# **104/819**

# **THE UNIVERSITY OF HONG KONG**

## Graduate School

### Notice of Intention to Submit a Thesis for Joint Programmes

Note (i): A candidate shall serve written notice to the Chairman of the Departmental Research Postgraduate Committee (DRPC) of his/her intention to submit a thesis for examination, **at least three months before the expected date of submission.**

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| --- | --- | --- |
| Name of candidate: |  |  |
|  | (surname in capital letters) |
| Degree: *(Please tick as appropriate)* |  | HKU Student No.: |  |
| 🞏 Joint PhD degree with Imperial College London (HKU as Home U)🞏 Joint PhD degree with King’s College London (HKU as Home U)🞏 Joint Educational Placement for PhD with The University of Toronto (Single PhD degree to be awarded by HKU only)🞏 HKU-SUSTech Joint Education Programme for PhD (Single PhD degree to be awarded by HKU only) |
| Department: | HKU: |  | Supervisor(s): | HKU: |
|  | Partner U: |  |  | Partner U: |
|  |  |  |  |  |
| Field of Study: |  |  | Registration Date: |  |

**Section (A) - To: Chairman, DRPC (To be completed by the candidate)**

I would like to notify you of the following:

1. I shall submit my thesis for examination on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. the provisional title of my thesis is:

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1. I declare that the whole thesis is written by myself and that (*please tick as appropriate*):
	* the research work of my thesis is all my own work; or
	* \_\_\_\_\_\_\_\_\_ % of the research work in my thesis has been carried out in collaboration with other parties, and I indicate below the percentage of my contribution in each piece of the collaborative work (including jointly published work) (*Use additional sheet if necessary*):

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1. 🞏 I declare that I have followed ethical practice in research pertaining to my thesis, including ethical approval where applicable, and all relevant policies of the University. I am also aware that plagiarism is a serious misconduct which may lead to disciplinary action and a Fail of the thesis.

*(Note: If box (iv) is not ticked, the DRPC should follow up with the candidate and supervisor to ensure that any malpractice is rectified before the thesis is submitted for examination, and confirm with the Faculty when follow up action is completed.)*

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|  |  |  |  |  |
| Signature of Supervisor (HKU) |  | Signature of Supervisor (Partner U) |  | Signature of Candidate |
| Date: |  | Date: |  | Date: |

Note (ii): If an application for waiver for the 3 months’ prior notification is needed, please attach justifications and any supporting documents.

#### Section (B) - To: Faculty Secretary (To be completed by the DRPC)

The DRPC would like to recommend the following examiners [see notes (iii) to (ix)] / TEC Chairman# to examine the thesis of the above candidate.

**1 Examiner from HKU:**

(Please provide name(s) and post(s) held.)

**1 Examiner from the Partner University**:

(Please provide name(s) and post(s) held.)

**1 External Examiner (external to HKU and the Partner University):**

(Please provide full name, post held, detailed address, fax and e-mail; and attach the examiner’s CV.)

1. I confirm that the supervisors at both HKU and the partner university have agreed on the examiners nominated, and that the supervisor of the partner university has acquired approval for the nomination from the respective Department at the partner university. **The relevant supporting documents (e.g. emails) from the supervisors are attached.**
2. The External Examiner has given consent to serve. (Please tick as appropriate.)

 🞏 Yes 🞏 No

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1. How many times and when has the above-nominated examiner been appointed as External Examiner for a thesis in the Department in the last four years?

 \_\_\_\_\_\_\_\_ times

|  |  |
| --- | --- |
| Previous date(s) of appointment: |  |
|  |

1. Details on collaboration, if relevant

 🞏 Yes 🞏 No

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| --- | --- |
| If yes, please specify: |  |
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1. A statement from the supervisor on why the nominee is qualified as an examiner for the candidate:

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**TEC Chairman (to be appointed from a cognate department):**

(#For Faculties of Arts, Business & Economics, Engineering, Law, Medicine and Social Sciences only.)

(Please provide full name, department, fax, e-mail and telephone number.)

**Ex-officio non-voting member(s) (at least one primary supervisor or co-supervisor at HKU):**

**Tentative date for oral examination [see note (x)]:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | Chairman, DRPC (Department/School/Centre of )Date: |

**Section (C) - To: Graduate School *(for information only)***

Please put forward to the Partner U for consideration, where appropriate, the nomination of examiners

🞎 as set out in section (B) above

🞎 as set out below: *(choose this option and provide relevant information if the Faculty’s appointment is different from the DRPC’s recommendation in Section (B))*

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|  | Faculty SecretaryDate: |

Notes:

(iii) The examiner from HKU should be Teachers of the University as defined by the Ordinance. The external examiner shall normally have completed a graduate degree at doctoral level in the discipline or in cognate area or have equivalent experiences and should as far as possible have not been involved in supervision of the thesis in question, and shall be preferably at Associate Professor level (or equivalent) or above.

(iv) The Faculty should draw on a wide number of experts and not generally rely on a single examiner to evaluate many different theses.

1. For candidates from the L.K.S. Faculty of Medicine, the examiner from HKU 1) must have completed a research higher degree (i.e. PhD, MD or MS) in the discipline or in a cognate area and 2) has to be from a different department than that of the candidate, unless there are no suitable examiners from other Departments within the University.\*
2. No supervisor or candidate should contact any external examiner in relation to the thesis and the examination after the external examiner has been appointed by the Faculty. The Faculty Office staff should be the point of contact between the University and the external examiner. Other than the supervisor contacting a prospective external examiner about his/her availability, neither supervisor nor candidate should contact a prospective external examiner and communicate with or submit anything to him which could possibly influence the examination process or outcome of the examination in any way. Please note that improper contacts with external examiners may lead to serious consequences including the assessment results of the examination being declared null and void.
3. Appointment of an additional examiner to represent the external examiner at the oral examination is not permitted.
4. Supervisors and examiners have the responsibility to read the abstract and to ensure that it is in publishable form and its length should be not less than 200 and not more than 500 words.
5. Joint PhD candidates are required to have satisfactorily fulfilled all of the requirements of the programme of study of both the Home and Partner Universities before they will be permitted to submit the thesis for examination.
6. The examiners will be required to submit their reports within 6 weeks of receipt of the thesis. The oral examination should normally be held within one month of receipt of the reports or from the day the TEC makes such decision.

August 2019

*(\*Updated in October 2021)*