



香港中文大學 | 研究院
CUHK | Graduate
School

User Guide
For
Thesis Monitoring System
(Research Postgraduate Students
and
Taught Doctoral Students)

Graduate School / ITSC
The Chinese University of Hong Kong
November 2023

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I. Introduction

The Graduate School has automated the process of thesis submission for postgraduate students. The requirement to submit hardcopy theses will be replaced by submission to the online system. This User Guide is for students of postgraduate research and taught doctoral programmes of The Chinese University of Hong Kong (CUHK) who are about to submit the 1st draft and final version of thesis via the Online System for Thesis Monitoring.

The workflow for the Online System for Thesis Monitoring is similar to the current workflow of hardcopy submission. Upon receipt of the uploaded thesis and related documents from students, the system will perform plagiarism checking by routing the thesis to the VeriGuide. In the meantime, the Graduate School office will check the completeness of all submitted documents and follow up with the students for outstanding documents. Once the clearing process is completed, External Examiners will accept invitation and complete the thesis assessment online. For details, please refer to the workflow posted on the GS Platform (Students) at https://www.gradsch.cuhk.edu.hk/pgstudent/login_cwem.aspx.

II. Minimum System Requirement and Useful Information

Browser

The Online System is compatible to most commonly used browsers, e.g., IE, Edge, Chrome, FireFox, Safari, etc. For details on supported browser versions, please visit <http://www.cuhk.edu.hk/cusis/com/cusis-PCrequirement.pdf>.

Pop-up

You might need to allow pop-ups in your browsers to access some specific CUHK online information. If your internet browser blocks pop-ups by default, you could follow the steps at www.cuhk.edu.hk/itsc/training/faq-popup.html to allow cuhk.edu.hk for pop-ups.

Session Timeout

When you leave the MyCUHK window idle for more than 20 minutes, the system will log you out. The timeout message will pop up two minutes before the session expires. You are advised to save your input periodically to avoid any data loss due to system timeout.

III. Submission of Thesis (1st Draft)

Before submission, please make sure soft copy of the following is ready:

1. File of the 1st draft of thesis;
2. Completed Approval Form for Submission of Thesis/Portfolio (TAS-5) (with approval from Supervisor and Division Head);
3. Receipt for * publication fee paid (HK\$195 for doctoral thesis/portfolio); and
4. Receipt for * examination fee paid
 - HK\$2,400 for doctoral thesis/portfolio
 - HK\$2,000 for master's thesis/portfolio

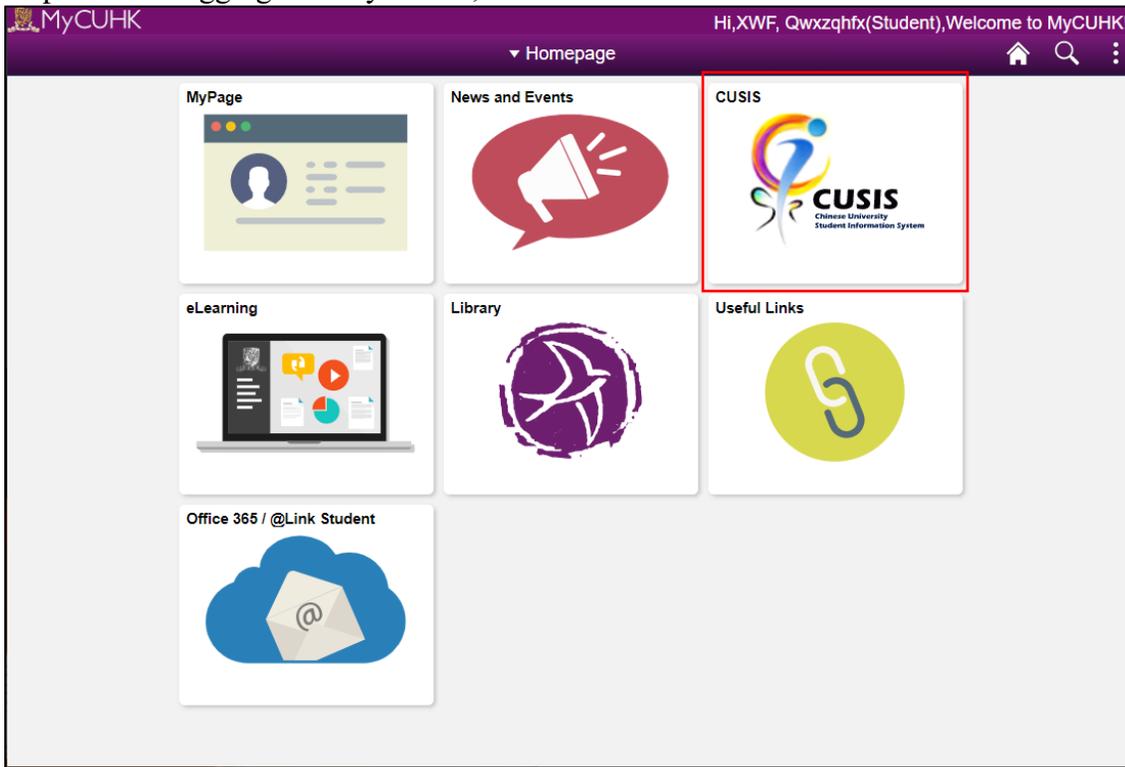
* Payment should be settled by ATM transfer at Hang Seng Bank (HSB):

HSB A/C number for payment of Examination Fee for all theses: 293 005 005 013

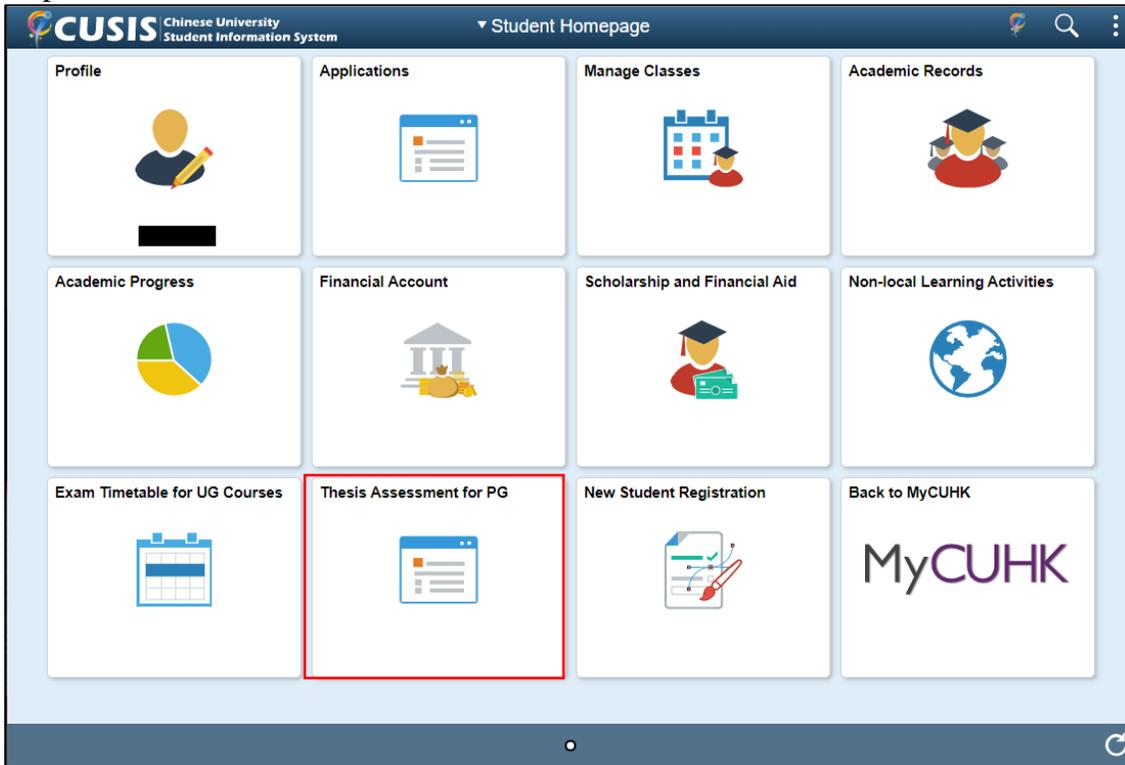
HSB A/C number for payment of Publication Fee for doctoral theses: 293 005 005 010

Students MUST attach the payment receipt(s) to the Graduate School for checking and retention.

Step 1: After logging into MyCUHK, click “CUSIS”.



Step 2: Select the tile of “Thesis Assessment for PG”.



Step 3: You will be redirected to “Thesis Submission (1st Draft)” by default. Please see the full screen capture below and follow the instructions to upload the 1st draft of thesis and related documents:

Student Homepage
Thesis Assessment for PG

Thesis Submission (1st Draft)

Thesis Submission (Final Ver.)

Thesis Submission (1st Draft)

Name (English) QH-HW, JIz Hwx **Student ID** [Redacted]

Name (Chinese) [Redacted]

Programme PhD Philosophy **Mode of Study** Full-time **Degree** Doctor of Philosophy

Thesis Title
[Redacted]

Thesis/Portfolio

Please upload your files in *.zip if you uploading multiple files (Max File Size = 200MB)
All file extension such as .doc, .pdf, .txt etc are supported except .exe and .rar

1st Draft

Attachment	Attached File	View	File Upload	Virus Scanning Status
1	[Redacted]	View	File Upload	[Redacted]

Form and Receipt

Please upload the following documents (Max file size = 2MB):

Examination Fee

- Doctoral student: HK\$2,400; or
- Master's student: HK\$2,000
- Please transfer the fee to Hang Seng Bank account 293-005-005-013 and upload the receipt

Receipt for Examination Fee

Attachment	Attached File	View	File Upload	
1	[Redacted]	View	File Upload	[Redacted]

- Please download the Approval Form for Submission of thesis (TAS-5) at https://www.gs.cuhk.edu.hk/download/Form_TAS5.pdf
- Obtain the endorsement from the supervisor and Head of Graduate Division.

Approval Form for Submission of Thesis (TAS-5)

Attachment	Attached File	View	File Upload	
1	[Redacted]	View	File Upload	[Redacted]

- Publication Fee: HK\$195;
- Please transfer the fee to Hang Seng Bank account 293-005-005-010 and upload the receipt.

Receipt for Publication Fee

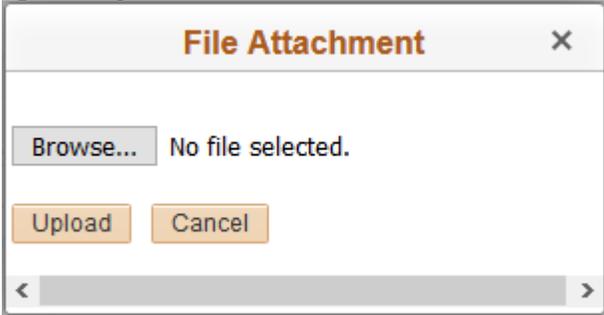
Attachment	Attached File	View	File Upload	
1	[Redacted]	View	File Upload	[Redacted]

Statement of Declaration

- The Thesis/Portfolio submitted herein is for the fulfilment of the graduation requirement of the degree and programme stated.
- I hereby declare that I am the sole author of the thesis/portfolio and the material presented in the thesis/portfolio is my original work except for those explicitly acknowledged.
- I am responsible for clearing all third party content in the thesis/portfolio before submission, and have taken reasonable care to ensure confidentiality of data, including those in relation to research participants, if any, involved in the research.
- Intellectual Property policies as contained in the Office of Research and Knowledge Transfer Services website at <https://www.orlts.cuhk.edu.hk/policy>
Applicable to research postgraduate students receiving postgraduate studentship (PGS) from the University undertaking research involving use of the University's facilities and resources
 I acknowledge that I am aware of the University Policy on Intellectual Property, and assign the Intellectual Property Created in the course of that research to the University as provided under Paragraphs 6.1 and 6.2 of the Policy (save and except situations under Paragraph 6.3 of the Policy).
Applicable to all other students (i.e. self-financed M.Phil. and Ph.D. students, and taught doctoral students)
 I acknowledge that I am aware of the University Policy on Intellectual Property, and have assigned to the University the Intellectual Property Created in the course of a research led by a Staff Member that involves use of the University's facilities and resources before we commenced such research activities as provided under Paragraphs 6.1 and 6.2 of the Policy (save and except situations under Paragraph 6.3 of the Policy).
 I also acknowledge that I am aware of the University policy and regulations on honesty in academic work, and of the disciplinary guidelines and procedures applicable to breaches of such policy and regulations, as contained in the *Honesty in Academic Work: A Guide for Students and Teachers* at www.cuhk.edu.hk/policy/academic_honesty.
 I hereby agreed to grant the University a worldwide irrevocable, non exclusive right in respect of the copyright in the thesis/portfolio for the purpose of making copies, abstracts, reproducing or otherwise dealing with the thesis/portfolio by whatever means, including but not limited to, digitizing, storing, reproducing, and distributing the thesis/portfolio in any media and in any format, provided that any and all such acts are only for scholastic and academic purposes and with proper acknowledgment of authorship. This right is for the term of the existence of copyright in the thesis/portfolio.
 I confirm that all PDF files uploaded are valid and not corrupted.

I hereby acknowledge that I have read, understood and agreed to the above statement of declaration.

Submit

Item	Description
1	This section is showing your student record and thesis title.
2	<p>Click this button to upload the file of thesis. After clicking this button, a small window will be launched for browsing the desired file for uploading.</p>  <p>Click “Browse” button to select the desired file. Click “Cancel” or “x” button to cancel the file upload. Click “Upload” button to confirm the file to be uploaded. After clicking the “Upload” button, the thesis file will go through a virus scanning procedure and the virus scanning result will be shown.</p> <p><u>Note:</u> Only one file is allowed to upload so please upload your files in zip format if there are multiple files and the maximum file size is 200MB. All file extension such as .doc, .pdf, .txt etc are supported except .exe and .rar.</p>
3	Click this button to delete the uploaded file.
4	After uploading the Thesis/Portfolio file, you can click this button to view and check if the file is uploaded successfully.
5	Click this button to upload the Receipt for Examination Fee. The maximum file size is 2MB .
6	Click this button to delete the uploaded file.
7	After uploading the Receipt for Examination Fee, you can click this button to view and check if the file is uploaded successfully.
8	Click this button to upload the Approval Form for Submission of Thesis (TAS-5). The maximum file size is 2MB .
9	Click this button to delete the uploaded file.

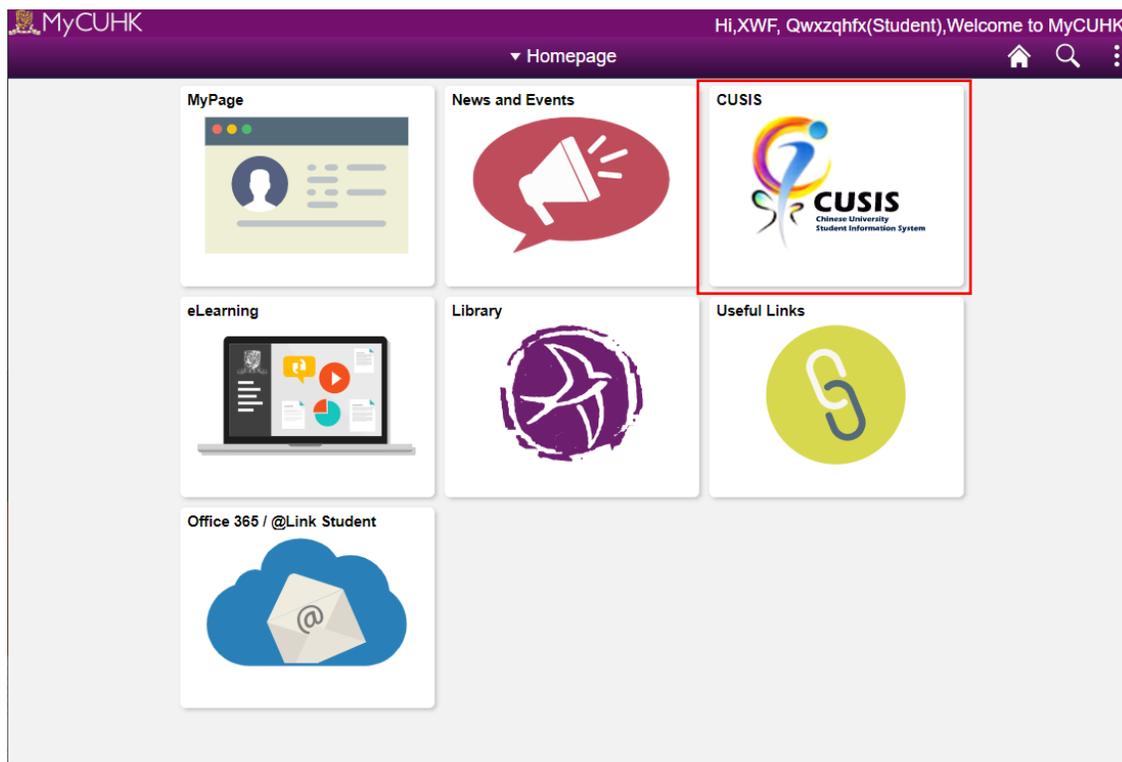
Item	Description
10	After uploading the Approval Form for Submission of Thesis (TAS-5), you can click this button to view and check if the file is uploaded successfully.
11	Click this button to upload the Receipt for Publication Fee. The maximum file size is 2MB . This field is only displayed to doctoral students.
12	Click this button to delete the uploaded file. This field is only displayed to doctoral students.
13	After uploading the Receipt for Publication Fee, you can click this button to view and check if the file is uploaded successfully. This field is only displayed to doctoral students.
14	Tick this check box to acknowledge that you have read, understood and agreed to the statement of declaration.
15	<p>Click this button to submit the thesis. You would be prompted to provide relevant information if a required field is missing. If everything is fine, a pop-up message will be shown after clicking “Submit” button.</p> <div data-bbox="253 968 878 1224" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Are you sure you want to submit? (22400,30)</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div data-bbox="399 1119 557 1199" style="border: 1px solid gray; padding: 5px 15px; background-color: #f0f0f0;">Yes</div> <div data-bbox="573 1119 730 1199" style="border: 1px solid gray; padding: 5px 15px; background-color: #f0f0f0;">No</div> </div> </div> <p>Click “Yes” button to confirm the submission. Click “No” button to go back the previous page.</p>

IV. Submission of Thesis (Final Version)

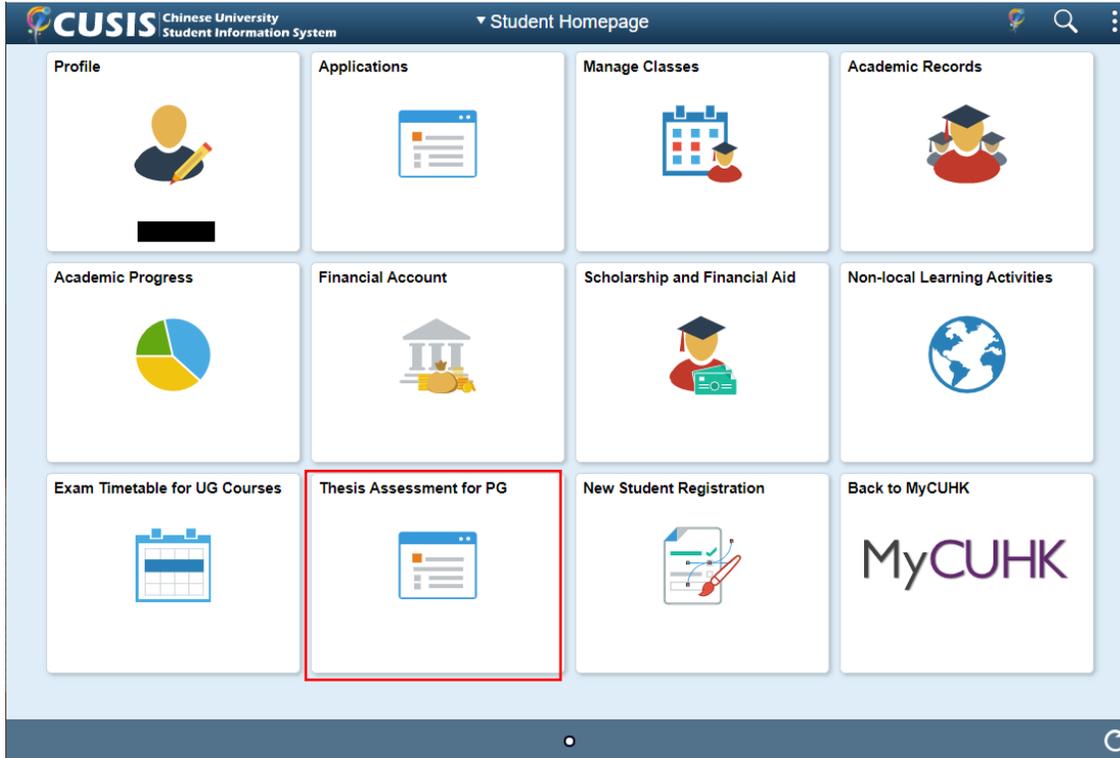
Before submission, please make sure the soft copy of the following is ready:

1. File of the final version of thesis
2. Completed Form for Submission of Thesis/Portfolio (Final version) for Archive/Publication (TAS-7) (with approval of supervisor, if applicable)

Step 1: After logging into MyCUHK, select “CUSIS”.



Step 2: Select the tile of “Thesis Assessment for PG”.



Step 3: Select “Thesis Submission (Final Ver.)”. You can see the full screen capture below. Please follow the steps to upload the final version of thesis and related files.

Thesis Assessment for PG

Student Homepage

Thesis Submission (1st Draft)

Thesis Submission (Final Ver.)

Thesis Submission (Final Version)

Name (English) JFXZ_Zdhtfbz Student ID [Redacted]

Name (Chinese) [Redacted]

Programme MPhil-PhD Physics Mode of Study Full-time Degree Doctor of Philosophy

Thesis Title [Redacted]

Thesis/Portfolio

- Please refer to the guidelines and procedures for submission of final version thesis at the library website at <https://repository.lib.cuhk.edu.hk/en/collection/etd-submission-guide>
- Please upload the file(s) in PDF format only. (MaxFile Size = 200MB)

Final Version

Attachment	Attached File	View	File Upload	Virus Scanning Status
1	[Redacted]	View	File Upload	[Dropdown]

Abstract in English (mandatory)

Abstract in Chinese (mandatory)

Provide up to 6 keywords or a short phrase for citation indices, library cataloging, and database searching. (Text size is 30 characters per keyword)

Keywords in English

Keyword1 [Input] Keyword2 [Input] Keyword3 [Input]

Keyword4 [Input] Keyword5 [Input] Keyword6 [Input]

Keywords in Chinese

Keyword1 [Input] Keyword2 [Input] Keyword3 [Input]

Keyword4 [Input] Keyword5 [Input] Keyword6 [Input]

- Please download the Form TAS-7 at https://www.gs.cuhk.edu.hk/download/Form_TAS7.pdf
- Obtain the endorsement from the supervisor.

Form for Submission of Thesis/Portfolio (Final Version) for Archive/Publication

Attachment	Attached File	View	File Upload	Virus Scanning Status
1	[Redacted]	View	File Upload	[Dropdown]

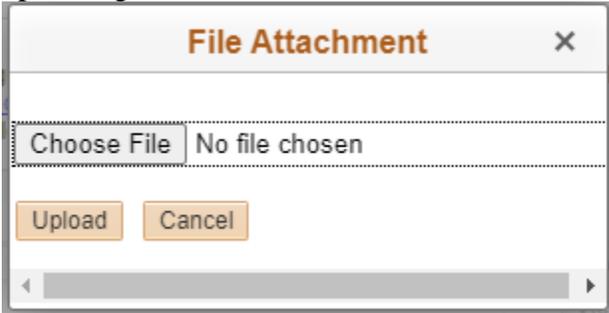
Statement of Declaration

- I hereby declare that the content of the submitted electronic copy of final version of my thesis/portfolio is identical to the one has been read by my supervisor.
- I understand that two year "restricted access" will be granted automatically to my thesis/portfolio. Access to the table of contents and full-text of the thesis/portfolio will be blocked during this two-year period.
- I have read, understood and agreed to ProQuest Theses Dissemination Agreement (https://media2.proquest.com/documents/pgdt-authoragreement_0.pdf) (for doctoral students only).
- I confirm that all PDF files uploaded are valid and not corrupted.

I hereby acknowledge that I have read, understood and agreed to the above statement of declaration.

Submit

Step 4: Select “Thesis Submission (Final Ver.)”

Item	Description
1	This section is showing your student record and thesis title.
2	<p>Click this button to upload the final version of thesis/portfolio. After clicking this button, a small window is launched to browse the desired file for uploading.</p>  <p>Click “Choose File” button to select the desired file. Click “Cancel” or “x” button to cancel the file upload. Click “Upload” button to confirm the file uploading. After clicking the “Upload” button, the thesis file will go through a virus scanning procedure and the virus scanning result will be shown.</p> <p>Note: Please upload the file(s) in PDF format only and the maximum file size is 200MB.</p>
3	Click this button to delete the uploaded file.
4	After uploading the Thesis/Portfolio file, you can click this button to view and check if the file is uploaded successfully.
5	Input the abstract of thesis in English.
6	Input the abstract of thesis in Chinese.
7	This section is to input English keywords or short phrase for citation indices, library cataloging, and database searching.
8	<p>This section is to input Chinese keywords or short phrase for citation indices, library cataloging, and database searching.</p> <p>These fields will only be shown if the thesis language is Chinese.</p>

Item	Description
9	Click this button to upload the form for submission of Thesis/Portfolio (Final Version) for Archive/Publication (TAS-7).
10	Click this button to delete the uploaded file.
11	After uploading the form for submission of Thesis/Portfolio (Final Version) for Archive/Publication (TAS-7), you can click this button to view and check if the file is uploaded successfully.
12	Check the box to confirm that the PDF file uploaded is valid and not corrupted.
13	<p>Click this button to submit the final version of thesis/portfolio. You would be prompted to provide relevant information if a required field is missing.</p> <p>If everything is fine, a pop-up message will be shown after clicking “Submit” button.</p> <div data-bbox="251 819 885 1081" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Are you sure you want to submit? (22400,30)</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div data-bbox="397 966 560 1050" style="border: 1px solid gray; padding: 5px 15px; background-color: #f0f0f0;">Yes</div> <div data-bbox="576 966 738 1050" style="border: 1px solid gray; padding: 5px 15px; background-color: #f0f0f0;">No</div> </div> </div> <p>Click “Yes” button to confirm the submission. Click “No” button to go back to the previous page.</p>