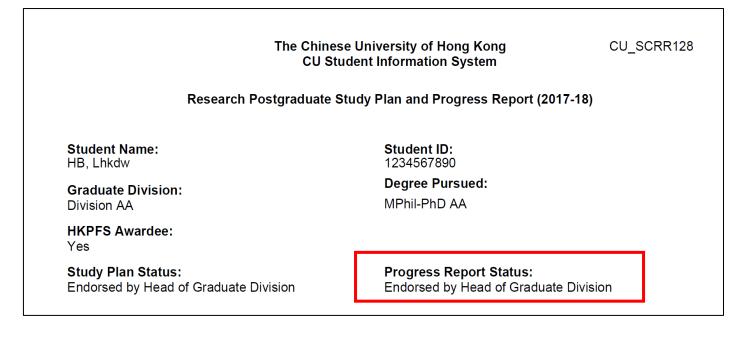
pe of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks	
nference	ABC International Conference	01/2019	02/2019		
ernship	Take intern at EFG Company	07/2018	09/2018		
ld trip	Collect data in the UK			Will do it in ne academic term	
earch supervis	ion				
pervisor / Co-su	ipervisor				
le	Name				
pervisor	Sup A	(	Study Plan/Progres	ss Report In-cha	rge)
-Supervisor	Sup B				
-Supervisor	Sup C				
iments from stud					Chudonata
dents may add cor couraged to discu ision or Faculty De I have no commer I would like to mal	nments, if any, relating (only) to their s ss problems and/or suggestions with an.	their Supervisor/Co-sup			
dents may add cor ouraged to discu ision or Faculty De I have no commer I would like to mal Prof. A is a very go	nments, if any, relating (only) to their s ss problems and/or suggestions with an. nts. ke the following comments (max. 500 wo	their Supervisor/Co-sup		nt Chairperson, Ĥ	

	s from Supervisor
Contir	mation:
ave rea	ad this Progress Report and
return	this Progress Report to the student for revision.
provid	e my below comments on the student's study progress for viewing by the student.
Comr	nents from Supervisor:
	emic progress of the student:
Satis	factory
_	ovement needed
Not s	satisfactory
Sugge	ested action to be taken by Division (optional):
	ivision to issue a warning letter to the student.
	ivision 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 justi
th	ne suspension of PGS.]
	Iggested suspension period: v months, effective from 1st of v v
00	thers, please specify (max. 500 words):
Note:	
<u>Clause</u>	<u>13.4 of the General Regulations Governing Postgraduate Studies:</u> If at any time the Supervisor is of the that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard
<u>Clause</u> opinion require	that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard I for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the
<u>Clause</u> opinion require Gradua	that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard
<u>Clause</u> opinion require Gradua to a co	that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard I for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Ite Council, the student shall be required to discontinue studies at the University or may be advised to transfer
<u>Clause</u> opinion require Gradua to a co Comm	In that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard ad for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the ate Council, the student shall be required to discontinue studies at the University or may be advised to transfer urse of study for a research Master's degree in the case of research doctoral students.
Clause opinion require Gradua to a co Comm	In that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard of for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the ste Council, the student shall be required to discontinue studies at the University or may be advised to transfer urse of study for a research Master's degree in the case of research doctoral students.
Clause opinion require Gradua to a co Comm Comm I ha	In that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard and for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the ate Council, the student shall be required to discontinue studies at the University or may be advised to transfer urse of study for a research Master's degree in the case of research doctoral students. The student's progress: In the student's progress:
<u>Clause</u> opinion require Gradua to a co Comm Comm I ha	a that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard ad for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the the Council, the student shall be required to discontinue studies at the University or may be advised to transfer urse of study for a research Master's degree in the case of research doctoral students. The student's progress: we no comments. build like to make the following comments (max. 500 words):
<u>Clause</u> opinion require Gradua to a co Comm Comm I ha	a that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard ad for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the the Council, the student shall be required to discontinue studies at the University or may be advised to transfer urse of study for a research Master's degree in the case of research doctoral students. The student's progress: we no comments. build like to make the following comments (max. 500 words):
Clause opinion require Gradua to a co Comm I hav I hav Need t	a that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard and for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the the Council, the student shall be required to discontinue studies at the University or may be advised to transfer urse of study for a research Master's degree in the case of research doctoral students. The student's progress: we no comments. build like to make the following comments (max. 500 words): no work harder.
Clause opinion require Gradua to a co Comm I hav I hav Need t	a that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard of for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the the Council, the student shall be required to discontinue studies at the University or may be advised to transfer urse of study for a research Master's degree in the case of research doctoral students. The student's progress: ve no comments. build like to make the following comments (max. 500 words): to work harder. 
Clause opinion require Gradua to a co Comm I hav I wo Need t	a that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard of for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the the Council, the student shall be required to discontinue studies at the University or may be advised to transfer urse of study for a research Master's degree in the case of research doctoral students. The student's progress: ve no comments. build like to make the following comments (max. 500 words): to work harder. 
opinion require Gradua to a co Comm I hav I wo Need t	a that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard d for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the tee Council, the student shall be required to discontinue studies at the University or may be advised to transfer urse of study for a research Master's degree in the case of research doctoral students.   wents on the student's progress:   ve no comments.   build like to make the following comments (max. 500 words):

ent's feedback to Supervisor's	comments			
ave read the Supervisor's comr	nents on my Progress Report and			
I have no further comments.				
would like to make the following co	mments (max. 500 words):			
I will work harder.				
			.4	
			.11	
	ments (in one file of size < 2MB):			
File Name	Date	Add	View	
		Add	View	
rsement by Head of Graduate	livision			
onfirmation:				
	ud.			
ave read this Progress Report a				
ave read this Progress Report a				
onfirmation: ave read this Progress Report a return it to the Supervisor for clarif endorse it.				
ave read this Progress Report a return it to the Supervisor for clarif				

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

a) Previous report completed:



b) Previous report not yet completed:

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

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

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

Endorsement by Head of Gr	aduate 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	<u>Submit</u>		

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

Endorsement by Head of Graduate I. Confirmation: I have read this Progress Report a return it to the Supervisor for clarit and endorse it.	nd	ssion.	1				
II. Comments from Head of Grad	II. Comments from Head of Graduate Division:						
<ul> <li>I have no further comments.</li> <li>I would like to make the following comments (max. 500 words):</li> <li></li></ul>							
File Name		Date	Ad				
CLOSE THIS WINDOW SAVE	Print		Ado	l View			Su вміт

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~