

Checklist for Confirmation of Candidature (RPG)

(A) By the end of the probationary period and before Probation Seminar, please ensure the following items have been done:-

	Items	Done (please ✓)
1	Completed all Graduate School courses	
2	Completed the Faculty compulsory course SSAF6001	
3	Completed a mandatory training course on teaching skills “Certificate of Teaching and Learning in Higher Education: Stage 1	
4	Completed all or at least 50% departmental coursework	
5	Completed CHEM6101 Chemistry Seminar	
6	Submitted Data Management Plan (DMP)	
7	Fixed Date, Time, Venue and Probation Seminar Title with Advisory Panel members*, and send the details by email to Ms. Josie Cheng at jscheng@hku.hk for preparing the announcement	
8	Prepare the Detail Scheme of Research (please see the format and guideline)	
9	Obtain the Confirmation of Candidature form from Ms. Josie Cheng	

**If you are not sure about the assigned Advisory Panel member, please contact Ms. Josie Cheng for details.*

(B) After Probation Seminar, the following documents must be submitted to Department of Chemistry, Ms. Josie Cheng, within one month.

	Items	Done (please ✓)
1	Completed the Confirmation of Candidature form and obtain all Panel members' signature	
2	Detail Scheme of research and signed by supervisor	
3	A copy of “Certificate of Teaching and Learning in Higher Education: Stage 1” Certificate	
4	CHEM6101 Chemistry Seminar result slip from Dr. HY Au- Yeung	
5	Supervisor completed the on-line Probationary report	
6	Data Management Plan result slip signed by supervisor	