

**THE UNIVERSITY OF HONG KONG
BOARD OF GRADUATE STUDIES**

Notice of Intent to Submit a Thesis for MPhil & PhD Candidates

(applicable to candidates registered on or after 1 September 2001)

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.

Name of candidate: _____
(surname in capital letters)

Degree: MPhil 3-year PhD 4-year PhD HKU No.: _____
 Full-time Part-time

Department: _____ Supervisor(s): _____

Field of Study: _____ First Registration Date: _____

Section (A) - To: Chairman, DRPC

I would like to notify you of the following:

(i) I shall submit my thesis for examination on or before _____.

(ii) the provisional title of my thesis is:

(iii) 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*):

(iv) I declare that I have followed ethical practice in research pertaining to my 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.)

Signature of Primary Supervisor
Date:

Signature of Candidate
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

Please set up a Thesis Examining Committee (TEC) for the candidate. The DRPC would like to recommend the following examiners [see notes (iii) to (viii)]/TEC Chairman# to examine the thesis of the above candidate. The CV of the external examiner is attached for your reference.

Internal Examiner(s):

(MPhil: 1 internal examiner; PhD: 2 internal examiners) [For L.K.S. Faculty of Medicine, please see note (vi)]
(Please provide name(s) and post(s) held.)

External Examiner:

(Please provide full name, post held, detailed address, fax and e-mail.)

(a) The External Examiner has given consent to serve. (Please tick as appropriate.)

Yes No

(b) 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: _____

(c) Details on collaboration, if relevant

Yes No

If yes, please specify: _____

(d) A statement from the supervisor on why the nominee is qualified as an examiner for the candidate:

Notes:

(iii) Internal examiners should be Teachers of the University as defined by the Ordinance. External examiners shall normally be those who 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.

(iv) In the case of a candidate who is a Teacher or a full-time appointee of the University who provides instruction, two external examiners shall be appointed for the MPhil candidate, and one internal and two external examiners for the PhD candidate.

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

(vi) For the examination of PhD thesis of candidates from the L.K.S. Faculty of Medicine, at least one of the internal examiners should be appointed from a different Department than that of the candidate, unless there are no suitable examiners from other Departments within the University.

(vii) 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.

(viii) 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.

Additional Examiner:

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

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 (normally the primary supervisor):

Tentative date for oral examination:

Note (ix): 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.

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