

## User Manual for Annual Progress Report

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

## 1. General Flow of Submitting a Report

### a. Prepare a report and submit it to supervisor

## Welcome to the on-line service for PG Research Progress Reporting

Please note that :

◆ RPG Progress Reporting for [REDACTED] is now available for reporting and should be

- completed and returned to the thesis supervisor on or before [REDACTED] and;
- returned to FYTGS via the PG Coordinator of the department on or before [REDACTED].

*Failure to submit the duly completed report by this date may result in the student being denied continued registration for the program of study in the term that follows.*

◆ Please refer here for user guide and FAQ.

◆ For enquiries or assistance, please contact FYTGS at [pgsec@ust.hk](mailto:pgsec@ust.hk).

Please choose one of the following action :

[ [New Progress Report](#) | [Modify Report](#) | [Cancel Report](#) | [Accept Assessment](#) | [Progress Report Enquiry](#) ]

- Log in the RPg Annual Progress Reporting System at [Student Intranet](#) (My Studies > Progress and Graduation > PG Research Progress Report)
- Ensure that you already have an ORCID before you start to prepare a report
- Click on “New Progress Report” to prepare a new report for the academic year
- 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

New Progress Report

lwst47 21-Mar-2022

Progress Report for Academic Year 2020-21

SHANG, XX (30056939) PhD(CHEM) Full-Time

Registration Information

Please check to ensure the information below is correct. If you have any enquiries, please contact FYTGS at [istest59@ust.hk](mailto:istest59@ust.hk).

Admit Year / Term	2018-19 Fall	Local / Non-local	NON-LOCAL			
Credits enrolled/completed (i.e. include credits earned from internal credit transferred)	19	External credits transferred	--			
Terms enrolled in PG program(s)	<u>Academic Year</u>	<u>Term</u>	<u>Program</u>	<u>Mode of Study</u>	<u>Time-Limit</u>	<u>HKPFS</u>
	2018-19	Fall	PhD(CHEM)	Full-Time	In-time	
	2018-19	Spring	PhD(CHEM)	Full-Time	In-time	
	2019-20	Fall	PhD(CHEM)	Full-Time	In-time	
	2019-20	Spring	PhD(CHEM)	Full-Time	In-time	
	2020-21	Fall	PhD(CHEM)	Full-Time	In-time	
	2020-21	Spring	PhD(CHEM)	Full-Time	In-time	

Student's Report on Research Progress

The information below is retrieved from your previous submitted report. Please update as appropriate and fill in the details below for the current academic year. All dates should be in dd/mm/yyyy format.

Please refer here for user guide and FAQ.

1 Total course credits required

2 PhD Qualifying Examination

Attempted on  /  /

Passed

Failed

Undecided, please provide details (Maximum 2 lines of 60 characters each):

To be attempted on  /  /

3 Thesis Title

(Maximum 5 lines of 60 characters each)

Thesis title

Not yet determined

4 Thesis Supervisor

CSE - Prof LOCHOVSKY, XXXXXXXXXXXXXXXXXXXX (istest80@ust.hk)

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5 Co-supervisor (including both internal/external supervisor)

LIFS - Dr WONG, XXXXXXXXXXXXXXXXXXXX (istest59@ust.hk)

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

Not appointed yet

7 Thesis proposal

Approved on  /  /

Not yet approved

8 How often do you meet with your supervisor to discuss thesis research work?

Once a week  Twice a month

Once a month  Once every two weeks

Other, please provide details (Maximum 2 lines of 60 characters)

9 Summary on work done during the reporting period

Please provide details below. (Maximum 50 lines of 60 characters)

testing

Please include a self-evaluation of work completed in the reporting period, a description of experimental data collected, and a discussion of difficulties encountered and possible solutions, and a list of research outputs.

Upload a file if necessary

No file chosen

10 Research Output

Lifetime total number of research outputs recorded :

Publications (accepted and published*)	Awards & Prizes	Presentations & Talks
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Please update the **published date** of the research outputs as only **published** items will be reported to the government.

Click [here](#) to update my research outputs in the HKUST Research Output System (ROS).

I certify that my research outputs in the HKUST Research Output System are up-to-date.

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY **HKUST Research Output System (ROS)**

My Publications My Other Research Outputs My Awards and Prizes My Presentations and Talks

My CDCF Submission Logout

Home LUO, xxx (jswfst47) 02/06/2020 16:19

**HKUST Research Output System (ROS)**

Welcome LUO, xxx

ROS records research activities of HKUST faculty, researchers, staff and students. The data collected are primarily for annual submission to the [University Grants Council \(UGC\)](#), and also for internal use of the University.

**Please click "My CDCF Submission" on the top menu bar to verify your Research Outputs Report**

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.

ROS will be down for daily system maintenance from 3-4 a.m. (HKT)

You may update a file for your summary here.

**\*\*System ONLY supports docx/doc/ pdf/image format**

Please update your research output in the ROS and check the button to confirm that the record in ROS is up-to-date.

Should you have further questions on using the ROS, please contact RO at [ros@ust.hk](mailto:ros@ust.hk)

### Comments on Research Experience (Optional)

This part will not 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)


Comments in this part will NOT be sent to members of the Thesis Supervision Committee and the PG Coordinator for review and endorsement/approval.

- 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.

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.

Please select action below and click 'Confirm' :

#### Action

- Save changes and submit progress report to   for review.
- Save changes and take no further action for now.

After you have double-checked the content of your report, please select the option as shown accordingly and then "Confirm". The report will be sent to your supervisor accordingly for 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 pop-ups and redirects from 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.

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  - returned to FYTGS via the PG Coordinator of the department on or before [REDACTED]

*Failure to submit the duly completed report by this date may result in the student being denied continued registration for the program of study in the term that follows.*
- ◆ Please refer here for user guide and FAQ.
- ◆ For enquiries or assistance, please contact FYTGS at [pgsec@ust.hk](mailto:pgsec@ust.hk).

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Action

Agree with the assessment and forward to supervisor (istest59) for endorsement / approval.

Disagree with the assessment and forward to supervisor (istest59) for endorsement / approval.

Notes for recipients (max. 10 lines of 60 characters each) :

Please check the setting of the browser and always allow pop-ups and redirects from this site.

After viewing the assessment from supervisor, if you agree with it, select this option.

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.

## 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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