

## FAQs for Submission of Achievement Card (AC)

1. What is the time frame for completion of AC?

The AC shall be completed twice for FT MPhil students and three times for PT MPhil and FT/PT PhD students. Email notifications will be sent to supervisors and students at the designated time to invite them to complete the AC. Please click [here](#) to view details.

2. I received the email notification. What should I do?

You are required to arrange a meeting with your supervisor to *discuss and fill in the AC together in a timely manner.*

3. Who should complete the AC and how should I submit it?

The supervisor is granted access to the AC system. **The AC has to be completed by your supervisor, with your presence.**

Please click [here](#) to view the steps of AC submission.

4. I am on study leave. Do I need to complete the AC?

Yes, you are required to complete the AC as you are still working on your research. If you are outside Hong Kong during the completion time frame, you may need to arrange a tele/video-conference meeting with your supervisor to complete the AC.

5. I am on non-study leave. Do I need to complete the AC?

No, the submission deadline of the AC will be adjusted. You are required to complete the AC by the extended deadline.

6. I cannot complete the AC before the deadline. Will it affect my confirmation of probation/graduation?

No. The AC, which is formative in nature and NOT a form of assessment, aims at documenting to what extent you have achieved the intended learning outcomes/educational aims over the course of your study period. The completion of AC will NOT affect your confirmation of candidature OR graduating status.

7. Can I view the submitted AC?

An email with the completed AC will be sent to you for viewing. Your supervisor can view the completed AC via the AC system.

May 2020

May 2021