

User Guide on Online Thesis Submission (for Students)

With effect from September 2021, the following three online forms are available in students' accounts on BUniport for theses submission. The Graduate School will **no longer accept printed/hard copies** of students' theses. This user guide will highlight the key features and administrative application procedures of the online thesis submission system. For details of the requirements and arrangements of thesis submission and oral examination, please refer to GS's website [[LINK](#)]

1. Submission of Thesis (for Examination)
2. Submission of Revised Thesis (for Format Check)
3. Submission of Final Thesis (for Graduation)

[Path: BUniPort -> Studies -> My e-Application -> Online Form]

1. Submission of Thesis (for Examination)

This form is for a student to submit a thesis for examination, or a revised thesis for re-assessment if needed (for example, when substantial revision is required).

Important notes to students:

- Read the **Guideline** page before submitting the form
- Make sure you have completed all the graduation requirements (except oral examination and final thesis submission) listed in Section 15 of the "General Guidelines and Procedures for Research Postgraduate Degrees" in the Handbook for Research Postgraduate Students.
- Upload the following documents in separate files.

The screenshot shows the 'Submission of Thesis (for Examination)' form. At the top, there are tabs for 'Guideline' and 'Form'. The 'Form' tab is active. Below the tabs, there is a section titled 'Important Notes for Students' with three numbered points. The first point is highlighted. Below this, there is a section titled 'Submission by Student' with fields for 'Student No.', 'Name', and 'Study Programme'. Below these fields is a 'Remarks (if any):' text area. Below the text area, there is a section titled 'Please upload the following documents in separate files (in PDF format):' with three numbered points. Below this, there is a section titled 'Documents:' with a 'Choose File' button, a 'No file chosen' status, and an 'Upload File' button. Below the 'Documents:' section, there is a 'Student Declaration' section with three checkboxes. The first checkbox is checked. Below the checkboxes, there is a 'Note 1' section with a reference to the Handbook for Research Postgraduate Students. At the bottom right, there are 'Cancel' and 'Submit' buttons. At the bottom left, there is a footnote: '^ Required Field'.

Submission of Thesis (for Examination)

Guideline Form

Important Notes for Students

1. Please read the page **Guideline** before you submit the form.
2. Detailed procedures of the **Thesis Submission and Examination** arrangements can be found on the Graduate School website.
3. A **User Guide on Online Thesis Submission** is also available for your reference.

Submission by Student

Student No.:

Name:

Study Programme:

Remarks (if any):

Please upload the following documents in separate files (in PDF format):

- (1) your thesis
- (2) a complete similarity index report
- (3) other supporting documents if necessary

Documents:

No file chosen

(Maximum 3 files are allowed)

Student Declaration ^:

☒ I have uploaded (1) my thesis, (2) similarity index report, and (3) other supporting documents (if any).

☐ I confirm that I have fulfilled all the graduation requirements (except passing the oral examination).^{Note 1}

☐ I declare that my unbound thesis is in compliance with the University's policy on avoiding plagiarism. Its similarity index report has been reviewed by my Principal Supervisor (PS).

Note 1: Please refer to the graduation requirements listed in **Section 15** of the Handbook for Research Postgraduate Students.

^ Required Field

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The administrative procedures are as follows:

Action	Party
1. Thesis submission to the system	By student
2. Endorsement of the thesis for examination through the system	By Principal Supervisor; and then By Department
3. Circulation to the Examination Board	By Graduate School

2. Submission of Revised Thesis (for Format Check)

This form is for a student to submit his/her revised thesis for format checking by the Graduate School. Upon completion of format checking, the student will receive a thesis acceptance page and suggestions on format revision (if any) by email.

Important notes

1. This online form is applicable to students required by the Examination Board to make minor revisions to their theses.
2. Students required to make substantial revisions to their theses should submit their substantially revised theses for reassessment by using the **Submission of Thesis (for Examination)** form again.

Submission of Revised Thesis (for Format Check)

Form

Important Notes for Students

1. Detailed procedures of the [Thesis Submission and Examination](#) arrangements can be found on the Graduate School website.
2. A [User Guide on Online Thesis Submission](#) is also available for your quick reference.

Student No.:
Name:
Study Programme:

Remarks (if any):

Please upload the following documents in separate files (in PDF format):
(1) your revised thesis
(2) a memo from your Principal Supervisor, with approval from the Chair of your Examination Board, confirming acceptance of your revised thesis

Documents:
 No file chosen
(Maximum 3 files are allowed)

Checklist of uploads ^:
☐ my revised thesis
☐ a memo from your Principal Supervisor with approval from the Chair of your Examination Board

^ Required Field

User Guide on Online Thesis Submission (for Students)

The administrative procedures are as follows:

Action	Party
1. Submission of the following documents to the system: <ul style="list-style-type: none">• Revised thesis; and• A memo obtained offline from the Principal Supervisor and the Chair of Examination Board confirming acceptance of the revised thesis	By student
2. Format checking <ul style="list-style-type: none">• A Thesis Acceptance Page, along with suggestions on format revisions (if any), will be sent to the students by email	By Graduate School
3. Format revision, if necessary	By student

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3. Submission of Final Thesis (for Graduation)

This form is for a student to submit his/her final thesis, with format already revised as suggested, for deposit in the University's Integrated Research Information Management System (IRIMS).

Submission of Final Thesis (for Graduation)

Form

Important Notes for Students

1. This online form is for final thesis submission after format checking.
2. The final thesis will be deposited in the University's Research Portal for open access to the community unless an embargo is requested.
3. Detailed procedures of the [Thesis Submission and Examination](#) arrangements can be found on the Graduate School website.
4. A [User Guide on Online Thesis Submission](#) is also available for your reference.

Student No.:

Name:

Study Programme:

Congratulations on reaching the final milestone of your study journey. We value your feedback on the programme and appreciate it if you could answer the question below:

Overall, I am satisfied with the quality of my programme and my experience of teaching and learning, as well as research, taking account of the research culture, resources, student support, research skill development and supervision

☐ Very satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied ☐ Very dissatisfied

Remarks: Your decision whether to answer this question will not affect your submission of the final thesis.

Thesis Title ^:

Thesis Title (English Translation) ^IF APPLICABLE*:

Thesis Keywords:
Please enter no more than 5 keywords, each in one textbox.

Language ^:

Embargo Date (if requested):

Please upload the following documents in separate files (in PDF format):

(1) your final thesis (with the Thesis Acceptance page included at the very beginning)

(2) the abstract of your thesis

(3) justification, with endorsement by your principal supervisor, if embargo for more than two years is requested

Documents:
 No file chosen
(Maximum 3 files are allowed)

Confirmation ^:
☐ I have uploaded (1) my final thesis and (2) the abstract.
☐ I grant Hong Kong Baptist University non-exclusive license to archive and distribute my thesis in whole, or in part in all forms of media now, or hereafter known, under the conditions specified above. I retain all other ownership rights to the copyright of this work, and if applicable, I have obtained written permission from the owners of any third party copyrighted materials included in my thesis.

Remarks (if any):

^ Required Field

Action	Party
1. Submission of the following documents to the system: <ul style="list-style-type: none">• final thesis with the Thesis Acceptance Page placed at the very beginning (in front of the title page)• the abstract of the thesis	By student

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<ul style="list-style-type: none">• a document of justifications (e.g. a letter of support from Principal Supervisor) only if an embargo of more than two years is requested	
2. Indication of the embargo period, if necessary, in the online form	By student
3. Thesis transfer to IRIMS	By Graduate School