

THE HONG KONG POLYTECHNIC UNIVERSITY

Engineering Doctorate Programme

Setting up a Panel for Thesis Proposal Confirmation

1. Candidate's Particulars

Name: _____ (Student no.: _____)

Department _____

Title of the report _____

2. Academic Supervisor(s)

(a) Name: _____

Department: _____

(b) Name: _____

Department _____

3 For completion of Departmental Programme Leader (Note: This section will be filled by the Chairman, Departmental Research Committee if the Departmental Programme Leader is the chief academic supervisor/second academic supervisor of the candidates)

Proposed names of Internal Examiner, in order of priority. (See Important Notes below)

Name of academic staff	Position and Department
1.	
2.	
3.	

IMPORTANT NOTES:

a) *The Internal Examiner should normally be at the Associate Professor level or above and knowledgeable in the area of study.*

b) *An Internal Examiner should not have previously acted as the candidate's supervisor, and should otherwise be impartial. In all circumstances, an Internal Examiner should maintain a certain detachment from the candidate and the Supervisor(s). Please complete the Declaration Section that follows.*

Please provide justifications below if your nomination deviates from any of the requirements.

Justifications for nominating _____ who is not at Associate Professorial level or above:

Signature: _____
Departmental Programme Leader

4. DECLARATION BY CHIEF ACADEMIC SUPERVISOR / SECOND ACADEMIC SUPERVISOR

Nominated Internal Examiners	Any relationship in the past six years? (Yes/ No)	If yes, please elaborate on the nature of the relationship in the relevant box(es) below.	
		Professional (other than being colleagues)	Personal #
Nominated Internal Examiner 1	Chief Academic Supervisor:		
	Second Academic Supervisor :		
Nominated Internal Examiner 2	Chief Academic Supervisor:		
	Second Academic Supervisor :		
Nominated Internal Examiner 3	Chief Academic Supervisor:		
	Second Academic Supervisor :		

Personal relationship refers to any family connection between the nominated internal examiner and the Supervisor(s). Family connection could be parent or child, husband or wife, brother or sister, including also nephews/nieces, aunts/uncles, cousins, and relations by marriage.

5. Information on Collaboration of Candidates

(a) Are you currently supervising any EngD candidate(s) who is(are) conducting different parts of the same research topic in collaboration with this candidate or their studies are mutually supportive of one another?

No Yes, details of the candidate(s) concerned are given below:

Name of Candidate	Thesis Title
1.	
2.	

6. Signature of Supervisor(s)

Signed: _____ Date: _____
(Chief Academic Supervisor)

Signed: _____ Date: _____
(Second Academic Supervisor)

7. (a) Approval from the Departmental Research Committee (Note: This section will be filled by the Chairman of the EngD Programme Committee if Section 5 is filled by the Chairman of DRC OR if the DRC Chair is the chief academic supervisor/second academic supervisor of the candidate.)

We *approve/do not approve the proposed title as indicated in Section 1.

We *approve/do not approve the appointment of the internal examiner as nominated by the Departmental Programme Leader.

(b) Recommendation / Comments of the Departmental Research Committee

Signed: _____
(Chair, Departmental Research Committee)

Date: _____

Please send this form to the Secretary, EngD Programme Committee for record once this form is completed.