

Functional Module - Research Report

Platform	Website
Description	The E-portfolio System should allow trainees to upload research reports (Annex 1) and then be reviewed by the trainers and assigned reviewers further. Different from WBA or Half-yearly assessment, the research report is not required to submit every 6 months. It is not a compulsory requirement for BST although they are encouraged to submit. HSTs are required to have at least two completed research projects approved by the Research Committee before they are eligible for examination enrolment. HST must be the Principal Investigator (PI) of at least one submitted project. No sharing of the research project is allowed. Each research project can only be submitted by one trainee as the main PI.

	Workflow	BST/HST	Trainer	Reviewer	College Admin
1.	System Settings	<ul style="list-style-type: none"> ● Allow BST/HST to upload research report ● Plagiarism checker – online plagiarism test tool for the trainee to check plagiarism via online submission. ● Allow generating plagiarism report. 		The list of the reviewer will be updated by College Administrator	<ul style="list-style-type: none"> ● The deadline for modify/ withdrawal of research report is 24:00 of 31 March and 30 September every year. ● Enable BST/ HST to fill in the information before uploading the report. For example: <ol style="list-style-type: none"> 1. title of the research report 2. current status 3. type of research 4. word count of abstract
2.	Submit the Research Report	<ul style="list-style-type: none"> ● BST/HST to fill in some information, then click “Upload” to submit the research report. <ol style="list-style-type: none"> 1. title of the research report 	<ul style="list-style-type: none"> ● Trainer view the submitted research report and sign for the form 		The system can generate a report of submission status

		<ol style="list-style-type: none"> 2. current status 3. type of research 4. word count of abstract etc. <p>Select the trainer for this research report. A push message will send to the trainer's inbox</p> <ul style="list-style-type: none"> ● Once "Upload" is clicked, the page of "research report submission" will be updated, and HST/ BST can review/ re-submit the submitted form. ● Button for check plagiarism ● The deadline for modify/ withdrawal of submission is 24:00 of 31 March and 30 September every year. 	<ul style="list-style-type: none"> ● The trainer will be notified when modification/ withdrawal is made by the trainee 		
<p>3.</p>	<p>Submission After Deadline</p>	<p>BST/ HST is not allowed to modify the submitted forms</p>		<ul style="list-style-type: none"> ● The reviewer will be notified when the assignment is made by College Administration ● The reviewer can view and comment on the research report (fill the electronic assessment form via the system) ● A reminder will be sent automatically via the system 2 weeks before the revision deadline. 	<ul style="list-style-type: none"> ● List of research report submission with submitted forms in PDF files will be sent to the Administrator for handling after the deadline ● Assign reviewers to review research report

<p>4.</p>	<p>Post-submission</p>	<ul style="list-style-type: none"> ● BST/ HST can view the overall summary at the e-portfolio system ● HST can view and download Certificate for completion of research requirement once he/she has fulfilled the requirement (at least two completed research projects approved by the Research Committee) 	<p>The trainer will be notified of the results of the research report</p>		<ul style="list-style-type: none"> ● After Research Committee has endorsed the research reports, allow admin to change result status and grading for the research report <ol style="list-style-type: none"> 1. Approved (Pass, Merit, Distinction) 2. Pending 3. Need revision 4. Disapproved ● Space for Administrator to upload Certificate for completion of the research requirement ● The system can generate a report of result status (for a reminder email to HST)
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Report Required:

- A report showing trainee’s submitted report, the result, and endorsement status.