

**THE UNIVERSITY OF HONG KONG
Graduate School**

**Achievement Card of RPg Students
(Applicable for MPhil and PhD Students who Register in and after September 2018)**

Why do we need an Achievement Card (AC)?

This is part of the mechanism for quality assurance of teaching and learning of the Research Postgraduate Programme at the University. It is intended to inform the University of the areas in which RPg students are doing well and those in which they may need improvement.

Supervisors and their RPg students are encouraged to discuss the educational aims (EAs) and institutional learning outcomes (ILOs) at the beginning of the study period. The AC, which is formative in nature and **not** a form of assessment, will help to document to what extent the RPg students have achieved the intended learning outcomes/educational aims over the course of their study period. It is important to note that achievement of all the education aims as indicated by the RPg and his/her supervisor does not warrant passing of the thesis examination.

What is in the AC?

The eight EAs and the corresponding ILOs, all of which are expected to be achieved within an RPg student's study period, are listed in the AC. Supervisors and their RPg students will together determine whether each of the EAs (as well as the corresponding ILOs) is **discussed** (i.e. *both the supervisors and RPg students having discussed the item and developed an awareness of the expectations or targets to be achieved at a later stage*), **achieved**, or **not applicable** in terms of the students' research progress at the time of completing the AC. If the option of "Achieved" is chosen, an estimated percentage achieved for that EA/ILO (%) and relevant evidence (*as exemplified by the suggested methods of measuring each learning outcome under the bulleted points in the AC*) are expected to be provided. A copy of the AC is **attached** for reference.

When will the supervisor and his/her RPgs complete the AC over the course of the study period?

The AC is to be completed twice for FT MPhil students and three times for PT MPhil and FT/PT PhD students, and the period under review is shown below:

	<u>Full-time</u>		
	MPhil programme	3-yr PhD programme	4-yr PhD programme
Period of Study	24 months	36 months	48 months
Confirmation of Candidature	12 months	12 months	18 months
Phase 1	<i>Year 1</i>	<i>Year 1</i>	<i>Year 1</i>
Phase 2	<i>Year 2</i>	<i>Year 2</i>	<i>Year 2 – Year 3</i>
Phase 3	/	<i>Year 3</i>	<i>Year 4</i>

<u>Part-time</u>			
	MPhil programme	3-yr PhD programme	4-yr PhD programme
Period of Study	36 months	4.5 years/54 months	6 years/72 months
Confirmation of Candidature	18 months	18 months	27 months
Phase 1	<i>Year 1</i>	<i>Year 1 – 1.5</i>	<i>Year 1 – 1.5</i>
Phase 2	<i>Year 2</i>	<i>Year 1.5 – Year 3</i>	<i>Year 1.5 – Year 4</i>
Phase 3	<i>Year 3</i>	<i>Year 4 – 4.5</i>	<i>Year 5 – 6</i>

Opening periods of the AC system are as follows:

<u>Full-time</u>			
	MPhil programme	3-yr PhD programme	4-yr PhD programme
Phase 1	<i>3 months prior to confirmation (i.e., 10th – 12th months)</i>	<i>3 months prior to confirmation (i.e., 10th – 12th months)</i>	<i>3 months prior to confirmation (i.e., 16th – 18th months)</i>
Phase 2	<i>within the last 4 months of the final year (i.e. 21st - 24th months)</i>	<i>within the last 4 months of Year 2 (i.e., 21st – 24th months)</i>	<i>within the last 4 months of Year 3 (i.e., 33rd – 36th months)</i>
Phase 3	/	<i>within the last 6 months of the final year (i.e., 31st – 36th months)</i>	<i>within the last 6 months of the final year (i.e., 43rd – 48th months)</i>

<u>Part-time</u>			
	MPhil programme	3-yr PhD programme	4-yr PhD programme
Phase 1	<i>within the last 3 months of the first year (i.e., 10th - 12th months)</i>	<i>3 months prior to confirmation (i.e., 16th – 18th months)</i>	<i>3 months prior to confirmation (i.e., 25th – 27th months)</i>
Phase 2	<i>within the last 4 months of Year 2 (i.e., 21st – 24th months)</i>	<i>within the last 4 months of Year 3 (i.e., 33rd – 36th months)</i>	<i>within the last 4 months of Year 4 (i.e., 45th – 48th months)</i>
Phase 3	<i>within the last 6 months of the final year (i.e., 31st – 36th months)</i>	<i>within the last 6 months of the final year (i.e., 49th – 54th months)</i>	<i>within the last 6 months of the final year (i.e., 67th – 72nd months)</i>

Emails will be issued to supervisors and their RPg students in designated time to remind them to complete the AC online. The AC system is accessible via *HKU Portal > Student Information System > Research Postgraduate > RPG Achievement Card System*.

How long does the completion of the AC take?

The supervisor and the RPg student will together agree on the options for the listed items in the AC. The AC will take about 20 to 30 minutes to complete.

What will happen to the data in the AC?

The Departmental Research Postgraduate Committee (DRPC) will review the data contained in the AC and submit reports to the Faculty Higher Degrees Committee (FHDC) for consideration. The FHDC will then consider all reports from the DRPC and submit summaries of reports to the Graduate School.

ACHIEVEMENT CARD OF RPG STUDENTS

Documenting Attainment of RPG Educational Aims and Institutional Learning Outcomes
(Applicable for MPhil and PhD Students who Register in and after September 2018)

Supervisors and their RPg students will together determine whether each of the educational aims (as well as the corresponding learning outcomes) is **discussed**, **achieved**, or **not applicable** in terms of the students' research progress at the time of completing the Achievement Card.

Educational Aims and Institutional Learning Outcomes <i>(with suggested methods of measuring each learning outcome in italics)</i>	Discussed	Achieved (with an estimated percentage achieved and with evidence)	Not Applicable at the Current Stage
<p>(a) Engage in critical intellectual enquiry</p> <ul style="list-style-type: none"> ✓ Critically evaluate information and ideas received from multiple perspectives <i>e.g. Complete a thorough and critical (publishable) literature review for the thesis</i> ✓ Integrate knowledge at the forefront of a particular field <i>e.g. Design a study for the thesis that applies existing theoretical knowledge to new areas in the field</i> 	<input type="checkbox"/>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Estimated percentage achieved: _____</p> <p>Evidence with details:</p> <ul style="list-style-type: none"> ○ Thesis _____ ○ Journal article/paper _____ ○ Book chapter _____ ○ Conference proceedings _____ ○ Working paper _____ ○ Conference presentation _____ ○ Departmental presentation _____ ○ Trademark/Patent/License _____ ○ _____ Dataset/database ○ _____ Newspaper _____ article ○ Knowledge exchange activities _____ ○ Others (Please specify): _____ 	<input type="checkbox"/>

Educational Aims and Institutional Learning Outcomes <i>(with suggested methods of measuring each learning outcome in italics)</i>	Discussed	Achieved (with an estimated percentage achieved and with evidence)	Not Applicable at the Current Stage
<p>(b) Demonstrate a thorough understanding of research methodologies and techniques at an advanced level</p> <ul style="list-style-type: none"> ✓ Develop, design and implement research projects competently and independently <i>e.g. Develop and conduct a methodologically rigorous study or propose a new conceptual framework</i> 	<input type="checkbox"/>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Estimated percentage achieved: _____</p> <p>Evidence with details:</p> <ul style="list-style-type: none"> ○ Thesis _____ ○ Journal article/paper _____ ○ Book chapter _____ ○ Conference proceedings _____ ○ Working paper _____ ○ Conference presentation _____ ○ Departmental presentation _____ ○ Trademark/Patent/License _____ ○ _____ Dataset/database ○ _____ Newspaper article ○ Knowledge exchange activities _____ ○ Others (Please specify): _____ 	<input type="checkbox"/>

Educational Aims and Institutional Learning Outcomes (with suggested methods of measuring each learning outcome in italics)	Discussed	Achieved (with an estimated percentage achieved and with evidence)	Not Applicable at the Current Stage
<p>(c) Conduct innovative, high-impact and leading edge research</p> <ul style="list-style-type: none"> ✓ Engage in original research that takes a new technological, methodological, or theoretical approach <i>e.g. Explain the originality and contribution of one's own work in the specific field</i> <i>e.g. Carry out research that generates new knowledge leading to further advancement and academic enquiry in the field</i> 	<input type="checkbox"/>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Estimated percentage achieved: _____</p> <p>Evidence with details:</p> <ul style="list-style-type: none"> ○ Thesis _____ ○ Journal article/paper ○ Book chapter ○ Conference proceedings _____ ○ Working paper _____ ○ Conference presentation _____ ○ Departmental presentation _____ ○ Trademark/Patent/License _____ ○ Dataset/database ○ Newspaper article ○ Knowledge exchange activities _____ ○ Others (Please specify): _____ 	<input type="checkbox"/>

Educational Aims and Institutional Learning Outcomes (with suggested methods of measuring each learning outcome in italics)	Discussed	Achieved (with an estimated percentage achieved and with evidence)	Not Applicable at the Current Stage
<p>(d) Provide novel solutions to complex problems</p> <ul style="list-style-type: none"> ✓ Identify and define emerging problems <i>e.g. Formulate feasible research questions to address issues arising from unexplored contexts</i> ✓ Offer innovative and original solutions to problems and issues in novel situations <i>e.g. Make original contributions to the field by developing or modifying theoretical or analytical perspectives</i> 	<input type="checkbox"/>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Estimated percentage achieved: _____</p> <p>Evidence with details:</p> <ul style="list-style-type: none"> ○ Thesis _____ ○ Journal article/paper _____ ○ Book chapter _____ ○ Conference proceedings _____ ○ Working paper _____ ○ Conference presentation _____ ○ Departmental presentation _____ ○ Trademark/Patent/License _____ ○ _____ Dataset/database ○ _____ Newspaper _____ article ○ Knowledge exchange activities _____ ○ Others (Please specify): _____ 	<input type="checkbox"/>

Educational Aims and Institutional Learning Outcomes <i>(with suggested methods of measuring each learning outcome in italics)</i>	Discussed	Achieved (with an estimated percentage achieved and with evidence)	Not Applicable at the Current Stage
<p>(e) Demonstrate adherence to personal and professional ethics</p> <ul style="list-style-type: none"> ✓ Maintain the highest standards of personal and academic integrity <i>e.g. Satisfy all (Institutional + Faculty) ethical research requirements</i> ✓ Understand complex ethical and professional issues <i>e.g. Uphold appropriate ethical research practices and acknowledge attribution & co-authorship accurately in reporting research findings</i> 	<input type="checkbox"/>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Estimated percentage achieved: _____</p> <p>Evidence with details:</p> <ul style="list-style-type: none"> ○ Thesis _____ ○ Journal article/paper _____ ○ Book chapter _____ ○ Conference proceedings _____ ○ Working paper _____ ○ Conference presentation _____ ○ Departmental presentation _____ ○ Trademark/Patent/License _____ ○ _____ Dataset/database ○ _____ Newspaper _____ article ○ Knowledge exchange activities _____ ○ Others (Please specify): _____ 	<input type="checkbox"/>

Educational Aims and Institutional Learning Outcomes (with suggested methods of measuring each learning outcome in italics)	Discussed	Achieved (with an estimated percentage achieved and with evidence)	Not Applicable at the Current Stage
<p>(f) Demonstrate leadership and advocacy skills</p> <ul style="list-style-type: none"> ✓ Articulate analyses and propose solutions in response to social issues <i>e.g. Relate new information or theoretical perspectives clearly to existing views in the field</i> ✓ Communicate and disseminate research findings in the form of conference presentation and publication for researchers and other stakeholders in the community <i>e.g. Disseminate research findings in conference presentations and publications for researchers and other stakeholders in the community</i> 	<input type="checkbox"/>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Estimated percentage achieved: _____</p> <p>Evidence with details:</p> <ul style="list-style-type: none"> ○ Thesis _____ ○ Journal article/paper ○ Book chapter ○ Conference proceedings _____ ○ Working paper _____ ○ Conference presentation _____ ○ Departmental presentation _____ ○ Trademark/Patent/License _____ ○ Dataset/database ○ Newspaper article ○ Knowledge exchange activities _____ ○ Others (Please specify): _____ 	<input type="checkbox"/>

Educational Aims and Institutional Learning Outcomes (with suggested methods of measuring each learning outcome in italics)	Discussed	Achieved (with an estimated percentage achieved and with evidence)	Not Applicable at the Current Stage
<p>(g) Work with others and make constructive contributions</p> <ul style="list-style-type: none"> ✓ Engage in intellectual exchange with researchers from other disciplines to address important research issues <i>e.g. Maintain a local and/or overseas network(s) of colleagues for the purpose of investigating issues of a research topic (e.g. in a lab, during field-work or in other collaborative research activities)</i> ✓ Collaborate effectively in researchers from different cultures <i>e.g. Engage in communicating with diverse stakeholders in the discipline & within the wider global academic community through different forms of collaboration</i> 	<input type="checkbox"/>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Estimated percentage achieved: _____</p> <p>Evidence with details:</p> <ul style="list-style-type: none"> ○ Thesis _____ ○ Journal article/paper _____ ○ Book chapter _____ ○ Conference proceedings _____ ○ Working paper _____ ○ Conference presentation _____ ○ Departmental presentation _____ ○ Trademark/Patent/License _____ ○ _____ Dataset/database ○ _____ Newspaper _____ article ○ Knowledge exchange activities _____ ○ Others (Please specify): _____ 	<input type="checkbox"/>

Educational Aims and Institutional Learning Outcomes (with suggested methods of measuring each learning outcome in italics)	Discussed	Achieved (with an estimated percentage achieved and with evidence)	Not Applicable at the Current Stage
<p>(h) Monitor, review and reflect on one's own work and competencies, and change and adapt in the light of new demands</p> <ul style="list-style-type: none"> ✓ Evaluate contribution of one's own work to the field <i>e.g. Recognize the strengths and limitations of one's findings to a research area</i> ✓ Demonstrate flexibility to accommodate new knowledge and perspectives <i>e.g. Adjust one's own research in view of the latest developments in the field</i> 	<input type="checkbox"/>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Estimated percentage achieved: _____</p> <p>Evidence with details:</p> <ul style="list-style-type: none"> ○ Thesis _____ ○ Journal article/paper _____ ○ Book chapter _____ ○ Conference proceedings _____ ○ Working paper _____ ○ Conference presentation _____ ○ Departmental presentation _____ ○ Trademark/Patent/License _____ ○ _____ Dataset/database ○ _____ Newspaper _____ article ○ Knowledge exchange activities _____ ○ Others (Please specify): _____ 	<input type="checkbox"/>