User Manual for Annual Progress Report

- 1. General Flow of Submitting a Report
 - a. <u>Prepare a report and submit it to supervisor</u>
 - b. <u>Accept assessment</u>
- 2. I would like to modify my report after submission when my supervisor has not performed any actions on the report yet.
- 3. <u>FAQ</u>

1. General Flow of Submitting a Report

a. Prepare a report and submit it to supervisor



- i. Log in the RPg Annual Progress Reporting System at <u>Student Intranet</u> (My Studies > Progress and Graduation > PG Research Progress Report)
- ii. Ensure that you already have an ORCID before you start to prepare a report
- iii. Click on "New Progress Report" to prepare a new report for the academic year
- iv. Starting from 2021/22, you are required to complete the student survey first and you will be directed to the report (*should jump to a page shown on P.3*) after completing the survey

Progress Report for Academic Year 2020-21 SHANG, XX (30058839) PhD(CHEM) Full-Time Registration Information Please check to ensure the information below is correct. If you have any enquiries, please contact FVTGS at istest59@ust.hk. Admit Year / Term 2018-19 Fall Local / Non-local NON-LOCAL Credits enrolled/completed (i.e., nclude credits earned from internal reedit transferred) 19 Q. External credits Terms enrolled in PG program(s) Academic Year Term Program Mode of Study. Time -Limit HKPES 2018-19 Fall PhD(CHEM) Full-Time In-time 2018-19 Spring PhD(CHEM) Full-Time In-time HKPES 2019-20 Fall PhD(CHEM) Full-Time In-time In-time 2020-21 Fall PhD(CHEM) Full-Time In-time In-time 2020-21 Spring PhD(CHEM) Full-Time In-time In-time 2020-21 Spring PhD(CHEM) Full-Time In-time In-time 2020-21 Spring PhD(CHEM) Full-Time In-t	New Progress Report					iswt	st47 21-Mar-2022			
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Thesis Supervisor ~ 5 Co-supervisor ~ (including both internal/external ~ supervisor) ~

- Please check if your Registration i. Information has been correctly shown.
- Fill in the requested information ii. accordingly.

The report will be sent to the Thesis Supervisor and Co-supervisor, if applicable as stated here.

Thesis Supervisor effective in the reporting period or the current supervisor (preset as default) will fill in the assessment report. Student may re-select the Supervisor(s) in the pull down menu if Student Advisor record can be located in SIS, if needed.

As the supervisor records are directly retrieved from the Student Advisor record in SIS, please contact your Departmental Administrator to update the record in SIS if you noticed any discrepancy.

If the Thesis Supervisor is non-HKUST staff or HKUST staff but without email address, the report will be submitted to the PG Coordinator.

6	Member of Thesis Supervision Committee (other than thesis supervisor)	✓ Q ✓ Not appointed yet HKUST Research Output System (ROS)
7	Thesis proposal	My Dublications My Other Pascarch Outputs My Awards and Prizes My Dresontations and Talks
<i>'</i>		Approved on ////////////////////////////////////
8	How often do you meet with your	Home LUO, xxx (iswtst47) 02/06/2020 16:19
-	supervisor to discuss thesis	
	research work?	Other please provide details (Maximum 2 lines of 60 character HKUST Research Output System (ROS)
		Welcome LUO, xxx
9	Summary on work done during the	Please provide details below. (Maximum 50 lines of 60 charact ROS records research activities of HKUST faculty, researchers, staff and students. The data collected are
	reporting period	primarily for annual submission to the Lesting
		Please click "My CDCF Submission" on the top menu bar to verify your
		Research Outputs Report
	You may update a file for your summary here.	Please include a self-evaluation of work completed in t description of experimental data collected, and a discu difficulties encountered and possible solutions, and a v This is the ROS homepage for individual users to manage their research activities. To manage records for a department, please click here to access ROS as a departmental administrator.
	**System ONLY supports	Upload a file if neccessary
		Choose File No file chosen i
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10	Research Output	Lifetime total number of research outputs recorded :
		Publications (accepted and published*) Awards & Prizes Presentations & Talks
		 Please update the published date of the research outputs as only published items will be reported to the government. Please update your research output in the ROS and check the button to confirm that the record in
		Click here to update my research outputs in the HKUST Research Output System (ROS). ROS is up-to-date.
		I certify that my research outputs in the HKUST Research Output System are up-to-date. Should you have further questions on using the ROS, please contact

RO at ros@ust.hk

Comments on Research Experience (Optional)

This part will <u>not</u> be sent to members of the Thesis Supervision Committee and the PG Coordinator for review and endorsement/approval, but will be provided in aggregate without disclosing individual identity as reference for enhancing the research experience of students. (Maximum 65 lines of 60 characters each)

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You may provide your comments on your research experience in this part. This part is not accessible to your Thesis Supervision Committee and the PG Coordinator (This part is optional). You may also tick the checkbox below if applicable.

The University is committed to providing support to students in need. By checking this box, I hereby authorize and give consent to HKUST Fok Ying Tung Graduate School to release and disclose my comments hereunder together with my personal identity and contact information to the appropriate parties in the University (e.g. School/ Department, administrative unit, and Student Wellness and Counselling Centre, etc.) for following up and addressing my concerns on a need basis.

Please select action below and click 'Confirm' :

Action	After you have double-checked the content of
Save changes and submit progress report to istest60@ust.hk if for review.	your report, please select the option as shown accordingly and then "Confirm". The report will
 Save changes and take no further action for now. 	review.
	Otherwise, you may check the second option to save the report and submit it later.
Confirm Please check the setting of the browser and always allow per ups and redirects from	a this site

1. General Flow of Submitting a Report

b. Accept assessment

After your thesis supervisor has assessed the report, the report will be sent back to you for acceptance.



Action Agree with the assessment and forward to supervisor (istest59) for endorsement / approval.	After viewing the assessment from supervisor, if you agree with it, select this option.
Disagree with the assessment and forward to supervisor (istest59) for endorsement / approval.	
Notes for recipients (max. 10 lines of 60 characters each) :	If you disagree with the assessment, please choose this option. The report will then be returned to your supervisor. Your supervisor then can further modify the report OR return the report to student.
Confirm Please check the setting of the browser and always allow pop-ups and redirects from this site.	

2. I would like to modify my report after submission when my supervisor has not performed any actions on the report yet.

You can modify your report anytime if your supervisor (or the next party) has not performed any actions yet. This can be done by clicking on "Modify Report" on the homepage.



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						 If you modify this report, 	, faculty member(s)) / staff who have acted upo	n your previous submi	sion will be notified.	
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Click here if you wish to	make modification.						Not yet	determined			
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6 Member of Thesis Supervision Committee	CSE - Dr CHUNG,					8 How often do you meet with yo		approved a work		month	
(other than thesis supervisor)						 How onen do you meet with yo 	Unce :	a week		month	
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8 How often do you meet with your supervisor to discuss thesis research work?	Once a week					Save changes and submit progress report to istest60@ust.hk for review.					
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3. FAQ

Should you have further questions, please refer to Frequently Asked Questions