Faculty of Science
RPG Thesis Submission System
User Guide (Student)

Step 1 – Enter the RPG Thesis Submission System

URL: https://webapp.science.hku.hk/intranet/ThesisSubmission.html

Path: Faculty Website → Current Students → Research Postgraduate Programmes → RPG Thesis Submission Guideline → Thesis Submission: RPG Thesis Submission System and System User Guide

Important Note:
Thesis submission via the RPG Thesis Submission System is considered an official submission. Please ensure your thesis and all related documents to be submitted to the system are in order and ready for examination before submission.

Step 2 – Log in with your HKU Portal account

THE UNIVERSITY OF HONG KONG
FACULTY OF SCIENCE

RPG Thesis Submission System

HKU Portal Login

Please login with your HKU Portal account
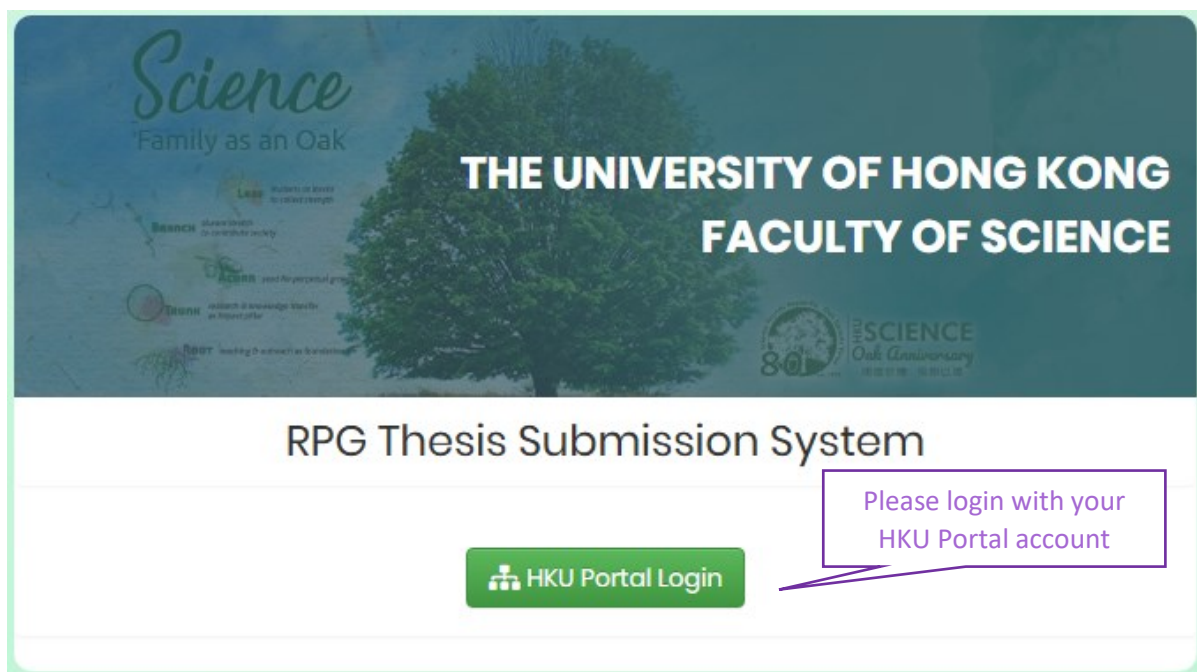
Step 3 – Read the information on this page carefully and check the boxes under the "Declaration" section

Welcome to the RPG Thesis Submission System of the Faculty of Science.

Before proceeding with your thesis submission, please read the RPG Thesis Submission Guideline carefully and ensure that the following documents are ready.

Important Notes:
  a. Thesis submission via the RPG Thesis Submission System is considered an official submission. Please ensure your thesis and all related documents to be submitted to the system are in order and ready for examination before submission.
  b. Candidates and supervisor(s) are reminded not to contact Examiners personally regarding the thesis or examination procedures. Any improper contact with the Examiners may lead to serious consequences, including the assessment results of the examination being declared null and void.

Documents Required to Submit on RPG Thesis Submission System:

1. A softcopy of your Thesis

   - The thesis submitted for examination shall be typewritten on A4-size paper (except for drawings, maps or tables on which no restriction is placed), with a margin of not less than 35mm on both right and left-hand edges of each page.
   - Please refer to the HKU Libraries Guideline for more details.
   - Format: In a PDF file with bookmarks
   - Maximum File Size: 25MB

2. Thesis Submission Form(s) for each supervisor

   - Download here
     (* For Joint-Placement students, please contact your home Department for the appropriate Submission Form.)
   - Each supervisor should complete a form individually.
     (* For Joint-Placement or Joint-Programme students, please ensure both your HKU supervisor and partner institute supervisor endorse the form.)

3. The latest Turnitin Originality Report

   - Please provide a complete version of your Turnitin Originality Report, which should show the full thesis in your original thesis format, with highlights of the similarity text and the similarity index at the end of your Turnitin report.
   - You may contact your home Department for the Class ID and Enrollment Password.
   - You should consult your supervisor(s) for refinement of the draft thesis before submission if necessary.

4. Abstract

   - Word Count: between 200 to 500 words
   - This document shall be identical to the abstract page included in the Thesis (Document 1) submitted on the RPG Thesis Submission System
   - This document should also indicate the word count and be signed by your primary supervisor(s).
     (* For Joint-Placement or Joint-Programme students, please ensure both your HKU supervisor and partner institute supervisor sign on the Abstract.)

5. Proof of Submission of Dataset

   - HKU Research Postgraduate (RPg) registered in September 2017 and thereafter are required to submit a Data Management Plan (DMP) to the University Libraries by the end of his/her probationary period, where applicable, to describe the use of data in preparation for, or in the generation of their theses; and depositing, where applicable, a dataset in the HKU DataHub.
   - Please ensure that you have submitted your Dataset and completed the RPG Data Management Plan (DMP).
   - Students do not need to submit a DMP if:
       a. Data is freely available on the internet or in libraries, or
       b. License forbids deposit, or
       c. No data was used in the research project for the creation of the thesis.
   - Please submit the Proof of Submission of Dataset, printed from the Libraries system.
   - Please contact HKUL Research data services for further assistance if necessary.

Should you have any questions, please contact the Faculty of Science at scirpg@hku.hk.

Good luck with your examination!

Declaration:

☐ I have read the above information, all the necessary documents required for submission to the RPG Thesis Submission System are ready and in order.

☐ I understand that this submission is considered official and re-submission is **not** allowed once I have completed the thesis submission on system.

☐ I confirm that I will **not** contact the Examiners personally regarding the thesis or examination procedures and I understand that any improper contact with the Examiners may lead to serious consequences, including the assessment results of the examination being declared null and void.

Next

Please check the boxes and click "Next" to proceed

Step 4 – Fill in all the required information and upload all necessary documents

A. Personal Particulars :

Name & UID	
Degree	
Email	✉
Thesis Title	

Important Notes:

a. The thesis title **MUST be completely identical** to the thesis title provided in all your documents submitted on the RPG Thesis Submission System, including but not limited to:
  - Thesis (Title Page and Abstract page), and
  - Thesis Submission Form(s) for each supervisor, and
  - Abstract (with word count and signed by your primary supervisor(s))
  Any discrepancy will lead to a delay in your exam procedures.
b. Upper case should be used for the thesis title, except where certain scientific terms require the use of lower case.

Please read the Impotent Notes before you enter your Thesis Title

B. Documents Submission :

Document Format: PDF file
Maximum File Size: 25MB

1. Thesis (PDF file with bookmarks)

Upload document

2. Thesis Submission Form(s) for each supervisor

Upload document

3. The latest Turnitin Originality Report (Showing highlights of the similarity text and similarity index)

Upload document

4. Abstract (with word count and signed by your primary supervisor(s))

Upload document

5. Proof of Submission of Dataset

HKU Research Postgraduate (RPg) registered in September 2017 and thereafter are required to submit a Data Management Plan (DMP) to the University Libraries by the end of his/her probationary period, where applicable, to describe the use of data in preparation for, or in the generation of their theses; and depositing, where applicable, a dataset in the HKU DataHub.

Details are available at: https://hub.hku.hk/researchdata/rpg.htm

○ I am **not** required to submit a DMP, and therefore I am **not** required to submit research dataset

○ I have submitted a DMP before, and have now submitted the research dataset to the University Libraries together with my thesis for examination.

Upload document (Proof of Submission of Dataset)

C. Declaration :

☐ I declare that the whole thesis is written by myself and that the research work of my thesis is all my own work;

☐ I declare that [＿＿＿＿] % of the research work in my thesis has been carried out in collaboration with other parties;

Please provide justification/further information on your contribution (if applicable):

[＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿]

☐ I declare that I have followed ethical practice in research pertaining to my thesis.

[Preview ◢]   [Reset]

Please fill in the required information, check the boxes, and click "Preview" to proceed

Step 5 – Review your submission and click "Confirm and Submit" if the submission is ready

C. Declaration :

☑ I declare that the whole thesis is written by myself and that the research work of my thesis is all my own work;

☑ I declare that [10] % of the research work in my thesis has been carried out in collaboration with other parties;

Please provide justification/further information on your contribution (if applicable):

[＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿]

☑ I declare that I have followed ethical practice in research pertaining to my thesis.

[Confirm and Submit ◢]   [Back]

Step 6 – You will receive a system-generated automatic email upon successful submission

THE UNIVERSITY OF HONG KONG
FACULTY OF SCIENCE

RPG Thesis Submission System

Thank you for your submission. Your application reference number is   .

We will check your submission according to our internal procedures. You will receive an official email within one week to confirm your submission and there will also be information on the oral examination.

Should you have any queries, please feel free to contact us at scirpg@hku.hk.

Faculty of Science Office
The University of Hong Kong

Step 7 – Faculty Office will review your thesis submission, an official acknowledgment email will be sent to you upon confirmation of your submission

THE UNIVERSITY OF HONG KONG
FACULTY OF SCIENCE

RPG Thesis Submission System

To:

Dear   ,

Thesis Submission (date of submission:)

This is to acknowledge receipt of your thesis, entitled: .

Upon receiving all reports from the examiners, you will be contacted regarding the oral examination. In this connection, it would be helpful if you could keep your departmental office informed of any changes of contact addresses and telephone numbers.

As a gentle reminder, please note that the Faculty Office is the point of contact between the University and the External Examiner. Candidate and Supervisor(s) are advised not to contact the External Examiner personally with regard to the thesis or the examination procedures. Please note that improper contact with the External Examiner may lead to serious consequences including the assessment results of the examination being declared null and void.

You will be contacted in due course regarding the settlement of the examination fee.

Thank you for your attention.

Best regards,

Faculty of Science
The University of Hong Kong