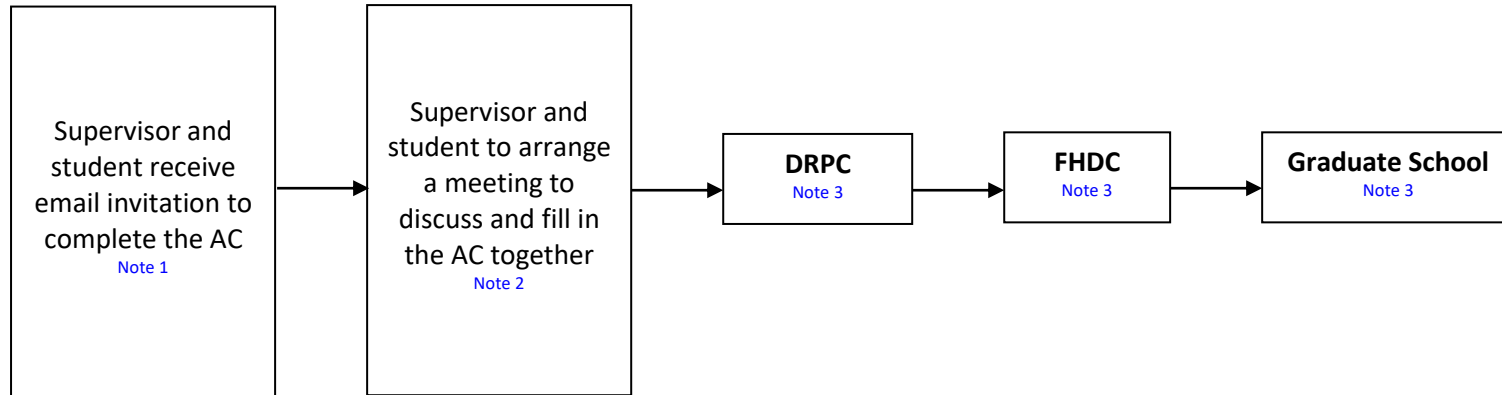


Steps of Achievement Card (AC) Submission



Note:

1. The AC shall be completed twice for FT MPhil students and three times for PT MPhil and FT/PT PhD students. The time frame for completion is shown [here](#).
2. Only the supervisor has access to the online AC. The supervisor should arrange a meeting with the student to discuss and complete the online AC together in a timely manner. In view of the outbreak of COVID-19, they may consider completing it via Zoom.
3. The DRPC shall review the ACs submitted by supervisors, and submit report to the FHDC as appropriate. The FHDC shall submit a summary report to the Graduate School upon request.

June 2019

May 2020

April 2021