**Steps of Achievement Card (AC) Submission**

1. The AC shall be completed twice for FT MPhil students and three times for PT MPhil and FT/PT PhD students. The time frame for completion is shown [here](#).
2. Only the supervisor has access to the online AC. The supervisor and student should arrange a meeting to discuss and complete the online AC together in a timely manner.
3. In order to ensure that the AC is completed by the supervisor with the presence of the student, the supervisor is required to input a Student’s Agreement Code before he/she can submit the AC. The supervisor can click the button ‘Request for Student’s Agreement Code’ at the end of the AC, and the code will then be sent to the student’s HKU email. The student has to show the code, which is valid for 1 day, to the supervisor for inputting in the AC.
4. The DRPC shall review the ACs submitted by supervisors, and submit report to the FHDC as appropriate. The FHDC shall submit a summary report to the Graduate School upon request.

**Note:**

June 2019
May 2020