**HONG KONG BAPTIST UNIVERSITY**

**GRADUATE SCHOOL**

## Report on Fulfilment of the Publication Requirement (For 4-year PhD Only)

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| **Notes:**  To report on the fulfillment of the publication requirement (as per disciplinary guidelines), students must submit the duly endorsed form along with the supporting document(s) to the Graduate School before submission of the thesis for oral examination. Please note that publication is only one part of the graduation requirements. For a complete list of graduation requirements, please refer to the graduation audit report on BUniPort.  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 time when you have fulfilled the publication requirement; and 2. no later than you submit your thesis for oral examination.   3. **What should be attached to this form**:  A copy of the first page of your publication (which bears your name) should be attached as proof of fulfillment of the publication requirement.  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. |

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| Section A | Personal Particulars | | | | |
| **Name** | *Surname* | | *Given name* | **Student No.** |  |
| **Contact No.** |  | | | **Study Mode** | **\*** FT / PT  (Please circle as appropriate) |
| **Department** |  | | | | |
| **Study Commencement Date** | | | \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY) | | |
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| 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 | Endorsement/Approval by Signature | | | |
| Principal Supervisor | |  | Date |  |
| Department Head | |  | Date |  |
| Faculty Dean | |  | Date |  |
| Graduate School | |  | Date |  |
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