**HONG KONG BAPTIST UNIVERSITY**

**GRADUATE SCHOOL**

## Report on Fulfilment of Graduation Requirements (For 4-year PhD Only)

**Publication/ Oral or Poster Presentation/ Overseas Learning Experience**

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| **Notes:**   * Under the 4-year PhD programme structure, students are required to fulfill specific requirements on Publication, Oral or Poster Presentation and Overseas Learning Experience. Details are as follows:  1. at least one of your publications has been accepted/published; 2. you have made an oral or poster presentation at a reputable international conference, workshop, event or exhibition; and 3. you have fulfilled the 1-6 months overseas learning experience requirement and it can be obtained in a cumulative basis  * To report on the fulfillment of these requirements, students must submit the duly endorsed form together with the supporting documents to Graduate School for graduation arrangements. For other graduation requirements, please refer to point 5 below.   1. **Who should use this form**:   1. PhD students admitted to the University or transferred from the MPhil Programme in 2019/20 or thereafter; 2. PhD students admitted to the School of Business in 2018/19 or thereafter.   2. **When should this form be submitted**:   1. at the times when you have fulfilled any of the graduation requirements below OR 2. at the times when you have fulfilled all graduation requirements; and 3. no later than you submit your thesis for oral examination.   3. **What should be attached to this form**:  A copy of the following should be attached as proof of fulfillment of the relevant graduation requirements:   1. the first page of your publication (which bears your name); 2. evidence showing you have made a presentation, e.g. a photo of the scene and the programme brochure of the event; and 3. the invitation letter from the overseas institution, proof of completion of overseas learning experience, a summary of learning/research outcomes achieved, etc.   4. **How to submit this form**:  Seek endorsement/approval from your Principal Supervisor, Department Head and Faculty/School Dean before submitting it to the Graduate School for verification and record keeping.  5. **Full list of graduation requirements (for your reference):**   * A minimum of 22 units of coursework\*, including:  -   Mandatory Common Core Programme (3 units) -   Research methodology course (3 units) -   Research seminar (4 units, at least 0.5 unit for each semester) -   Other courses (12 units) * Qualifying examination * Confirmation of candidature * Oral examination * Final thesis submission * English proficiency requirement (if applicable) * 3-6 months overseas research learning experience * Poster/oral presentation# * Publication# * GPA 2.67 at minimum * Discipline-specific requirement (if any)   *\*Students should also fulfill the specific requirements stipulated by individual Faculty/School.*  *#The requirement may entail further details as specified by different academic units.* |

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| Section A | Personal Particulars | | | |
| **Name** | *Surname* | *Given name* | **Student No.** |  |
| **Contact No.** |  | | **Study Mode** | **\*** FT / PT |
| **Department** |  | | | |
| **Study Commencement Date** | | \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY) | | |
| ***\*Please circle as appropriate*** | | | | |
| Section B | Publication Details | | | |
| Publication Title | |  | | |
| Author(s) | |  | | |
| Publication Type | | ❑ Journal Article 󠇧 󠇧 ❑ Conference Paper 󠇧 󠇧❑ Book Chapter󠇀❑ Others (please specify): | | |
| Publication Medium | | ❑ Printed 󠇧 ❑ Online 󠇧 | | |
| Title of Journal/ Conference/Book | |  | | |
| Peer-reviewed | | ❑ Yes 󠇧 󠇧❑ No | | |
| Your Role | | ❑ Sole Author ❑ First Author ❑ Second Author ❑ Contributory Author❑ Other, please specify: | | |
| Publication Status and Date | | ❑ Published on 󠇧❑ Accepted but not yet published; expected to be published in*(Please provide month and year, if an approximate date is available)*❑ Other, please specify: | | |
| Citation/ ISBN/ DOI/ URL/Impact Factor | |  | | |
| ❑ Supporting document(s) provided | | | | |
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| Section C | Oral/Poster Presentation in a reputable international conference, workshop, event or exhibition | | | |
| Presentation Title | |  | | |
| Presenter(s) | |  | | |
| Event Details | | *I. Name* |  | |
| *II. Organiser* |  | |
| *III. Location* |  | |
| *IV. Date/Period* |  | |
| Form of Presentation | | ❑ Oral *(online / on-site)*\*❑ Poster | | |
| Reference No. of Approved Study Leave (Overseas Learning Experience) (if any) | | | |  |
| ❑ Supporting document(s) provided | | | | |
| *\*Please circle as appropriate* | | | | |
| Section D | Overseas Learning Experience | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No. of attachment** | **❑** 1st  **❑** 2nd  **❑** 3rd  **❑** Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **Reference No. of Approved Study Leave (Overseas Learning Experience)** | | |  | | | | **Name of Host Institution** |  | **Country** |  | | | | **Institution Type** | **❑** University 󠇀 󠇀 󠇀**❑** Research organization 󠇧**❑** Industrial 󠇀  **❑** Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | **Duration** | From: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_ (DD/MM/YYYY)  To: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_ (DD/MM/YYYY) | | **Total calendar days** |  | | | **Mode** | **❑** Physical **❑** Virtual | | | | | | ❑ Supporting document(s) provided | | | | | | | | | | |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No. of attachment** | **❑** 1st  **❑** 2nd  **❑** 3rd  **❑** Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | **Reference No. of Approved Study Leave (Overseas Learning Experience)** | | |  | | | | **Name of Host Institution** |  | **Country** |  | | | | **Institution Type** | **❑** University 󠇀 󠇀 󠇀**❑** Research organization 󠇧**❑** Industrial 󠇀  **❑** Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | **Duration** | From: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_ (DD/MM/YYYY)  To: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_ (DD/MM/YYYY) | | **Total calendar days** |  | | | **Mode** | **❑** Physical **❑** Virtual | | | | | | ❑ Supporting document(s) provided | | | | | | | | | | |
| Student’s Signature | |  | **Date** |  |
| ***\*\*Please insert new rows if you need to provide more information on your overseas learning experience.*** | | | | |
| Section E | Endorsement/Approval by Signature | | | |
| Principal Supervisor | |  | Date |  |
| Department Head | |  | Date |  |
| Faculty Dean | |  | Date |  |
| Graduate School | |  | Date |  |
| **Privacy Policy Statement and Personal Information Collection Statement (PPS/PICS)**    According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.    Under the provision of the Personal Data (Privacy) Ordinance, requests for personal data access or correction may be made and addressed to:     Graduate School  AAB 904, Level 9, Academic and Administration Building,  Baptist University Road Campus,  Hong Kong Baptist University  Kowloon Tong, Kowloon | | | | |

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| **For office use** | |  |
| By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | System entry on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |