For Internal Reference Only



User Guide

for

Online Study Plan and Progress Report

Graduate School The Chinese University of Hong Kong July 2022

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	B.	Pre-condition	
	C.	Login	
	D.	Submission and Review Process	
	E.	Return of Progress Report to Supervisor (where applicable)	
	F.	Endorsement of the Progress Report	

Introduction

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

STUDY PLAN:

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

PROGRESS REPORT:

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

Minimum System Requirements and User Tips

Browser

CUSIS is compatible to desktop and mobile versions of most commonly used browsers. For details on supported browser versions, please visit <u>https://www.cuhk.edu.hk/cusis/com/cusis-PCrequirement.pdf</u>.

Pop-up Blocker

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

Session Timeout

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

Workflow for Submission of Study Plan and Progress Report

	S 1	Student to submit Study Plan]
		\downarrow \uparrow	A	-
Study	S 2	Programme Administrator to check Study Plan	Return	
-		\downarrow		_
Plan	S 3	Supervisor to review Study Plan		
		\downarrow	Return	Re-
	S4	Head of Graduate Division to endorse Study Plan		subm
		\downarrow		-
	P1	Student to submit Progress Report		
		\downarrow	A	_
	P2	P2 Programme Administrator to check Progress Report		
Progress		\downarrow		
U	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	le-
		\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		
S 3	Supervisor to review Study Plan		D
	\downarrow	Return	Re-
S4	Head of Graduate Division to endorse Study Plan	L	subm

A. Workflow for Submission

B. Login

3

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

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

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

			MyPage	News and Events	1	cusis		
	Profile 2 1155029355 Academic Records		Academic Progress	Manage Classes		Useful Links		
				<u> </u>		Academic Progress		
My Academic Rec	quirements	Research	Research Postgraduate Study Plan and Progress Report					
Z Academic Progre	ss (Fluid)	STUDY P	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						
험 Planner	Planner		otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (<i>if applicable</i>) requirements for graduation.					
🗍 Study Plan & Progress (RPG)		Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.						
🖕 View What-if Report		PROGRE	PROGRESS REPORT:					
		Progress R Student an	of each academic year, each eport to be reviewed by the Sup d Supervisor should meet to disc Plan and Progress Report Online	ervisor and endorsed by the H cuss the Progress Report prior	ead of Gra	aduate Division.		

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 (2019. Please submit the Study Plan as soon as possible.	Graduate Division is expected to be completed by 29 March
Form Sections	
Notes to Students:	
 Please input your study plan in Sections 1-8 through clickin clicking "START" to begin. Section 8 "Progression Milestone" shows the full Study Pla You may refer to the student handbook at <u>https://www.qs.cu</u> more details about your RPg study. 	n and Progress Report.
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. s	tep 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 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 뒢 to add a row and 📃 to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

2) Language requirements

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

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

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

- Choose the applicable option
 - o "Not Required"
 - *"Required Chinese"*: Required to study Chinese
 - "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	 Please indicate the qualifying examination / candidacy requirements you are planning to complete in the current academic year, if applicable, for fulfillment of the graduation requirements. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular 					
 Please be reminded to save your input from click "SAVE" at the bottom before logging out If you have changed programme from MPhil 						
The whole Study Plan process including endorse March 2019. Please submit the Study Plan as soo	· · · · · · · · · · · · · · · · · · ·	raduate Division is expe	cted to be completed by 29			
1-2-3-4-5-6-7-8						
Qualifying examination / Candidacy	requirements	1				
* Compulsory fields						
V * Qualifying examination						
Other requirement(s)						
Requirement	Completion year	Completion term	Remarks		F =	
	SAVE	Quick Navigation	ВАСК	NEXT		

For other requirements, if any:

- "*Requirement*": Specify other requirements.
- "🛨 🖃 ": Click 뒢 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:
 Please input the compulsory IPL course(s) and other IPL courses planned to be taken in the current academic year. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom before logging out. Some programmes have special requirements. Please refer to the student handbook at https://www.gs.cuhk.edu.hk
/page/PostgraduateStudentHandbook for more details about your RPg study.
The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.
Improving Postgraduate Learning (IPL)
IPL courses are offered by the Centre for Learning Enhancement And Research (CLEAR) for postgraduate students to acquire concepts, methodologies and skills useful for their studies. For IPL course details, please visit the <u>CLEAR</u> website.
* Compulsory fields
Compulsory IPL course(s)
* Observing Intellectual Property and Copyright Law during Research (OIP)
(According to the Graduate Council's resolution, this module is <u>compulsory</u> for all research postgraduate students admitted from July 2001 onwards.)
OIP course exempted #
Exemption is only granted by <u>CLEAR</u> .

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

search skills				
ourse title	Completion year	Completion term	Remarks	
	▼			+ -
scover research information				
ourse title	Completion year	Completion term	Remarks	
	•			± =
mputer skills				
ourse title	Completion year	Completion term	Remarks	
	•			+ -
	for students who have to co	iduci laboratory work a	nu to ensure their complet	
e modules before starting laboratory w	Completion year	Completion term	Remarks	+ -
e modules before starting laboratory w burse title ing and presentation Skills esis writing	Completion year	Completion term	Remarks	
e modules before starting laboratory w burse title ing and presentation Skills esis writing	Completion year	_	-	+ -
modules before starting laboratory w	Completion year	Completion term	Remarks	+ -
e modules before starting laboratory w burse title ing and presentation Skills esis writing burse title esentation skills	Completion year	Completion term	Remarks	+ -
e modules before starting laboratory w burse title ing and presentation Skills esis writing burse title esentation skills	Completion year Completion year Completion year	Completion term	Remarks Remarks	+ -
modules before starting laboratory w burse title ing and presentation Skills esis writing burse title esentation skills burse title	Completion year Completion year Completion year Completion year 	Completion term	Remarks Remarks	+ -
modules before starting laboratory w nurse title ng and presentation Skills esis writing nurse title esentation skills nurse title	Completion year Completion year Completion year Completion year 	Completion term	Remarks Remarks	+ -
e modules before starting laboratory w burse title ing and presentation Skills esis writing burse title	Completion year Completion year Completion year Completion year	Completion term 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.

Notes to Students:	
	ET module(s), if any, and other RET module(s) planned to be taken in the current academic
-	xt Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular
Section. 3. Please be reminded to save	e your input from time to time. If you want to leave the system without completing the task,
click "SAVE" at the bottom b	efore logging out.
The whole Study Plan process in March 2019. Please submit the St	cluding endorsement by Head of Graduate Division is expected to be completed by 29 udy Plan as soon as possible.
1-2-3-4-5-6-7-	8
Research Ethics Training	(RET)
	nitted in 2017-18 and thereafter are required to complete an online RET module on <i>"Publication</i> <u>ich and Knowledge Transfer Services (ORKTS)</u> and have a valid Publication Ethics Certificate for re accessed at the <u>RET</u> website.
* Compulsory fields	
Compulsory RET module	
* Publication Ethics	
Other RET modules (as recomm	nended by Supervisor or as an optional choice for students)
<u>Module title</u> <u>Co</u>	mpletion year Completion term Remarks
	• • • • • • • • • • • • • • • • • • •
Human Subject Ethics	
Laboratory Animals Ethics	Save Quick Navigation BACK NEVT
Survey and Behavioral Ethics	SAVE V Quick Navigation BACK NEXT

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

6) Thesis/Research and other academic activities

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

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

Notes to Students:					
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 particu	lar		
	an process including endorsement by Head of Graduate Division is e 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	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	СК NEX	τ	

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

7) Research supervision (for viewing only)

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

	 This page is for information only. Changes can only be made by the Division Office. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular 						
· · · · · · · · · · · · · · · · · · ·	n process including endors submit the Study Plan as so		f Gi	raduate Division is expected	to be completed by 29		
1-2-3-4-5	-6-7-8						
Research supervi	ision						
Co-supervisors, depend be required if the Super The Supervisor/Co-supe Progress Report Online	ing on the extent of the res visor is expected to be on ervisor in charge of Study F System. The Supervisor/C	sponsibility assum leave for a signific Plan/Progress Rep Co-supervisor in ch	ort narg	ge other teachers to help with Such an arrangement is in g period, or to leave University is responsible for discharging le of Study Plan/Progress Re riews of the Supervisor and C	general encouraged for service before the com g the administrative func eport 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
Supervisor / Co-							
Role	Name						
Supervisor	Sup A			(Study Plan/Progress Rep	port In-charge)		
Co-Supervisor	Sup B						
Co-Supervisor	Sup C]	
		SAVE	▶	Quick Navigation	ВАСК	Next	1

• 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.

2. If change particular 3. If no char 4. Click "Vie program 5. Please b	tion is a summary of to is a summary of the Section for revision nges to any of the Se wy previous report [*] to me.	ections are required, pleas o view report(s) submitted your input from time to tim	click "QUICK NAVI se click "SUBMIT " in the previous y	GATION" to select fro TO DIVISION". ear(s) under the curr	rent academic			
March 2019. Ple 1-2-3-4 Progression 1 Milestones should		dy Plan as soon as possi	ble.		ed to be completed by 29 supervisor(s).		iew previous repo ose from the acade years listed.	
Academic Year 2017-18	Status Report ready	View previous report View previous report	Student attachment Student	Supervisor attachment Supervisor	Student feedback attachment Student feedback at	tachment	Division Head attachment Division Head attachment	
Course require 2018-19 Course code Language requi	ments	Course title	attachment	attachment	marks			

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

Research Ethics Tra	ining (RET)					
RET module						
Module title		Completion year	Completion	term I	Remarks	
Publication Ethics						
Other RET module						
Module title		Completion year	Completion	term	Remarks	
Thesis/Research an	d other academic	artivities				
Type of activities	Plan			To (MM/YY	YY) Remarks	
Type of activities	Plan	From (M		10 (MM/11	ff) Kemarks	
D t						
Research supervisi						
Supervisor / Co-sup	ervisor					
Role	Name					
Supervisor	Sup A		(Stu	dy Plan/Pro	ogress Report In-charge	e)
Co-Supervisor Co-Supervisor	Sup B Sup C					
co supervisor	Sub c					
		N				
		•	Quick Navig	ation	BACK	SUBMIT TO DIVISION
You may	-					
particular S	Section for		Quick Navi	gation		
revision by	clicking the					
relevant li	ink under		1 Course re			
"Quick Nav			2 Language			
-	-			-	on / Candidacy requirem	<u>ients</u>
revis	510n.)	5 Research		ate Learning (IPL)	
		/			other academic activitie	
			7 Research			
			8 Progressio			

- <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_SCRR12 CU Student Information System Research Postgraduate Study Plan and Progress Report (2017-18)						
Student Name:	Student ID:					
HB, Lhkdw	1234567890					
Graduate Division:	Degree Pursued:					
Division AA	MPhil-PhD AA					
HKPFS Awardee: Yes						
Study Plan Status:	Progress Report Status:					
Endorsed by Head of Graduate Division	Endorsed by Head of Graduate Division					

b) Previous report not yet completed:

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

D. Submission and Review Process

1) Submission by Student

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

Quick Navigation	ВАСК	SUBMIT TO DIVISION	
			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.cuhk.edu.hk says:				
The form is submitted. (22000,118)				
	ОК			

Study Plan Status will be updated.

Г

2018-19	
Study Plan Status	
Pending check by Division	

Step S1 in the workflow is completed.

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

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

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

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

3) Return by Supervisor to Student (where applicable)

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

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

II. Programme Administrator and Division operational staff

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

A. Workflow for Submission of Progress Report



B. Pre-condition

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

C. Login



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

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

D. Programme Administrator Maintenance

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

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



- *"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 Leave Application Campus Community Records and Enrollment Opling Lagra Application 	Research Student Supervision Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value
 Online Leave Application Enroll Students Career and Program Information Transcripts Graduation Transfer Credit Evaluation Student Background Information Forms Study Plan and Progress Report Study Plan and Progress Report Prog Adm for Plan and Report Research Student Supervision 	▼ Search Criteria Empl ID begins with ~ Academic Institution = ~ CUHK1 Academic Career = ~ Postgraduate - Research ~ Student Career Nbr = ~
	Search Clear Basic Search 🖾 Save Search Criteria

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

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

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

F. Pagelet Setup

Path: CUSIS > Home > Personalize > Content

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

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

		ne Worklist	Add to Favorites Sign C
CUSIS Chinese University Student Information Syst	em		1
			alize Content Layo
Menu	Personalize Home Page	×	
Search:		New Window	
(>)			
Hy Favorites	Personalize Content: My Page		
Self Service	Tab Name My Page		
Leave Application			
Campus Community	Welcome Message 英		
Records and Enrollment	Choose Pagelets: Simply check the items that you want to appear on your homepage.		
Curriculum Management	Remember to click "Save" when done.		
Student Financials	Arrange Pagelets: Go to Personalize Layout		
Academic Advisement			
Contributor Relations	People Soft Applications		
▶ Set Up SACR	Grade Roster Review-Assess Pnl		
▶ Worklist	Approve UG Major Declare(Dept)		
▶ Tree Manager	Program Change Approval		
Reporting Tools	Transfer Credit Approval - CD		
▶ PeopleTools	Transfer Credit Approval - MD		
► CU Interfaces	Study PIn/Progress Rpt Pending		
CU Outgoing Exchange App	BI Publisher		
Non-local Exp. Learning (NEL)	Menu Menu		
► CU Reports	Activity Guides - In Progress		
Online Leave Application Setup	Top Menu Features Description		
Application	My Reports		
Usage Monitoring	Main Menu		
Change My Password	Sign In		
My Preferences			
My System Profile		-	
My Dictionary	Save Cancel	>	
MyFeeds			
Study Pln/Progress Rpt Pending			
Study Fill/Flogress Kpt Fellding			
EmpIID Formal Academic Study Progre Name Year Status Status	t Submission Submission Description		
Full Query Results			

G. Retrieval of Study Plan

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

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

- "*EmplID*": Input student ID number to retrieve a specific Study Plan or click the magnifier icon \bigcirc to choose (to show all students, leave this field blank).
- *"Study Plan Status"*: Click the magnifier icon <a> 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 F	leport						
Enter any mormation you have an	d click Search.	Leave fields blank for a list of all values.					
Find an Existing Value							
Search Criteria							
Empl ID begins v	vith 🗸	0					
Study Plan Status begins v	vith 🧹	0					
Progress Report Status begins v	vith 🗸	Q					
Academic Program begins v	vith 🧹						
Search Clear Basic	Search 🖾 S	ave Search Criteria					
Search Results							
View All							First 🕚 1-68 of 68 🕑 Last
Empl ID Formal Name	Academic Ye	ear Study Plan Status	Progress Report S	tatus Study Plan Submission Da	te Progress Rpt Submissio	on Date Academic Pro	gram Description
1006600272 QHDX, Qhwxz Ywx	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:19AM	(blank)	60018	MPhil-PhD Mathematics
1155008987 DK YFKXZ, Jdb Lhw	z 2019	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 QHDX, Hfw Lhxz	2019	Endorsed by Head of Graduate Division	-	15/02/2020 10:36:20AM	(blank)	60018	MPhil-PhD Mathematics

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

View All								First 💽 1-3 of 3 🕟 L
EmplID E	ormal Name	Academic Y	ear Study Plan Status	Progress Report Statu	is Study Plan Submission Da	te Progress Rpt Submi	ssion Date Academic Pro	gram Description
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1234567890 H	HB.Lhkdw	2018	Pending check by Division	=	07/01/2019 10:01:11AM	(blank)	60099	Mphil-PhD AA
<u>1111111111</u> B	<u>BB,Ccc</u>	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:		
Search.		
 My Favorites Self Service 		
Campus Community	Research Postgraduate	Study Plan and Progress Report
Student Admissions		
Records and Enrollment	STUDY PLAN:	
▷ Enroll Students		
Career and Program		
Information	At the beginning of each academic ve	ar, each research postgraduate student has to complete and submit a Study Plan to be reviewed by
Term Processing		if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division.
▷ Transcripts		e student fulfill all coursework, candidacy examination, qualifying examination, and third language (if
▷ Graduation	applicable) requirements for graduation	on.
Transfer Credit Evaluation	Object and Opportunities should are	the discuss the Otude Disc size to consulation and submitting it to the Otude Disc and December
Student Background Information	Report Online System.	t to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress
▷ Forms	Report Online System.	
Study Plan and Progress		
Report	PROGRESS REPORT:	
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Report		
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Report		ch research postgraduate student has to complete and submit a Progress Report to be reviewed by
- Research Student	the Supervisor and endorsed by the H	lead of Graduate Division.
Supervision	Student and Supervisor should meet	to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress
 Curriculum Management Student Financials 	Report Online System.	to alocado are integrecion eport prior to completing and outprinting it to the orady internand integrecio
Reporting Tools		
PeopleTools		
CU Interfaces	Student Name	Student ID
CU Outgoing Exchange App		
▷ CU Reports	HB, Lhkdw	1234567890
 My Personalizations 		
- <u>My Dictionary</u>	Graduate Division	Degree Pursued
	Division of AA	MPhil-PhD AA
	HKPFS Awardee	
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	2010 10	
	2018-19	
	Study Plan Status	
	Pending check by Division	

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

	ctions to Programme	Administrators:				(To view r	previous report(s)
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					ation skills
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					nication Skills Workshop
eaching and learning					and learning
Course title Completion year Completion term Remarks	c	on term Remarks	Com	Completion year	-
	-	Kennerks	Com	Sompretion year	

Research Ethics Train RET module	ing (RET)	_				vn in this Section ent's study prog	-
Module title		Completion yea	nr C	ompletio	on term	Remarks	
Thesis/Research and (other academic a	activities					
Type of activities	Plan		From (MM	/YYYY)	Το (ΜΜ/ΥΥΥΥ)	Remarks	
Conference	32th Conference Coding	e on Net Working	12/2017		12/2017		
Research supervision Supervisor / Co-supe Role							
Supervisor	Sup AA				(Study Plar	n/Progress Report In-	charge)
Return to Search	Print	RETURN TO	STUDENT		Su	ibmit To Supervisor	

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

a) Previous report completed:



b) Previous report not yet completed:

	The Chines	Report NOT completed (see status below) se University of Hong Kong	CU_SCRR128		
Resea		udent Information System Study Plan and Progress Report (20	17-18)		
Student Name: HB, Lhkdw		Student ID: 1234567890			
Graduate Division: Division of 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.

	Print	RETURN TO STUDENT	SUBMIT TO SUPERVISOR
Return to Search			

A confirmation dialog will then be shown.

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

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

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

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

The Study Plan Status will be updated.

2018-19	
Study Plan Status	
Pending review by Supervisor	

Step S2 in the workflow is completed.

A notification email to the Supervisor will be sent.

III. Supervisor

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

A. Workflow for Submission

B. Pre-condition

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

C. Login

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



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

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

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

D. Submission and Review Process

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

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

To Review) Full List					
Research Postgraduate Study Plan and	Progress Report				
STUDY PLAN:					
At the beginning of each academic year, each research po endorsed by the Head of Graduate Division. The Superviso					
Student and Supervisor should meet to discuss the Study I	Plan prior to completing and submitting it	to the Study Plan and Progress Report Online	e System.		
PROGRESS REPORT:					
At the end of each academic year, each research postgrad	uate student has to complete and submit	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	ss Report prior to completing and submit	ting 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 To Review" (in the above header column) if you 4. You may sort the list of Study Plans/Progress Repo	change the browser setting to enable the ou want to see a list of Study Plan(s)/Progr want to see a full list of Study Plan(s)/Prog	pop-up function. (For IE browser: Options > F ress Report(s) of students under your superv gress Report(s) of all students under your sup	Privacy & Security > Permissions Secti ision which require action.		
					f 2 🕨 Last
Student ID Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time	Review
1 1234567890 HB,Lhkdw 2 111111111 BB.Ccc		Pending review by Supervisor		15/04/2019 11:45:15AM	Review
2 IIIIIIII BB,CCC	MPhil-PhD AA	Pending review by Supervisor		10/12/2018 3:24:22PM	Review

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

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

0	aduate Study	y Plan and P	rogres	ss Report					
tudent Name				:	Student ID				
HB,Lhkdw					1234567890				
aduate Division				1	Degree Pursued				
ivision of AA					MPhil-PhD AA				
KPFS Awardee									
lo									
018-19									
Study Plan Status	\$								
Pending review by	Supervisor								
The whole Study Pla submit the Study Plan			by Head	of Graduate	Division is expect	ed to be	completed by 29 M	arch 2019.	Please
uctions to Supervisors	i:								
1. Please review the S 2. Click the checkbox	- Study Plan below. : "I have discussed tl						nission.", then click "S ident for amendment.	SUBMIT TO F	IEAD OF
vious Study Plan	& Progress Rep	ort (s) To	view	previou	s report(s),	choo	se from the	acaden	nic years listed.
Academic Year	Status	View previou report		Student attachment	Supervisor attachment		Student feedbac attachment	:k	Division Head attachment
2017-18	Report ready	View previous		Student attachment	Supervisor atta	achment	Student feedback	attachme	nt Division Head attachmer
BIOL8813		Rese	earch						
 ▶ 2017-18 ▼ 2016-17 									
	olled								
✓ <u>2016-17</u>		Course Title					Enr	olled	Grade
 <u>2016-17</u> Course(s) enr 	2	Course Title Seminar					Enr Terr		Grade B
✓ 2016-17 Course(s) enr Course Code	:							n 1	
✓ 2016-17 Course(s) enr Course Code BIOL7301	8	Seminar	rch	jing			Terr	n 1 n 1	В
✓ 2016-17 Course(s) enr Course Code BIOL7301 BIOL8006 LSCI5012	rements	Seminar Thesis Resear Adv Top in Ce	rch ell Imag	jing	year Comp	oletion	Terr Terr Terr	n 1 n 1	В А-
✓ 2016-17 Course(s) enr Course Code BIOL7301 BIOL8006 LSCI5012 anguage require English/Chinese N/A	rements se Other la	Seminar Thesis Resear Adv Top in Ce nguage	rch all Imag Co	mpletion	year Comp	oletion	Terr Terr Terr	n 1 n 1 n 1	В А-
✓ 2016-17 Course(s) enr Course Code BIOL7301 BIOL8006 LSCI5012 anguage require English/Chinese N/A Qualifying exameter	rements se Other Ia ination / Cano	Seminar Thesis Resear Adv Top in Ce nguage fidacy require	rch ell Imag Co ements	mpletion	year Comp	pletion	Terr Terr Terr	n 1 n 1 n 1	В А-
✓ 2016-17 Course(s) enr Course Code BIOL7301 BIOL8006	rements se Other Ia ination / Cano	Seminar Thesis Resear Adv Top in Ce nguage fidacy require didacy require	rch ell Imag Co ements	mpletion v	year Comp ompletion ter		Terr Terr Terr	n 1 n 1 n 1	В А-
✓ 2016-17 Course(s) enr Course Code BIOL7301 BIOL8006 LSCI5012 Anguage requir English/Chines N/A Qualifying exam	rements <u>se</u> Otherla ination / Cano mination / Cano	Seminar Thesis Resear Adv Top in Ce nguage fidacy require didacy require	cch all Imag Co ements rements	year C			Terr Terr Terr	n 1 n 1 n 1	В А-

Compulsory IPL course Completion year Completion term Remarks course title Completion year Completion term Remarks		PL)		his Section depends on tudy programme.
Exempted OIP course Dither IPL courses (as required by the Programme/recommended by the Supervisor or as an optional choice) esearch-related skills Research skills Course title Completion year Part A Image: State s	pulsory IPL course			
esearch-related skills Research skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Discover research information Completion year Completion term Remarks Course title Completion year Completion term Remarks Computer skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Laboratory skills Completion year Completion term Remarks Course title Completion year Completion term Remarks General Safety - Part A Completion term Remarks rriting and presentation skills Tresis writing Completion year Completion term Remarks	rse title	Completion year	Completion term	Remarks
Assearch-related skills Course title Completion year Completion term Remarks Course title Completion skills Course title Completion skills Course title Completion skills Course title Completion year Completion term Remarks Course title Completion skills Course title Completion year Completion term Remarks Course title Completion skills Course title Completion year Completion term Remarks Course title Completion year Completion year Completion term Remarks Course title Completion year Completion year Completion term Remarks Course title Completion year Complet	npted OIP course			
Course title Completion year Completion term Remarks Discover research information Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Laboratory skills Completion year Completion term Remarks Course title Completion year Completion term Remarks Laboratory skills Course title Completion year Completion term Remarks Laboratory skills Course title Completion year Completion term Remarks	arch-related skills	e Programme/recomi	mended by the Supervisor o	r as an optional choice)
Discover research information Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks Course title Completion year Completion term Remarks General Safety - Part A Completion skills Thesis writing Course title Completion year Completion term Remarks	earch skills			
Course title Completion year Completion term Remarks Computer skills Completion year Completion term Remarks Laboratory skills Completion year Completion term Remarks General Safety - Part A Completion year Completion term Remarks riting and presentation skills Thesis writing Completion year Completion term Remarks	irse 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 General Safety - Part A Image: Safety - Part A Image: Safety - Part A riting and presentation skills Image: Safety - Part A Image: Safety - Part A Course title Completion year Completion term Remarks		Completion year	Completion term	Remarks
Laboratory skills Course title Completion year Completion term Remarks General Safety - Part A Image: Completion skills Image: Completion skills /riting and presentation skills Image: Completion skills Image: Completion 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 Image: Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A Image: Safety - Part A Image: Safety - Part A /riting and presentation skills Image: Safety - Part A </td <td>irse title</td> <td>Completion year</td> <td>Completion term</td> <td>Remarks</td>	irse title	Completion year	Completion term	Remarks
riting and presentation skills Thesis writing Course title Completion year Completion term Remarks	urse title	Completion year	Completion term	Remarks
Course title Completion year Completion term Remarks	g and presentation skills			
	sis writing			
Thesis Writing Workshop	ırse title	Completion year	Completion term	Remarks
	sis Writing Workshop			
Presentation skills	sentation skills			
Course title Completion year Completion term Remarks	semanon anna	Completion year	Completion term	Remarks
Communication Skills Workshop				
	ırse title			
eaching and learning	ırse title			
Course title Completion year Completion term Remarks	irse title imunication Skills Workshop			
	inse title Immunication Skills Workshop ing and learning	Completion year	Completion term	Remarks

Research Ethics Train RET module	ing (RET)				n this Section depends on 's study programme.	
Module title	Comp	etion year	Completio	n term	Remarks	
Thesis/Research and	other academic activition	s				
Type of activities	Plan	From (MM/YYYY)	To (MM/YYY)	() Remarks	
Conference	32th Conference on Ne Coding	Working 12/2017	7	12/2017		
Research supervision Supervisor / Co-supe	rvisor					
Role	Name					
Supervisor	Sup AA	cademic year wit	h the stude		an/Progress Report In-charge) ve its submission.	
CLOSE THIS WINDOW	Print	ETURN TO STUDENT		SUBMIT TO HEA	D OF GRADUATE DIVISION	

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

a) Previous report completed:



b) Previous report not yet completed:

Th	e Chinese University of Hong Kong CU Student Information System	ese University of Hong Kong CU_SCRR		
Research Postg	raduate Study Plan and Progress Report (20	17-18)		
Student Name: HB, Lhkdw	Student ID: 1234567890			
Graduate Division: Division of AA	Degree Pursued: MPhil-PhD AA			
HKPFS Awardee: No				
Study Plan Status: Endorsed by Head of Graduate Divisio	Progress Report Status: Pending feedback by student			

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

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

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

I have discussed th	e Study Plan for 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	38)
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 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 sh	nown.	
Submit to Graduate Division (22000	,137)		
On submission of this Study Plan to Yes No	the system, the Study Pla	an will be sent to the Head of Gra	aduate 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 2019 Please submit the Study Plan as soon as possible.).
nstructions to Supervisors:	
The Head of Graduate Division has returned the Study Plan to you. Please discuss with him/her to decide on the action required:	
 If the Study Plan requires further revision(s) by the Student, click "RETURN TO STUDENT" at the bottom. If - after discussion with the Head of Graduate Division - the Study Plan can be re-submitted to the Head of Graduate Division for endorsement click "SUBMIT TO HEAD OF GRADUATE DIVISION" at the bottom. 	ent,

I have discussed the	e Study Plan for	this academic year with the	student and approve its submission.	
CLOSE THIS WINDOW	Print	RETURN TO STUDENT	SUBMIT TO HEAD OF GRADUATE DIVISION	

IV. Head of Graduate Division

A. Workflow for Submission

S1	Student to submit Study Plan		
	\downarrow \uparrow		
S2	Programme Administrator to check Study Plan	Return	
	\downarrow		
S 3	Supervisor to review Study Plan		
	\downarrow	Return Re-	·
<mark></mark>	Head of Graduate Division to endorse Study Plan	SUDI	vrttt

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			
Student and Supervisor should meet to discuss the Study Plan prior to	completing and submitting it to t	ne Study Plan and Progress Report Online	System.	
PROGRESS REPORT:				
At the end of each academic year, each research postgraduate stude Head of Graduate Division.	nt has to complete and submit a	Progress Report to be reviewed by the S	upervisor and endorsed by the	
Student and Supervisor should meet to discuss the Progress Report p	rior to completing and submitting	it to the Study Plan and Progress Report (Online System.	
Instructions to Heads of Graduate Divisions:				
 You are now asked to review the Study Plan(s)/Progress Report Report will show in a new pop-up window after clicking "View?" IE browser: Options - Privacy & Security > Permissions Section 2. Click "To Endorse Study Plan" (in the above header column) if y 3. After reviewing the Study Plan, select one or more Study Plan(s) Plan(s) to the Supervisor(s) for clarification or returning the Study 4. Click "To Endorse Progress Report" (in the above header colum action. 	Review". If you encounter problem > clear the "Block pop-up window ou want to see a list of Study Plar , then click "ENDORSE" to compl by Plan to the student for revision.	ns, please change the browser setting to e rs [*] check box.) (s) of students in your Division which requ ete the task, or click "RETURN TO SUPER"	nable the pop-up function. (For ire action. VISOR* to return the Study	₽
 Click "Endorsed Plan(s) and Report(s)" (in the above header cc 6. You may sort the list of Study Plans/Progress Reports in a parti 			students in your Division.	
6. Tou may sort the list of Study Plans/Progress Reports in a parti	cular order by clicking the neaders	s 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 Deselect All				
I hereby endorse the <u>SELECTED</u> Study Plan(s).				
RETURN TO SUPERVISOR ENDORSE				

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

Instructions to Heads of Graduate Divisions:
 You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click "View" (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking "View"/"Review". If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser: Options > Privacy & Security > Permissions Section > clear the "Block pop-up windows" check box.) Click "To Endorse Study Plan" (in the above header column) if you want to see a list of Study Plan(s) of students in your Division which require action. After reviewing the Study Plan, elect one or more Study Plan(s), then click "ENDORSE" to complete the task, or click "RETURN TO SUPERVISOR" to return the Study Plan(s) to the Supervisor(s) for clarification or returning the Study Plan to the student for revision. Click "To Endorse Progress Report" (in the above header column) if you want to see a list of Study Plan(s)/Progress Report(s) of students in your Division which require action. Click "Endorsed Plan(s) and Report(s)" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division. Click "Endorsed Plan(s) and Report(s)" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division. Click "Endorsed Plan(s) and Report(s)" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division. Yue may sort the list of Study Plans/Progress Reports in a particular order by clicking the headers of the respective columns below.
No Record.

Student Name HB, Lhkdw Graduate Division Division of AA HKPFS Awardee No 2018-19 Study Plan Status Pending endorsement by Heat The whole Study Plan process 2019. Please submit the Study Plan ructions to Heads of Graduate Div 1. Please review the Study Plan 2. After reviewing the Study Plan 2. After reviewing the Study Plan 3. Please go to "To Endorse Stuc complete the task, or click "RI vious Study Plan & Progress Re Academic Year Status 2017-18 Report ready ourse requirements Voide Course code BIOL 7701 BIOL 813 Image: Status Vious Study Plan E Course Code BIOL 7301 BIOL 8006 LSCI5012 Image: Status anguage requirements Other I N/A Other I	including endorsement to Plan as soon as possible. <u>risions:</u> below. h, click "CLOSE THIS WIND dy Plan" (in the above head ETURN TO SUPERVISOR" To vi eport (s) View previous report s	by Head of (DOW" at the I ler column), s " to return the	bottom. select this or more Stu study Plan(s) to the ious report(s), supervisor attachment	idy Plan(s), then click "ENDOR	SE" to demic years liste Division Head attachment
anduate Division Division of AA Division of AA DRPFS Awardee No 2018-19 Study Plan Status Pending endorsement by Heat The whole Study Plan process 2019. Please submit the Study Plan 2. After reviewing the Study Plan 2. After reviewing the Study Plan 3. Please go to "To Endorse Study Plan Course trequirements ✓ 2018-19 Course code BIOL 7701 BIOL 8813 ✓ 2017-18 ✓ 2016-17 Course Code BIOL 7301 BIOL 8006 LSCI5 012	including endorsement to Plan as soon as possible. <u>risions:</u> below. h, click "CLOSE THIS WIND dy Plan" (in the above head ETURN TO SUPERVISOR" To vi eport (s) View previous report s	by Head of (DOW" at the l ler column), s " to return the iew prev student ittachment ittachment	Degree Pursued MPhil-PhD AA Graduate Division is bottom. select this or more Stu e Study Plan(s) to the study Plan(s) to the study Plan(s), iOUS report(S), Supervisor attachment	Idy Plan(s), then click "ENDOR Supervisor(s) for amendment. choose from the aca Student feedback attachment	SE" to demic years liste Division Head attachment
Division of AA KPFS Awardee No 2018-19 Study Plan Status Pending endorsement by Hea Pending endorsement by Hea Pending endorsement by Hea Course to Heads of Graduate Div 1. Please submit the Study Plan 2. After reviewing the Study Plan 2. After reviewing the Study Plan 2. After reviewing the Study Plan 3. Please go to "To Endorse Stu complete the task, or click "RI vious Study Plan & Progress Re Academic Year Status 2017-18 Report ready Purse requirements 2018-19 Course code BIOL7701 BIOL8813 2016-17 Course(s) enrolled Course(s) enrolled Course(s) enrolled BIOL7301 BIOL8006 LSCI5012 Anguage requirements English/Chinese Other IN/A	including endorsement to Plan as soon as possible. <u>risions:</u> below. h, click "CLOSE THIS WIND dy Plan" (in the above head ETURN TO SUPERVISOR" To vi eport (s) View previous report s	by Head of (DOW" at the l ler column), s " to return the iew prev student ittachment ittachment	MPhil-PhD AA Graduate Division is bottom. select this or more Stu e Study Plan(s) to the iOUS report(S), Supervisor attachment	Idy Plan(s), then click "ENDOR Supervisor(s) for amendment. choose from the aca Student feedback attachment	SE" to demic years liste Division Head attachment
KPFS Awardee No 2018-19 Study Plan Status Pending endorsement by Heat Che whole Study Plan process 2019. Please submit the Study Plan 2019. Please submit the Study Plan 2. After reviewing the Study Plan 2. After requirements 2. 2015-17 Course Code BIOL2301 BIOL2012 Anguage requirements Anguage requirements Anguage requirements	including endorsement to Plan as soon as possible. <u>risions:</u> below. h, click "CLOSE THIS WIND dy Plan" (in the above head ETURN TO SUPERVISOR" To vi eport (s) View previous report s	DOW" at the ler column), " to return the iew prev itudent ittachment itudent	Braduate Division is bottom. select this or more Stu e Study Plan(s) to the iOUS report(S), Supervisor attachment	Idy Plan(s), then click "ENDOR Supervisor(s) for amendment. choose from the aca Student feedback attachment	SE" to demic years liste Division Head attachment
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2017-18 Report ready urse requirements	report a	ttachment	attachment	attachment	attachment
urse requirements ✓ 2018-19 Course code BIOL7701 BIOL8813 ✓ 2017-18 ✓ 2016-17 Course(s) enrolled Course Code BIOL7301 BIOL8006 LSCI5012	View previous report S	tudent			
urse requirements ✓ 2018-19 Course code BIOL7701 BIOL8813 ✓ 2017-18 ✓ 2016-17 Course(s) enrolled Course Code BIOL7301 BIOL8006 LSCI5012	a	ttachment			site president near attachi
2017-18 2016-17 Course(s) enrolled Course Code BIOL7301 BIOL8006 LSCI5012 anguage requirements inglish/Chinese Other I I/A	Course title Seminar				
2016-17 Course(s) enrolled Dourse Code BIOL7301 BIOL8006 LSCI5012 anguage requirements English/Chinese Other I A	Research				
Course(s) enrolled Course Code BIOL7301 BIOL8006 LSCI5012 Inguage requirements Inglish/Chinese Other I /A					
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BIOL7301 BIOL8006 LSCI5012 Inguage requirements Inglish/Chinese Other I /A					
BIOL8006 LSCI5012 anguage requirements anglish/Chinese Other I	Course Title			Enrolled	Grade
LSCI5012 Inguage requirements Inglish/Chinese Other I	Seminar			Term 1	В
anguage requirements English/Chinese Other I I/A	Thesis Research Adv Top in Cell Imagin	a		Term 1 Term 1	A- B+
nglish/Chinese Other I I/A	Aut rop in con Indgin	9			
I/A					
ualifying examination / Can	anguage Com	npletion y	ear Completio	n term Remarks	
	ndidacy requirements				
Qualifying examination / Ca	ndidacy requirements				
Name		year Co	mpletion term	Remarks	
Candidacy requirements	Completion y	Te	rm 1	Content shown	in this Section
	Completion y 2017-18			depends on the	student's study

mproving 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/recomme	ended by the Supervisor o	r as an optional choice)
Research skills			
Course title	Completion year	Completion term	Remarks
Discover research information			
Course title	Completion year	Completion term	Remarks
Computer skills	Completion	Completion town	Bomarka
Course title	Completion year	Completion term	Remarks
Laboratory skills Course title	Completion year	Completion term	Remarks
General Safety - Part A			
Writing and presentation skills Thesis writing Course title	Completion		Baaranka
Thesis Writing Workshop	Completion year	Completion term	Remarks
Presentation skills			
Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			
Teaching and learning			
Course title	Completion year	Completion term	Remarks

esearch Ethics Train RET module	ing (RET)					vn in this Section depends on ent's study programme.
Module title		Completion yea	r	Completio	on term	Remarks
hesis/Research and	other academic a	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	1					
	1					
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.

To Endorse Stu	dy Plan To Endo	rse Progress Report End	orsed Plan(s) and Report(s)			Data Lan
Research	Postgraduate	Study Plan and Pro	ogress Report			
STUDY P	-	bindy i han and i to	Steport			
5100111						
already assign	ned, divisional advis	er otherwise), and endorsed		bmit a Study Plan to be reviewed by his/he e Supervisor must ensure that the student		
Student and St	upervisor should me	eet to discuss the Study Plan	prior to completing and submitting it to	the Study Plan and Progress Report Online	e System.	
BROCEES	S REPORT:					
PROGRES	S REPORT:					
At the end of e Head of Gradu		each research postgraduate	e student has to complete and submit	a Progress Report to be reviewed by the S	Supervisor and endorsed by the	
Student and St	upervisor should me	eet to discuss the Progress F	teport prior to completing and submittin	g it to the Study Plan and Progress Report	Online System.	
Instructions to	Heads of Graduate	Divisions:				
1. You are	now asked to revie	w the Study Plan(s)/Progress		click "View" (in yellow) in the column below ms, please change the browser setting to (
			Section > clear the "Block pop-up windo mn) if you want to see a list of Study Pla	ws" check box.) (n(s) of students in your Division which requ	uire action.	
3. After rev	viewing the Study PI	an, select one or more Study		olete the task, or click "RETURN TO SUPER		
				dy Plan(s)/Progress Report(s) of students	in your Division which require	
5. Click "E				t of Study Plan(s)/Progress Report(s) of all	students in your Division.	
6. You ma	y sort the list of Stud	ly Plans/Progress Reports in	a particular order by clicking the heade	rs of the respective columns below.		
						🛯 1 of 1 🕨 Last
Selected	Student ID	Formal Name	Academic Program	Student Submission Date	Find First Supervisor Submission Date	View
1	1234567890	HB,Lhkdw	MPhil-PhD AA	10/12/2018 12:52PM	10/12/2018 12:54PM	View
Sele	ect All	Deselect All				
I hereb	y endorse the	SELECTED Study Plan(s).			
RETURN	TO SUPERVISOR	INDORSE				

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 Pl	an(s) and Report(s)			
Research Postgraduate Study Plan and Progress	Report			
STUDY PLAN:				
At the beginning of each academic year, each research postgraduate st already assigned, divisional adviser otherwise), and endorsed by the I examination, qualifying examination, and third language (<i>if applicable</i>) r	lead of Graduate Division. The Supervis			
Student and Supervisor should meet to discuss the Study Plan prior to o	completing and submitting it to the Study	Plan and Progress Report Online Sy	stem.	
PROGRESS REPORT:				
At the end of each academic year, each research postgraduate studen Head of Graduate Division.	t has to complete and submit a Progres	s Report to be reviewed by the Sup	ervisor and endorsed by the	
Student and Supervisor should meet to discuss the Progress Report pr	ior to completing and submitting it to the	Study Plan and Progress Report Onl	ine System.	
	····· · · · · · · · · · · · · · · · ·	,		
Instructions to Heads of Graduate Divisions:				
Study Plan/Progress Report will show in a new pop-up window after c	licking Diave Paviews To epoble per u	n function, places change the brown	or cotting. (For IF browner:	
Options > Privacy & Security > Permissions Section > clear the "Block po		p function, please change the brows	ser seurig. (For individuality)	
1. Click "To Endorse Study Plan" (in the above header column) if yo	u want to see a list of Study Plan(s) of st	idents in your Division which require	action	
2. Click "To Endorse Progress Report" (in the above header column	n) if you want to see a list of Progress Re	port(s) of students in your Division w	hich require action.	
 Click "Endorsed Plan(s) and Report(s)" (in the above header col 4. You may sort the list of Study Plans/Progress Reports in a partici 			idents in your Division.	
4. Tou may borr are not of orday in anon regress reports in a parao	and order by choking the nedderb of the r			
Refresh				
			Find First 🗹	Lof 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					
	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	ogress 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		radua	te Division is expected to be co	mpleted by 3
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.		0	4	
 Section 8 "Progression Milestones" shows the full Study Plan 3. You may refer to the student handbook at https://www.gs.cuhk.i 	_			
 You may refer to the student handbook at <u>https://www.qs.cunk.</u> more details about your RPg study. 	edu.nivpa	qe/Fu	stgraduatestudentmandbook tor	
more detaile about jour ra g etady.				
Quick Navigation				
Form Sections				
Form Sections 1 Course requirements				
1 Course requirements				
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	
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		¢		
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		¢		
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.

Notes to Students:						
Changes are no	ually taken in the current academic year are list ot allowed in this Section. o go to the next Section, or click "QUICK NAVIG	č ,		ticular Section.		
	Report process including endorsement by ease submit the Progress Report as soon a)ivision is expected t	to be completed	For the P	rogress
1-2-3-4-5	-6-7-8-9				Report the	e system
Course requirem	nents				will auton	natically
* Compulsory fields					retrieve tl	ne most
				/	updated of	courses
✓ <u>2018-19</u>					that you ha	ve taken.
Course(s) enrolled						
Course code	Course Title		Enrolled	Grade		
ENGG5501	Foundations of Optimization		Term 1	В		
IERG5330	Network Economics		Term 1	A-		
Course(s) planned	but not taken or course(s) exempted			(
Course code	Course title			Yo	u can show or	• hide the
BIOL7701	Seminar			dat	alla har all'aldi	a an tha
BIOL8813	Research				ails by clickin	-
2017-18				E	xpand/Collap	se icon
-				nex	t to the acade	mic vear.
▼ <u>2016-17</u>						
Course(s) enrolled	d					
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		NEXT

• NEXT: Move to the next Section.

2) Language requirements

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

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

Notes to Students:	
 Please input the year and the term of completion under "Completion" if the requirement has bee 2. If the requirement has not yet been fulfilled as planned, please leave the fields under "Completion reason under "Remarks" if appropriate. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to Please be reminded to save your input from time to time. If you want to leave the system withou "SAVE" at the bottom. 	n" blank, and state the o go to a particular Section.
The whole Progress Report process including endorsement by Head of Graduate Division is by 31 August 2019. Please submit the Progress Report as soon as possible.	expected to be completed
Language requirements	
* Compulsory fields	
* Required to study a language	Details inputted in the Study Plan
Not Required	cannot be deleted or amended in the
Required - Chinese	
Required - English A granese Japanese	Progress Report.
Completion: Academic Year Term	
Remarks:	
SAVE Quick Navigation BACK	Next

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

3) Qualifying examination/Candidacy requirements

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

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

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

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

Notes to Students	<u>s</u> :					
2. If the qua "Complet 3. If you hav 4. Click "NE 5. Please be "SAVE" al	lifying examination / canorism ion" blank, and state the re completed any require XT" to go to the next Ser e reminded to save your t the bottom before loggi	n of completion under "Comp didacy requirements have no reason under "Remarks" if a ments which were not plann ction, or click "QUICK NAVIG input from time to time. If you ng out. from MPhil to PhD or vice ver	t yet been fulfilled as plann appropriate. hed, please add new rows (ATION" to select from the r u want to leave the system	ned, please leave th (click "+") to provide menu to go to a par n without completing	e all the details. rticular Section.	
-		including endorsement by Progress Report as soon a	·	sion is expected	to be completed	
Qualifying ex	amination / Ca	ndidacy requireme	ents			
* Compulsory fie	lds					
🗹 * Candida	cy requirements					
Completion	: Academic year	▼ Term	•			
Remarks:				.A		
		SAVE	Quick Navigati	ion	BACK	Next
* Compulsory fie	lds cy requirements		▼		Васк	Next

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

4) Improving Postgraduate Learning (IPL)

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

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

Compulsory IPL course(s):

Netson Students: 1. Bease input the grant of the time of completion under "Completion" to propt the grantse. 1. Bease input the dem completed as planned, please leave the fields under "Completion" blank, and state decesson under "Cemparks" if appropriate. 1. De une completed any IPL courses has not yet been completed as planned, please add new rows (lick *-1') to provide all the details. 1. De une completed any IPL courses has not yet been completed as planned, please add new rows (lick *-1') to provide all the details. 1. De une completed any IPL courses has not yet been completed as planned, please add new rows (lick *-1') to provide all the details. 1. De une completed as been rominde to a bare your input from time to them. If you want to leave the system without completing the task, clk: "suff" at the bottom. 2. De De	
 2. If any of the IPL courses has not yet been completed as planned, please leave the fields under "Completion" blank, and state the series on under "Marneds" if appropriate. 2. If you have completed any IPL courses which were not planned, please add new rows (click "+") to provide all the details. 3. If you have completed any IPL courses which were not planned, please add new rows (click "+") to provide all the details. 3. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom. 3. Please bereminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom. 3. Please bereminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom. 3. Please bereminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" to prove the system without completing the task, click "SAVE" to prove the system without completing the task, click "SAVE" to prove the system the Progress Report process including endorsement by Head of Graduate Division is expected to be completed by a system state the progress Report as soon as possible. 3. Our set the proving Postgraduate Learning (IPL) PL course 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 with the <u>CLEAR</u> website. Compulsory IPL course(SI A 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 (Enhancement And Property and Copyright Law during	Notes to Students:
by 31 August 2019. Please submit the Progress Report as soon as possible. ① ② ③ ③ ④ ③ ④ ③ ④ ③ ④ ③ ④ ③ ④ ③ ④ ④ ④ ④ ④	 If any of the IPL courses has not yet been completed as planned, please leave the fields under "Completion" blank, and state the reason under "Remarks" if appropriate. If you have completed any IPL courses which were not planned, please add new rows (click "+") to provide all the details. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click
Improving Postgraduate Learning (IPL) PL courses are offered by the Centre for Learning Enhancement And Research (CLEAR) for postgraduate students to acquire concepts, methodologies and skills compulsory fields Compulsory IPL course(s) completion: Academic year Term cmark: cH course exempted #	
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 IPL course(s) * Observing Intellectual Property and Copyright Law during Research (OIP) (According to the Graduate Council's resolution, this module is <u>compulsory</u> for all research postgraduate students admitted from July 2001 onwards.) Completion: Academic year Term . Remark: OIP course exempted #	
 * Compulsory IPL course details, please visit the <u>CLEAR</u> website. * Compulsory IPL course(s) Image: Compulsory IPL course(s) Image: Computer of 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 Completion: Academic year Image: Course exempted # 	Improving Postgraduate Learning (IPL)
onwards.) Completion: Academic year Term Remark:	useful for their studies. For IPL course details, please visit the <u>CLEAR</u> website. * Compulsory fields Compulsory IPL course(s)
Remark:	
OIP course exempted #	Completion: Academic year Term Term
# Everantion is only granted by CLEAR	OIP course exempted #
Exemption to only graned by <u>OLEAN</u> .	# Exemption is only granted by CLEAR.

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

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

ther IPL courses <i>(as rec</i>	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	h Methods - Ethnographic Approaches
Discover research inf 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 require 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 Thesis writing	
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
	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:
 Please input the year and the term of completion under "Completion" to report the progress. If any of the RET modules has not yet been completed as planned, please leave the fields under "Completion" blank, and state the reason under "Remarks" if appropriate. If you have completed any RET modules which were not planned, please add new rows (click "+") to provide all the details. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom.
The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.
Research Ethics Training (RET)
Research postgraduate students admitted in 2017-18 and thereafter are required to complete an online RET module on "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.
- " \blacksquare : Click \blacksquare to add a row and \blacksquare to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

6) Thesis/Research and other academic activities

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

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

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

 Please report the details under "Completion from" and "Completion to" to report the progress. If any of the activities has not yet been conducted as planned, please leave the fields under "Completion" blank, and state the reason under "Remarks" if appropriate. If you have conducted activities which were not planned, please add new rows (click "+") to provide all the details. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom. 	
The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.	
Thesis/Research and other academic activities	
Types of activities Plan (e.q. To attend a conference on Robotics in the US.) From (MM/YYYY) To (MM/YYYY) Remarks	
Conference ABC Internet 01/2019 02/2019	-
Internship Take intern at EFG Company 07/2018 09/2018	-
Field trip Collect data in the UK The activities and plan inputted in the Study Will do it in next academic term.	-
Plan cannot be deleted or amended in the	
Progress Report.	
SAVE Quick Navigation BACK NEXT	

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

7) Research supervision (for viewing only)

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

Notes to Students:							
This page is for info	ormation only. Changes ca	an only be made by	the Di	vision Office.			
	ess Report process inc). Please submit the Pro			Head of Graduate Division i s possible.	s expected to be comp	leted	
1-2-3-4-	6-0-8-9						
Research supe	rvision						
be required if the Su The Supervisor/Co- Progress Report On comments/decisions	upervisor is expected to supervisor in charge of Iline System. The Supe s recorded on the Syste	be on leave for a Study Plan/Progr rvisor/Co-supervi	a signi ress R isor in	Imed. Such an arrangement ficant period, or to leave Uni Report is responsible for discl charge of Study Plan/Progre tive views of the Supervisor a	versity service before the harging the administrations Report can be the s	he completion of ve functions rela tudent's Superv	the thesis by the student. Ited to the Study Plan and
Supervisor / Co-s							
Role Supervisor	Name Sup A			(Study Plan/Progress Rep	port In-charge)		
Co-Supervisor	Sup B			(otady ridin, ridgicos kei	pore in energe,		
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 particular S 3. If no chang	to any of the Section Section for revision. es to any of the Sect reminded to save you	I items recorded in the prev s are required, please click ions are required, please cl ur input from time to time. If	"QUICK NAVIGATI	the last Section "Cor	nments from Student".		
by 31 August 2019		s including endorsement Progress Report as soo		luate Division is exp	pected to be completed		
0000	· · · · ·	-3			C		
Progression m	ilestones					To view pre	evious report(s),
Milestones should b	e set at the beginr	ing of each academic ye	ar jointly by the	student and the sup	ervisor(s).	choose from	m the academic
						vear	rs listed.
Previous Study F	Plan & Progress I	Report (s)				<i>J</i> =	
Academic Year	Status	View previous report	Stud attachment	Supervisor attachment	Student feedback attachment		sion Head achment
2017-18	Report ready	View previous report	Student attachment	Supervisor attachment	Student feedback	attachment Divis	sion Head attachment
Course require 2018-19 Course(s) ent							
Course code					Enrolled	Grade	
ENGG5501 IERG5330		tions of Optimization			Term 1 Term 1	B A-	
	nned but not ta	ken or course(s) exe]
BIOL7701	e	Course t Seminar	tte				
BIOL8813		Research					
Language requ	irements						
	Other lang Japanese	uage Comp	letion year	Completion ter	m Remarks		
Qualifying exar	nination / Cand	idacy requirements					
Qualifying exa	mination / Cano	lidacy requirements					
Name		C	ompletion ye	ar Completio	n term Remarks		
Candidacy req	uirements						

)
)
leted next year.
5


- "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:

The	The Chinese University of Hong Kong CU Student Information System		
Research Postgra	duate Study Plan and Progress Report (2017	7-18)	
Student Name: HB, Lhkdw	Student ID: 1234567890		
Graduate Division: Division AA	Degree Pursued: MPhil-PhD AA		
HKPFS Awardee: Yes			
Study Plan Status: Endorsed by Head of Graduate Division	Progress Report Status: Endorsed by Head of Graduate	Division	

b) Previous report not yet completed:

	CU SI	Report NOT completed (see status below) se University of Hong Kong tudent Information System	CU_SCRR128
Researc	h Postgraduate	Study Plan and Progress Report (2017-	-18)
Student Name: HB, Lhkdw		Student ID: 1234567890	
Graduate Division: Division of AA			
HKPFS Awardee: No			
Study Plan Status: Endorsed by Head of 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:	
 Please complete the "Comments from Student" section, then click "SUBMIT TO DIVISION". Please be reminded to save your input from time to time. If you want to leave the system without completing the tas "SAVE" at the bottom. 	k, click
The whole Progress Report process including endorsement by Head of Graduate Division is expected to be c by 31 August 2019. Please submit the Progress Report as soon as possible.	ompleted
1-2-3-4-5-6-7-8-3	
Comments	
Comments from student	
Students may add comments, if any, relating (only) to their study and the supervision relationship throughout this academic to discuss problems and/or suggestions with their Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate	
◎ I have no comments.	
I would like to make the following comments (max. 500 words): Input comments.	
Prof. A is a very good Supervisor. Thanks a lot.	To view uploaded
	document, if
	applicable.
You may attach additional documents (in one file of size < 2MB):	
File Name View	
CUHK_GS_Logo.jpg View	
SAVE Quick Navigation BA	CK SUBMIT TO DIVISION
You may attach additional documents (in one file of size < 2MB):	
File Name Date Add View	
	To upload additional
	documents.

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

D. Submission and Review Process

1) Submission by Student

Г

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

SAVE	▶ (Quick Navigation	Васк	SUBMIT TO DIVISION	

A confirmation dialog will then be shown.

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

٦

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

The page at https://tcsuat.itsc.cuhl	.edu.hk says:
The form is submitted to division for chec	cking. (22000,260)
	ОК

Progress Report Status will be updated.

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

Step P1 in the workflow is completed.

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

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

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

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

3) Return by Supervisor to Student (where applicable)

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

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

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

A. Pre-condition

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

B. Login

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



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



Submission by Student

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

HKPFS Awardee			
No			
2018-19	-		
Study Plan Status	-	ress Report Status	
Endorsed by Head of Graduate Division	Pend	ing feedback by student	
The whole Progress Report process including endorsement completed by 31 August 2019. Please submit the Progress Report Sections			pected to
-			
lotes to Students:			
lotes to oludents.			
o complete the "Student's feedback to Supervisor's comments" secti	on, please	click Section 9 then fill out th	ne
elevant section.			
Quick Navigation			
Form Sections			
1 <u>Course requirements</u>			
2 Language requirements			
2 Language requirements 3 Qualifying examination / Candidacy requirements			
 <u>Language requirements</u> <u>Qualifying examination / Candidacy requirements</u> <u>Improving Postgraduate Learning (IPL)</u> 			
 <u>Language requirements</u> <u>Qualifying examination / Candidacy requirements</u> <u>Improving Postgraduate Learning (IPL)</u> <u>Research Ethics Training (RET)</u> 			
 2 Language requirements 3 Qualifying examination / Candidacy requirements 4 Improving Postgraduate Learning (IPL) 5 Research Ethics Training (RET) 6 Thesis/Research and other academic activities 			
 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 Language requirements 3 Qualifying examination / Candidacy requirements 4 Improving Postgraduate Learning (IPL) 5 Research Ethics Training (RET) 6 Thesis/Research and other academic activities 			
 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 		Last save on 18/07/2019	
 <u>Language requirements</u> <u>Qualifying examination / Candidacy requirements</u> <u>Improving Postgraduate Learning (IPL)</u> <u>Research Ethics Training (RET)</u> <u>Thesis/Research and other academic activities</u> <u>Research supervision</u> <u>Frogression milliptiones</u> 		Last save on 18/07/2019 10:05AM on this page	
 <u>Language requirements</u> <u>Qualifying examination / Candidacy requirements</u> <u>Improving Postgraduate Learning (IPL)</u> <u>Research Ethics Training (RET)</u> <u>Thesis/Research and other academic activities</u> <u>Research supervision</u> <u>Frogression milliptiones</u> 			
 <u>Language requirements</u> <u>Qualifying examination / Candidacy requirements</u> <u>Improving Postgraduate Learning (IPL)</u> <u>Research Ethics Training (RET)</u> <u>Thesis/Research and other academic activities</u> <u>Research supervision</u> <u>Frogression milliptiones</u> 	e 🗧		

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.

tudy Plan Status	Progress Report Status
Endorsed by Head of Graduate Division	Pending feedback by student
otes to Students:	
DIVISION".	visor's comments" section, then click "SUBMIT TO HEAD OF 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 Pro	prsement by Head of Graduate Division is expected to be gress Report as soon as possible.
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	
dents may add comments, if any, relating (only) to their ouraged to discuss problems and/or suggestions with sion or Faculty Dean.	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. 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 ouraged to discuss problems and/or suggestions with sion or Faculty Dean.	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 sion or Faculty Dean. I have no comments.	h théir Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate
dents may add comments, if any, relating (only) to their ouraged to discuss problems and/or suggestions with sion or Faculty Dean. I have no comments.	h théir Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate ax. 500 words):
 couraged to discuss problems and/or suggestions with ision or Faculty Dean. I have no comments. I would like to make the following comments (maximum prof. A is a very good Supervisor. Thanks a lot. 	h théir Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate ax. 500 words):

omments from Supervisor I. Confirmation:
Lhave read this Progress Report and
I have read this Progress Report and
return this Progress Report to the student for revision.
provide my below comments on the student's study progress for viewing by the student.
II. Comments from Supervisor:
1. Academic progress of the student:
Satisfactory
Improvement needed
Not satisfactory
Suggested action to be taken by Division (optional):
Oivision to issue a warning letter to the student.
Division to recommend suspension of PGS for a certain period of time due to unsatisfactory performance.
[Note: Supervisor is required to submit a written request with endorsement of the Division Head to the Graduate School to justify the suspension of PGS.]
Suggested suspension months, effective from 1st
period: of
Others, please specify (max. 500 words):
.4
You may attach additional documents (in one file of size < 2MB):
File Name Date Add View
1 Add View
1 Add View Note:
Note: Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students. 2. Comments on the student's progress: I have no comments. I would like to make the following comments (max. 500 words):
Note: Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students. 2. Comments on the student's progress: I have no comments. I would like to make the following comments (max. 500 words):
Note: Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students. 2. Comments on the student's progress: I have no comments. I would like to make the following comments (max. 500 words):
Note: Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students. 2. Comments on the student's progress: I have no comments. I have no comments. I would like to make the following comments (max. 500 words): Need to work harder.
Note: Clause 13.4 of the General Regulations Governing Postgraduate Studies: If a any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student is not making satisfactory progress or is unlikely to attain the standard required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students. 2. Comments on the student's progress: I have no comments. I have no comments. I would like to make the following comments (max. 500 words): Need to work harder.
Note: Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students. 2. Comments on the student's progress: Image: Instruction of the following comments (max. 500 words): Need to work harder.
Note: Clause 13.4 of the General Regulations Governing Postgraduate Studies; If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students. 2. Comments on the student's progress: I have no comments. I have no comments. I Need to work harder.

Student's feedback to Supervisor's	comments			
I have read the Supervisor's comr	ments on my Progress Report a	ind		
 I have no further comments. would like to make the follow 	ing comments (max. 500 word	s):		
You may attach additional do	cuments (in one file of size < 2N	//B)·	.#	
File Name	Date		Add View	
1			Add View	
	SAVE	Quick Navigation	BACK SUBMIT TO HEAD O	F GRADUATE DIVISION

A confirmation dialog will then be shown.

Submit to the	e Head of Graduate Division (22000,259)
vn submissio Yes	of this Progress Report to the system, the Progress Report will be sent to the Head of Graduate Division for endorsement. You cannot edit it further. Do you want to continue?

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

The page at https://tcsuat.itsc.cuhk.edu.hk 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:	
 My Favorites Self Service Leave Application Campus Community Records and Enrollment Online Leave Application Enroll Students Career and Program Information Transcripts Graduation Transfer Credit Evaluation 	Research Student Supervision Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Empl ID begins with value Academic Institution = value
 Student Background Information Forms Study Plan and Progress Report Study Plan and Progress Report Prog Adm for Plan and Report Research Student Supervision 	Academic Career = Postgraduate - Research ~ Student Career Nbr =
	□ Include History ☑ Correct History □ Case Sensitive Search Clear Basic Search ☑ Save Search Criteria No matching values were found.

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

Favorites 🔻	Main Me	enu 🔻 💦 🗧	Records and Enrol	llment 👻 > Study	Plan and Pro	gress Report 🔻 👘	> Research	Student Supe	rvision			
<i>©</i>	-								Home	Worklist Add to	Favorites	Sign Ou
Y CUSI	S Student I	University Information Sy	rstem									
							Data Langi	age: Englist	ı 🗸	New Window	Personal	lize Page
Research	Studer	nt Supen	vision									
		it ouper										
JDW, Hh Mob Academic II		СПНК		1155029355 Acad	emic Career	Postgraduate	- Research					
		MPhil-PhD N	lathematics		nt Career Nbr		- Research					
Academic	Program:	MENII-END N	auternaucs	Stude	it caleel hbi	• •				First 🕚 1		
	_								Find View All	-	JIT V La	SL
Effective I	Date 11/06	/2018										
Supervi	sor/Co-sup	ervisor						Find Vie	ew All 🖉 🛛 F	First 🕚 1 of 1	Last	
*ID	_	Name		Role	Leav	e Application In-c	harge	Study Plan	n/Progress Repo	rt In-charge		
1 49436	64	Y*,Yong		Supervisor	\sim				\checkmark		+ -	
Important No	tes:											
		o-superviso	r is charge of Study F	Plan/Progress Rep	ort is respons	ible for dischargi	ng the admin	istrative functi	ions related to tl	he		
Study	Plan and I	Progress Re	port Online System. The comments/decis	The Supervisor/Co	supervisor in	charge of Study	Plan/Progres	s Report can	be the student's	S		
super	visor(s), if a	applicable.			· ·							
			upervisor/Co-supervis ss Report and ameno			k who will discha	rge the role of	of Supervisor/(Co-supervisor in			
3. Super	visor/Co-su	.pervisor(s)	are given access to tl	he Study Plan and	Progress Re							
4. The S	upervisor ir	1 charge of I	eave application will I	be given access to	view and edit	the online leave	application o	f their student	S.			
		a 1							1-9			
🔚 Save 🛛 🖸	Return to	Search							🏓 Include H	ISTORY EV C	orrect Histo	Ŋ

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

F. Pagelet Setup

Path: CUSIS > Home > Personalize > Content

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

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

<i>•</i>		Home Work	to Favorites Sign Out
	tem	1	
4			
			nali <mark>, e</mark> Content ₋ ayout
Menu	Personalize Home Page	×	
Search:	Data Language: English	V New Window	
		Vew window	
My Favorites	Personalize Content: My Page		
Self Service	Tab Name My Page		
▶ Leave Application			
Campus Community	Welcome Message 一类		
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 PIn/Progress Rpt Pending		
CU Outgoing Exchange App	BI Publisher		
Non-local Exp. Learning (NEL)	Menu Menu		
► CU Reports	Activity Guides - In Progress		
Online Leave Application Setup	Top Menu Features Description		
Application	My Reports		
Usage Monitoring	Main Menu		
Change My Password	Sign In		
Preferences			
3 System Profile	Save Cancel	¥	
Dictionary	<	> .:	
My Feeds			
Study PIn/Progress Rpt Pending	0		
Study Decem	Progress		
EmpliD Formal Academic Study Progr Name Year Plan Repor			
Status Status	Date Date		
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

CUSIS Chinese University Student Information System	
Menu Search:	0 0 -
My Favorites Self Service Leave Application Campus Community	Study Plan and Progress Report Enter any information you have and click Search. Leave fields blank for a list of all values.
 Records and Enrollment Online Leave Application Enroll Students Career and Program Information Transcripts Graduation Transfer Credit Evaluation Student Background Information Forms 	Search Criteria Empl ID begins with ~ Study Plan Status begins with ~ Progress Report Status begins with ~ Academic Program begins with ~
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 Last
Empl ID Formal Name	Academi	Year Study Plan Status	Progress Report Status	Study Plan Submission Date	e Progress Rpt Submission Date	e Academic Program	Description
1006600272 QHDX, Qhwxz Yw		Endorsed by Head of Graduate Division		15/02/2020 10:36:19AM	(blank)		MPhil-PhD Mathematics
1155008987 DK YFKXZ, Jdb Ll		Endorsed by Head of Graduate Division		15/02/2020 10:36:19AM	(blank)	60018	MPhil-PhD Mathematics
1155014551 YDXZ, Ywywxz	2019	Endorsed by Head of Graduate Division		15/02/2020 10:36:19AM	(blank)	60018	MPhil-PhD Mathematics
1155017075 OUDV U6v Lbvz	2010	Endorood by Hood of Craduate Division		15/00/2020 10:26:20AM	(blank)	60019	MDbil DbD Mathematica

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

View All							First 💽 1-3 of 3 🕞 La
EmplID Formal Name	Academic	Year Study Plan Status	Progress Report Status	Study Plan Submission Da	te Progress Rpt Submission Da	ite Academic Pre	ogram Description
1000000001 AA.Bbb	2018	Returned by Supervisor	2	02/01/2019 4:35:51PM	(blank)	60099	Mphil-PhD AA
1234567890 HB.Lhkdw	2018	Endorsed by Head of Graduate Division	Pending check by Division	07/01/2019 10:01:11AM	15/07/2019 10:00:00AM	60099	Mphil-PhD AA
1111111111 BB.Ccc	2018	Pending endorsement by Head of Graduate Divisio	1 -	10/12/2018 12:54:18PM	(blank)	60099	Mphil-PhD AA



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

uctions to Programme	Administrators:					(To vi	ew previous report(s
		en click "SUBMIT TO S o the student for revisio					se from the academi years listed.
evious Study Plan	& Progress Repo	rt (s)					
Academic Year	Status	View previous 📍	Student attachment	Supervisor attachment	Student fe attachme		Division Head attachment
2017-18	Report ready	<u>View previous repo</u>	rt Student attachment	Supervisor attac	chment Student fe	edback attachm	ent Division Head attachment
urse requiremen	ts						
<mark>▼ <u>2018-19</u></mark>							
ourse(s) enrolled						_	
Course code	Course Title			Enrolled	Grade		
NGG5501	Foundations of Optin	nization		Term 1	В		
ERG5330	Network Economics			Term 1	A-		
course(s) planned course code	but not taken or cou	rse(s) exempted Course title					
IOL7701		Seminar					
IOL8813		Research					
2017-18							
<u>2016-17</u>							
course(s) enrolled	1						
ourse Code	Course T	itle			Enrolled	Grade	
IOL7301	Seminar				Term 1	В	
IOL8006	Thesis Re	search			Term 1	A-	
SCI5012	Adv Top i	n Cell Imaging			Term 1	B+	
nguage requir	ements						
nglish/Chines	e Other lang	uage C	completion ye	ear Comple	etion term	Remarks	
thers	Japanese						
alifying exami	nation / Candida	acy requirement	ts				
	nination / Candio	lacy requiremen	its				
adamying exam		Completio	n year Co	mpletion term	n Remark	5	
lame	rements					~	
ame	rements						
ame	rements						
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lame	rements						ontent shown in this
lame	rements					-	
lame	rements					-	ction depends on the
Name Candidacy requi	rements					-	ction depends on t
Name	rements					-	

Compulsory IPL course		Completion	Completion town	D
ourse title bserving Intellectual Pro	operty and Copyright	Completion year	Completion term	Remarks
aw during Research (OIP)			
ther IPL courses (as needed)	required by the Programn	ne/recommended by t	the Supervisor or as an	optional choice)
Research skills				
Course title		Completion year	Completion term	Remarks
Qualitative Research Me Approaches	thods - Ethnographic			Will be completed next year.
)iscover research informat	tion			
Course title		Completion year	Completion term	Remarks
Discover Research Infor	mation	2018-19	Term 1	
Computer skills				
Course title		Completion year	Completion term	Remarks
aboratory skills				
Course title		Completion year	Completion term	Remarks
ourse and		compretion y cer	compretion contin	Kelliu K5
Thesis writing	iills	Completion year	Completion term	Remarks
Thesis writing Course title Introduction to Researc		Completion year	Completion term	Remarks
Thesis writing Course title Introduction to Researc Presentation skills				
Thesis writing Course title Introduction to Researc Presentation skills		Completion year Completion year	Completion term Completion term	Remarks Remarks
Thesis writing Course title Introduction to Researc Presentation skills Course title				
Thesis writing Course title Introduction to Researc Presentation skills Course title				
Thesis writing Course title Introduction to Researc Presentation skills Course title Teaching and learning		Completion year	Completion term	Remarks
Thesis writing Course title Introduction to Researc Presentation skills Course title Teaching and learning		Completion year	Completion term Completion term	Remarks Remarks
Thesis writing Course title Introduction to Research Presentation skills Course title Teaching and learning Course title	h & Thesis Writing	Completion year	Completion term Completion term Content shown in	Remarks Remarks Remarks Remarks Remarks
Thesis writing Course title Introduction to Research Presentation skills Course title Teaching and learning Course title	h & Thesis Writing	Completion year	Completion term Completion term Content shown in	Remarks Remarks
Thesis writing Course title Introduction to Research Presentation skills Course title Teaching and learning Course title esearch Ethics Training RET module	h & Thesis Writing	Completion year	Completion term Completion term Content shown in the student'	Remarks Remarks Remarks A this Section depends of study programme.
Thesis writing Course title Introduction to Research Presentation skills Course title Teaching and learning Course title esearch Ethics Training RET module	h & Thesis Writing	Completion year	Completion term Completion term Content shown in the student'	Remarks Remarks Remarks Remarks Remarks
Thesis writing Course title Introduction to Research Presentation skills Course title Teaching and learning Course title esearch Ethics Training RET module	h & Thesis Writing	Completion year	Completion term Completion term Content shown in the student'	Remarks Remarks Remarks A this Section depends of study programme.
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Thesis writing Course title Introduction to Research Presentation skills Course title Teaching and learning Course title esearch Ethics Training RET module Module title Thesis/Research and ot Type of activities Pla Conference AB	h & Thesis Writing (RET) Complet ther academic activitie an C International Conference	Completion year completion yea	Completion term Completion term Content shown in the student' pletion term Rei YYYY) To (MM/YY 02/2019	Remarks Remarks Remarks n this Section depends of s study programme. marks
Introduction to Research Presentation skills Course title Teaching and learning Course title esearch Ethics Training RET module Module title Thesis/Research and ot Type of activities Pla Conference AB	h & Thesis Writing	Completion year completion yea	Completion term Completion term Content shown in the student' pletion term Rei	Remarks Remarks Remarks n this Section depends of s study programme. marks

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

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

a) Previous report completed:



b) Previous report not yet completed:

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

Г

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

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

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

The Progress Report Status will be updated.



I. Submission of Progress Report to Supervisor

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

	PRINT RETURN TO STUDENT	SUBMIT TO SUPERVISOR
Return to Search		

A confirmation dialog will then be shown.

Г

Submit to sup	ervisor (22000	0,263)	
The Progress	Report will be	submitted to the supervisor for comments. Do you want to continue?	
Yes	No		

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

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

The Progress Report Status will be updated.

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

Step P2 in the workflow is completed.

A notification email to the Supervisor will be sent.

VII. Supervisor

A. Workflow for Submission

P1	Student to submit Progress Report		
	\downarrow	A	
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

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.

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

D. Submission and Review Process

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

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



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

_	•				
To Review Full List Research Postgra	duate Study Plan and Progre	ss Report			
in the second se	adate brady i fair and i rogre	so nopore			
STUDY PLAN:					
	I by the Head of Graduate Division. The Su		submit a Study Plan to be reviewed by his/her Superv s student fulfill all coursework, candidacy examinatio		
Student and Supervisor st	ould meet to discuss the Study Plan prior to	completing and submitting it t	o the Study Plan and Progress Report Online System		
PROGRESS REPO	DRT:				
At the end of each acaden	nic year, each research postgraduate studen	t has to complete and submit a	a Progress Report to be reviewed by the Supervisor ar	d endorsed by the Head of Graduate Divisi	ion.
Student and Supervisor st	ould meet to discuss the Progress Report (prior to completing and submit	ting it to the Study Plan and Progress Report Online S	/stem.	
Instructions to Supervisors	8				
window after clickii the "Block pop-up 2. Click "To Review" (3. Click "Full List" (in	ng "View"/"Review". If you encounter problem windows" check box.) in the above header column) if you want to s	is, please change the browser ee a list of Study Plan(s)/Progr a full list of Study Plan(s)/Prog	s, click "Review" (in yellow) in the column below. The setting to enable the pop-up function. (For IE browser ess Report(s) of students under your supervision whi ress Report(s) of all students under your supervision ders of the respective columns below.	: Options > Privacy & Security > Permission ch require action.	
Refresh					
					Find First 🗹 1-3 of 3 🕑 Last
	Student ID Formal Name	Academic Program	Study Plan Status Pending endorsement by	Progress Report Status	Last Update Date/Time View Review
	1 1000055555 ZZ,Yyyy	MPhil-PhD AA	Head of Graduate Division		29/11/2018 12:04:06PM Vie / Review
	2 111111111 BB,Ccc	MPhil-PhD AA	Pending review by Supervisor		15/04/2019 11:45:15AM Vie Review
	3 1234567890 HB,Lhkdw	MPhil-PhD AA	Endorsed by Head of Graduate Division	Pendina review by Supervisor	17/07/2019 5:20:00PM

cocaren rostgra	duate Study P	lan and Prog	ress Report					
Student Name HB, Lhkdw			Student ID 1234567890					
Hb, LIKOW			1254567890					
Graduate Division Division of AA			Degree Pursue MPhil-PhD AA	be				
HKPFS Awardee No								
2018 10								
2018-19 Study Plan Status			Progre	ess Repor	t Status			
Endorsed by Head of	of Graduate Division				by Supervisor			
The whole Progress R August 2019. Please su				e Divisior	n is expected to	o be completed	by 31	
tructions to Supervisors:								To view previous
1. Please review the Pr complete the task.	rogress Report below, t	then complete the "C	comments from Supe	rvisor" sec	tion at the bottor	n, then click "Sub	mit" to	report(s), choose from
2. Please be reminded "CLOSE THIS WINE		n time to time. If you	want to leave the syst	tem withou	t completing the	task, click "SAVE	" then	the academic years
								listed.
Previous Study Plan	& Progress Report	: (s)						
Academic Year		/iew previous report	Student attachment	Superv attach		Student fee attachment		Division Head attachment
1 2017-18	Report ready	/iew previous rep	Student attachment	Supervi	sor attachme	nt Student fee	dback attachm	ent Division Head attachment
ourse requirements	•							
Course(s) enrolled							1	
Course code	Course Title	instics		En r Tern	olled	Grade		
ENGG5501 IERG5330	Foundations of Optim Network Economics	lization		Tern		в А-		
Course(s) planned b	ut not taken or cour	se(s) exempted					-	
Course code		ourse title						
BIOL7701		eminar						
BIOL8813	R	esearch						
▶ <u>2017-18</u>								
▼ <u>2016-17</u>								
Course(s) enrolled								
Course Code	Course Ti	tle				nrolled	Grade	
BIOL7301	Seminar					erm 1	В	
BIOL8006 LSCI5012	Thesis Res					erm 1	A- B+	
23013012	Adv Top III	ı Cell Imaging				erm 1	DT	
	ments							
anguage require			Completion y	'ear	Completi	on term	Remarks	;
	e Other langu	uage						
anguage require English/Chinese Others	Dither langu Japanese	uage						
English/Chinese Others	Japanese		nts					
English/Chinese Others walifying examin	Japanese nation / Candida	icy requireme		_			_	
English/Chinese	Japanese nation / Candida	icy requireme	ents	ompleti	ion term	Remark	5	
English/Chinese Others Qualifying examin Qualifying exami	Japanese nation / Candida ination / Candid	acy requireme	ents	ompleti	ion term	Remark	5	
English/Chinese Others ualifying examin Qualifying exami Name	Japanese nation / Candida ination / Candid	acy requireme	ents	ompleti				Section depends on

ourse title	Completion year	Completion term	Remarks
bserving Intellectual Property and Copyrigh			
aw during Research (OIP)			
other IPL courses (as required by the Progra	amme/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 - Ethnograph Approaches	ic		Will be completed next year.
Discover research information			
Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	
Computer skills			
Course title	Completion year	Completion term	Remarks
_aboratory skills			
Laboratory skills Course title Writing and presentation skills	Completion year	Completion term	Remarks
Course title Writing and presentation skills	Completion year	Completion term	Remarks
Course title			Remarks
Course title Writing and presentation skills Thesis writing	Completion year Completion year Completion year	Completion term Completion term	
Course title Writing and presentation skills Thesis writing Course title			
Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing	Completion year	Completion term	
Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills			Remarks
Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title	Completion year	Completion term	Remarks
Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills	Completion year	Completion term	Remarks
Course title Writing and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title	Completion year	Completion term	Remarks
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 term	Remarks
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 term Completion term Completion term	Remarks Remarks Remarks
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 term Completion term Completion term Content shown in	Remarks Remarks Remarks Remarks Remarks Remarks Remarks Remarks
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 term Completion term Completion term Content shown in	Remarks Remarks Remarks
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 term Completion term Completion term Content shown in the student'	Remarks Remarks Remarks Remarks Remarks Remarks Remarks Remarks

no of a stight	c Dian		To (MM (WWWW)	Demander	
pe of activitie		From (MM/YYYY)		Remarks	
nference	ABC International Conference	01/2019	02/2019		
ernship	Take intern at EFG Company	07/2018	09/2018	14/10 J = 16 1	
ld trip	Collect data in the UK			Will do it i academic f	
earch supervi	sion				
pervisor / Co-s	upervisor				
ole	Name				
ipervisor	Sup A	(9	Study Plan/Progres	ss Report In	-charge)
-Supervisor	Sup B				
o-Supervisor	Sup C				
	ss problems and/or suggestions with an.	their Supervisor/Co-sup	ervisor(s), Departin	ent Ghanpen	son, Head of Grad
sion or Faculty De I have no commer I would like to mai	an.]
sion or Faculty De I have no commer I would like to mai Prof. A is a very go	an. hts. ke the following comments (max. 500 wo	rds):]
sion or Faculty De I have no commer I would like to mai Prof. A is a very go	an. hts. ke the following comments (max. 500 wor bod Supervisor. Thanks a lot.	rds):]
sion or Faculty De I have no commer I would like to mal Prof. A is a very go You may attach	an. Its. Ke the following comments (max. 500 work bood Supervisor. Thanks a lot. additional documents (in one file of	rds): size < 2MB):]
sion or Faculty De I have no commer I would like to mai Prof. A is a very go You may attach File Name CUHK_GS_Logo ments from Sup	an. hts. ke the following comments (max. 500 wor bood Supervisor. Thanks a lot. additional documents (in one file of .jpg	rds): size < 2MB): Date		View]
sion or Faculty De I have no commer I would like to mail Prof. A is a very go You may attach File Name CUHK_GS_Logo ments from Sup onfirmation:	an. Ints. Ke the following comments (max. 500 work bod Supervisor. Thanks a lot. additional documents (in one file of .jpg ervisor	rds): size < 2MB): Date		View]
sion or Faculty De I have no commer I would like to mail Prof. A is a very go You may attach File Name CUHK_GS_Logo ments from Sup onfirmation:	an. hts. ke the following comments (max. 500 wor bood Supervisor. Thanks a lot. additional documents (in one file of .jpg	rds): size < 2MB): Date		View]
sion or Faculty De I have no commer I would like to mal Prof. A is a very ge You may attach File Name CUHK_GS_Logo ments from Sup onfirmation: we read this Pro	an. Ints. Ke the following comments (max. 500 work bod Supervisor. Thanks a lot. additional documents (in one file of .jpg ervisor	rds): size < 2MB): Date		View]
sion or Faculty De I have no commer I would like to mal Prof. A is a very ge You may attach File Name CUHK_GS_Logo ments from Sup onfirmation: ve read this Progres	an. hts. ke the following comments (max. 500 wor bood Supervisor. Thanks a lot. additional documents (in one file of .jpg ervisor gress Report and	rds): size < 2MB): Date 07/05/2019 4	4:13:13PM	View]

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

a) Previous report completed:



b) Previous report not yet completed:

	The Chine	Report NOT completed (see status below) se University of Hong Kong sudent Information System	CU_SCRR128
Resea		Study Plan and Progress Report (20	17-18)
Student Name: HB, Lhkdw		Student ID: 1234567890	
Graduate Division: Division of AA		Degree Pursued: MPhil-PhD AA	
HKPFS Awardee: No			
Study Plan Status: Endorsed by Head of Gradu	ate Division	Progress Report Status: Pending feedback by student	

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

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

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

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

A confirmation dialog will then be shown.

Return to stud	lent (22000,26	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 have read this Progress Report and	
Ľ	 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.

Confirmation: have read this Progress Report and							
have read this Progress Report and							
nave read this r regress report and							
return this Progress Report to the stud	ent for revision.						
provide my below comments on the students	dent's study progress for viewing	by the student.					
I. Commonto from Conomia en							
I. Comments from Supervisor: 1. Academic progress of the student:	-		Please	-		ole Sectio	1
				(1.e.,	1, 2 and 3	3).	
Satisfactory							
Improvement needed							
Not satisfactory							
You may attach additional documen	ts (in one file of size < 2MB):						
File Name	Date	Add	View				
		<u>Add</u>	View				
opinion that a research postgraduate required for the degree, and the asses Graduate Council, the student shall be to a course of study for a research Ma	student is not making satisfacto ssment is endorsed by the Head required to discontinue studies	l of the Graduat at the Universi	is unlikely te Division ty or may	to attain concerne	the standard d and by the	/ e	
required for the degree, and the asses Graduate Council, the student shall be to a course of study for a research Ma	student is not making satisfacto ssment is endorsed by the Head required to discontinue studies aster's degree in the case of rese	ory progress or 1 of the Graduat at the Universi	is unlikely te Division ty or may	to attain concerne	the standard d and by the	/ e	
 required for the degree, and the assess Graduate Council, the student shall be to a course of study for a research Mail Comments on the student's progress: I have no comments. I would like to make the following con 	student is not making satisfacto ssment is endorsed by the Head required to discontinue studies ister's degree in the case of rese mments (max. 500 words): (in one file of size < 2MB):	ory progress or 1 of the Graduat at the Universi	is unlikely te Division ty or may tudents.	to attain concerne be advise	the standard d and by the	/ e	
required for the degree, and the asses Graduate Council, the student shall be to a course of study for a research Ma 2. Comments on the student's progress: I have no comments. I would like to make the following cor	student is not making satisfacto ssment is endorsed by the Head e required to discontinue studies aster's degree in the case of rese mments (max. 500 words):	ory progress or 1 of the Graduat at the Universi	is unlikely te Division ty or may	to attain concerne	the standard d and by the	/ e	
 required for the degree, and the assess Graduate Council, the student shall be to a course of study for a research Mail 2. Comments on the student's progress: I have no comments. I would like to make the following con You may attach additional documents 	student is not making satisfacto ssment is endorsed by the Head required to discontinue studies ister's degree in the case of rese mments (max. 500 words): (in one file of size < 2MB): Date	ory progress or of the Graduat at the Universi earch doctoral s	is unlikely te Division ty or may students.	to attain concerne be advise View View	the standard d and by the d to transfer	/ e	

"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 Supervis	or:				
Academic progress of the stud	lent:				
Satisfactory					
Improvement needed					
Not satisfactory					
Suggested action to be taken by					
 Division to recommend sus 	pension of PGS for a certain period of t ed to submit a written request with endo				justify
Suggested suspension peri	od: 📃 🔻 months, effective from 1	st of 🔍 👻		•	
Others, please specify (max	. 500 words):				
You may attach additional do	cuments (in one file of size < 2MB):			.4	
File Name	Date	Add	View		
		Add	View		
opinion that a research postgra required for the degree, and th	egulations Governing Postgraduate S duate student is not making satisfac e assessment is endorsed by the He	tory progress or i ad of the Graduat	s unlikely e Division	to attain the standard concerned and by the	
	shall be required to discontinue studie arch Master's degree in the case of re			be advised 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	of this Progress F	Report, the Progress Report will be sent to the student for feedback. You cannot edit it further. Do you want to continue?
Yes	No	

The Progress Report Status will be updated.

	ull List				
Research Po	stgraduate Study Plan	and Progress Report			
STUDY PLA	N:				
adviser otherwise	of each academic year, each re), and endorsed by the Head of ements for graduation.	search postgraduate student has t Graduate Division. The Superviso	to complete and submit a Study Plan or must ensure that the student fulfil	to be reviewed by his/her Supervis all coursework, candidacy examina	or (thesis supervisor if already assigned, divisional tion, qualifying examination, and third language (if
Student and Supe	rvisor should meet to discuss the	Study Plan prior to completing and	d submitting it to the Study Plan and F	Progress Report Online System.	
PROGRESS	REPORT:				
At the end of eacl	n academic year, each research p	postgraduate student has to comple	ete and submit a Progress Report to t	be reviewed by the Supervisor and e	ndorsed by the Head of Graduate Division.
Student and Supe	rvisor should meet to discuss the	Progress Report prior to completing	ng and submitting it to the Study Plan	and Progress Report Online System	1.
Instructions to Su	<u>pervisors</u> :				
window aft clear the " 2. Click "To F 3. Click "Full	er clicking "View"/"Review". If you Block pop-up windows" check box eview" (in the above header colu List" (in the above header columi	encounter problems, please chang (.) mn) if you want to see a list of Stud n) if you want to see a full list of Stud		op-up function. (For IE browser: Op ents under your supervision which re- tudents under your supervision.	y Plan/Progress Report will show in a new pop-up tions > Privacy & Security > Permissions Section > equire action.
Refresh					
					Find First 🗹 1 of 1 🕨 Last
Student ID	Formal Name	Academic Program	Study Plan Status	Progress Report Status	Last Update Date/Time View Review
1 1234567890	HB, Lhkdw	MPhil-PhD	Endorsed by Head of Graduate Division	Pending feedback by student	18/07/2019 10:05AM View Review

Step P3 in the workflow is completed.

A notification email to the student will be sent.

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

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

Review Full List esearch Postgraduate Study Pl	an and Progress Report	_			
TUDY PLAN:	an and i rogiess report				
		te and submit a Study Plan to be reviewed by his/ I all coursework, candidacy examination, qualifying			rise), and
udent and Supervisor should meet to discuss	the Study Plan prior to completing and submit	tting it to the Study Plan and Progress Report Onlin	e System.		
ROGRESS REPORT:					
the end of each academic year each receard	nostaraduate student has to complete and s	ubmit a Progress Report to be reviewed by the Sur	enisor and endorsed by the Head of Gro	duste Division	
		submitting it to the Study Plan and Progress Repor	-		
structions to Supervisors:					
"View"/"Review". If you encounter problem	ns, please change the browser setting to enab	process, click "Review" (in yellow) in the column be ble the pop-up function. (For IE browser: Options >)/Progress Report(s) of students under your super	Privacy & Security > Permissions Section		
3. Click "Full List" (in the above header colu		s)/Progress Report(s) of all students under your su			
Refresh					
Reiresn					
Student ID Formal Name	Academic Program	Study Plan Status	Progress Report Status	Find First 1 of 1 Last Update Date/Time R	Last eview
1234567890 HB, Lhkdw	MPhil-PhD AA	Endorsed by Head of Graduate	Returned by Head of Graduate Division	20/07/2019 11:00AM	Review
tudent's feedback to S I have read the Supervi	upervisor's comments sor's comments on my l	Division			
tudent's feedback to Si I have read the Supervi O I have no further comm	upervisor's comments sor's comments on my l	Progress Report and			
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the	upervisor's comments sor's comments on my f nents.	Progress Report and			
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the	upervisor's comments sor's comments on my f nents.	Progress Report and			
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the I will work harder.	upervisor's comments sor's comments on my f nents.	Progress Report and 500 words):			
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the I will work harder.	upervisor's comments sor's comments on my l nents. following comments (max. {	Progress Report and 500 words):	Add	: View	
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the I will work harder. You may attach addit	upervisor's comments sor's comments on my l nents. following comments (max. {	Progress Report and 500 words): e file of size < 2MB):		.11	
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the I will work harder. You may attach addit	upervisor's comments sor's comments on my f nents. following comments (max. 4	Progress Report and 500 words): e file of size < 2MB):	Add	.ii View	
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the I will work harder. You may attach addit	upervisor's comments sor's comments on my f nents. following comments (max. 4	Progress Report and 500 words): e file of size < 2MB):	Add	.ii View	
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the I will work harder. You may attach addit	upervisor's comments sor's comments on my f nents. following comments (max. 4	Progress Report and 500 words): e file of size < 2MB):	Add	.ii View	
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the I will work harder. You may attach addit File Name	upervisor's comments sor's comments on my f nents. following comments (max. 4 ional documents (in one Graduate Division	Progress Report and 500 words): e file of size < 2MB):	Add	.ii View	
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the I will work harder. You may attach addit File Name ndorsement by Head of I. Confirmation: I have read this Progres	upervisor's comments sor's comments on my f nents. following comments (max. 4 cional documents (in one Graduate Division	Progress Report and 500 words): e file of size < 2MB): Date	Add	.ii View	
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the I will work harder. You may attach addit File Name ndorsement by Head of I. Confirmation: I have read this Progres	upervisor's comments sor's comments on my f nents. following comments (max. 4 ional documents (in one Graduate Division	Progress Report and 500 words): e file of size < 2MB): Date	Add	.ii View	
tudent's feedback to Si I have read the Supervi I have no further comm would like to make the I will work harder. You may attach addit File Name ndorsement by Head of I. Confirmation: I have read this Progres	upervisor's comments sor's comments on my f nents. following comments (max. 4 cional documents (in one Graduate Division	Progress Report and 500 words): e file of size < 2MB): Date	Add	.ii View	
tudent's feedback to Si I have read the Supervi I have no further comm I have no further comm I would like to make the I will work harder. You may attach addit File Name I confirmation: I have read this Progress I have read this Progress I have read this Progress	upervisor's comments sor's comments on my f nents. following comments (max. 4 cional documents (in one Graduate Division	Progress Report and 500 words): e file of size < 2MB): Date	Add	.ii View	

VIII. Head of Graduate Division

A. Workflow for Submission

P1	Student to submit Progress Report	
	\downarrow	
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 Report	Endorsed Plan(s) and Report(s)				
Research Postgraduate Study Plan and	Progress Report				
STUDY PLAN:					
At the beginning of each academic year, each research p already assigned, divisional adviser otherwise), and end examination, qualifying examination, and third language (orsed by the Head of Graduate Di	vision. The Supervisor must ensure that			
Student and Supervisor should meet to discuss the Study	Plan prior to completing and subm	nitting it to the Study Plan and Progress R	eport Online System.		
PROGRESS REPORT:					
At the end of each academic year, each research postgr Head of Graduate Division.	aduate student has to complete ar	nd submit a Progress Report to be revie	wed by the Supervisor and endors	sed by the	
Student and Supervisor should meet to discuss the Prog	ess Report prior to completing and	I submitting it to the Study Plan and Progr	ess Report Online System.		
Instructions to Heads of Graduate Divisions:					
You are now asked to review the Study Plan(s)/Pro Report will show in a new pop-up window after cil IE browser: Options - Privacy & Security > Permis 2. Click 'To Endorse Study Plan, select one or more Plan(s) to the Supervisor(s) for diadification or retuut 4. Click 'To Endorse Progress Report' (in the above action. 5. Click 'Endorse d Plan(s) and Report(s)' (in the above 6. You may sort the list of Study Plans/Progress Rep	king "View?" Review?. If you encoun sions Section > clear the "Block poor rollumn) if you want to see a list of Study Plan(s), then click "ENDORS" ning the Study Plan to the student header column) if you want to see we header column) if you want to se	tier problems, please change the browse >up windows"check box.) Study Plan(s) of students in your Divisio E' to complete the task, or click "RETUR! or revision. a list of Study Plan(s)/Progress Report(s) ee a full list of Study Plan(s)/Progress Re	r setting to enable the pop-up func n which require action. N TO SUPERVISOR' to return the S of students in your Division which port(s) of all students in your Divis	ction. (For Study require	₽
Refresh				Find First	1 of 1 🕩 Last
Student ID Formal Name	Academic Program	Student Submission Date	Supervisor Submission Dat	te Student Feedback Date	View
1 1234567890 HB, Lhkdw	MPhil-PhD AA	17/07/2019 5:20PM	18/07/2019 10:05AM	19/07/2019 11:35AM	View

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

eLearning	PROGRESS REPORT:
	At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.
	Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.
	Instructions to Heads of Graduate Divisions:
	 You are now asked to review the Study Plan(s)/Progress Report(s). To start the review process, click "View" (in yellow) in the column below. The Study Plan/Progress Report will show in a new pop-up window after clicking "View"/Review". If you encounter problems, please change the browser setting to enable the pop-up function. (For IE browser. Options > Privacy & Security > Permissions Section > clear the 'Block pop-up windows" check box) Click "To Endorse Study Plan" (in the above header column) if you want to see a list of Study Plan(s) of students in your Division which require action. After reviewing the Study Plan, select one or more Study Plan(s), then click "ENDORSE" to complete the task, or click "RETURN TO SUPERVISOR" to return the Study Plan(s) to the Supervisor(s) for clarification or returning the Study Plan to see a list of Study Plan(s)/Progress Report(s) of students in your Division which require action. 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 all students in your Division which require action. Click "Endorsed Plan(s) and Report(s)" (in the above header column) if you want to see a full list of Study Plan(s)/Progress Report(s) of all students in your Division. You may sort the list of Study 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. You may sort the list of Study 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.
	No Record.

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

Student Name HB, Lhkdw				ident ID 34567890					
Graduate Division Division of AA				gree Pursued Phil-PhD AA					
HKPFS Awardee			M						
2018-19									
Study Plan Status					s Report Statu				
Endorsed by Head	of Graduate Division			Pending	endorsement b	y Head of 0	Graduate	Division	
The whole Progress I August 2019. Please s				of Graduate	Division is exp	pected to I	oe compl	eted by 31	
structions to Heads of Gra	aduate Divisions:								To view previous
	Progress Report below,	and complete th	e "Endorseme	nt by Head of	Graduate Divisi	on" section	at the bot	tom, then	report(s), choose
	mplete the task. d to save your input from DOW" at the bottom.	m time to time. If	you want to lea	ave the syster	n without comp	leting the ta	sk, click "	SAVE" the	from the academic years listed.
Previous Study Plan	& Progress Repo	rt (s)							
Academic Year	Status	View previou report			Supervisor attachment		<u>Studen</u> attachi	<u>t feedback</u> ment	Division Head attachment
1 2017-18	Report ready	<u>View previous</u>	report Stud	dent chment	Supervisor at	tachment	Studen	t feedback atta	achment Division Head attachme
urse requirements • <u>2018-19</u>									
Course(s) enrolled								1	
Course code ENGG5501	Course Title Foundations of Optimiz	ation			Enrolled Ferm 1	Gi B	rade		
IERG5330	Network Economics	ation			Ferm 1	A-			
Course(s) planned but	t not taken or cours	e(s) exempted							
Course code		urse title							
BIOL7701 BIOL8813		minar search							
	Ke	search							
▶ <u>2017-18</u> ▼ 2016-17								_	
Course(s) enrolled									
Course Code	Course Titl	0				Enrolle	d	Grade	
BIOL7301	Seminar	e				Term 1	u	B	
BIOL8006	Thesis Rese	arch				Term 1		A-	
LSCI5012	Adv Top in (Cell Imaging				Term 1		B+	
anguage requirer	nents								
nglish/Chinese	Other langu	age	Complet	ion year	Comple	etion te	rm	Remarks	
Others	Japanese								
ualifying examina	ition / Candidac	y requirem	ents						
Qualifying examir	nation / Candida	cy requirem	ents						
Name		Complet	ion year	Compl	etion term	R	emark	5	
Candidacy require	ments								
								Content	shown in this Section
							\leq		shown in this Section on the student's stud

Page 114 of 122

ourse title	Completion year	Completion term	Remarks
bserving Intellectual Property and Copyri aw during Research (OIP)			
	gramme/recommended by t	ha Suparvisar ar as an	antional choice)
esearch-related skills	gramme, recommended by t		phonal choice)
Research skills Course title	Completion ways	Completion term	Remarks
Qualitative Research Methods - Ethnogra Approaches	Completion year	Completion term	Will be completed next year.
Discover research information			
Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	
Computer skills			
Course title	Completion year	Completion term	Remarks
aboratory skills			
Course title	Completion year	Completion term	Remarks
Course title Vriting and presentation skills	Completion year	Completion term	Remarks
Course title Vriting and presentation skills Thesis writing			
Course title Vriting and presentation skills Thesis writing Course title	Completion year	Completion term	Remarks Remarks
Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing	Completion year		
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Course title Vriting and presentation skills Thesis writing Course title Introduction to Research & Thesis Writing Presentation skills Course title Feaching and learning Course title	Completion year Completion year	Completion term	Remarks Remarks Remarks Remarks

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

ionfirmation: we 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. Comments from Supervisor: Academic progress of the student: Satisfactory Improvement needed Not satisfactory Supposed action to be taken by Division (optionsil) Obvision to issue a warning letter to the student. Division to issue a warning letter to the student. Division to issue a warning letter to the student. Obvision to issue a warning letter to the student. Division to issue a warning letter to the student. Others, please specify (max. 600 words): Cothers, please specify (max. 600 words): Itause 13.4 of the General Regulations. Governing Postgraduate Studies: If at any time the Supervisor is of the plante advised to disconting studies to university or may be advised to transfer of a careating but her taked of the Graduate Division concented and by the field at the inversity or may be advised to transfer of a careating the disconting studies at the University or may be advised to transfer of a careating the student's not making satisfactory progress or is unlikely to attain the standard equivate for the degree, and the assessment is endorsed by the Head of the Graduate Division concented and by the field at the inversity or may be advised to transfer o a course of study for a research Master's degree in the case of research doctoral students. Comments. I have no comments. I have no comments. I have no comments. I have no comments. I have no comments. I have no comments. I have no co		dent.			firmation:
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Approval:					roval:

ent s recuback to supervisor	s comments			
ave read the Supervisor's com	ments on my Progress Report and			
I have no further comments.				
would like to make the following co	omments (max. 500 words):			
I will work harder.				
You may attach additional docu	iments (in one file of size < 2MB):			
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orsement by Head of Graduate				
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orsement by Head of Graduate onfirmation: ave read this Progress Report a	Division			
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orsement by Head of Graduate onfirmation: ave read this Progress Report a return it to the Supervisor for clarit	Division			

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)					
Student Name: HB, Lhkdw		Student ID: 1234567890			
Graduate Division: Division of AA		Degree Pursued: MPhil-PhD AA			
HKPFS Awardee: No					
Study Plan Status: Endorsed by Head of Gradu	ate Division	Progress Report Status: Pending feedback by student			

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

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

Endorsement by Head of	Graduate Division				
I. Confirmation:					
I have read this Progress Report and					
eturn 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 Gradua I. Confirmation: I have read this Progress Repo								
return it to the Supervisor for c	larification and re-submissi	on.	_					
endorse it.								
II. Comments from Head of G	aduate Division:							
 I have no further comments. I would like to make the following You may attach additional descent of the second second	<u> </u>	size < 2MB):						
File Name		Date		dd	View View			
CLOSE THIS WINDOW SAVE	Print		A	uu	VIEW		SUB	MIT

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~