

# THE HONG KONG POLYTECHNIC UNIVERSITY

## Engineering Doctorate

### Notice of Intention to Take Thesis Examination

**Note:** Please note that the information given in this form will be used only as a basis for all types of processing relevant to your studies at The Hong Kong Polytechnic University.

#### Instructions:

1. Please type and "✓" the appropriate boxes.
2. Sections 1-3 should be completed by the candidate whilst sections 4-9 should be completed/ proceeded by the Supervisor(s).
3. Please send your thesis (in Word or PDF format) and the completed Form 'EngD/05 Notice of intention to take thesis examination' and Form 'EngD/09 Declaration of Ownership of Work' (in PDF format) to a designated email account for collecting thesis ([dethesis@polyu.edu.hk](mailto:dethesis@polyu.edu.hk)). Please copy the email to your Chief Supervisor, DRC Chair and Programme Secretary ([destepwg@polyu.edu.hk](mailto:destepwg@polyu.edu.hk)) for information.

#### **1. Candidate's Particulars**

Name:

Department:

Thesis title:

#### **2. Academic Supervisor(s)/Industrial Advisor**

(a) Name:

Department:

(b) Name:

Department/Company:

(c) Name:

Department/Company:

#### **3. Declaration on Open/Closed Oral Examination by the Candidate**

I declare that an open oral examination can be conducted.

I declare that a closed oral examination should be conducted. The justification is given in the attached letter from my Company.

**Signature of Candidate** \_\_\_\_\_

#### **4. Statement by Chief Academic Supervisor**

I agree that the thesis has reached the acceptable standard for examination. The thesis has also met the University's English language standard expectation. The proposed date of oral examination is \_\_\_\_\_.

I agree that an \*open/closed oral examination be conducted.

5. **Proposed names of External Examiners, in order of priority. (See Important Notes below)**

**From Academic**

Name	Post	Affiliated Institution
1.		
2.		
3. If applicable		
4. If applicable		

**From Industry**

Name	Academic Qualification	Post and Company
1.		
2.		

**IMPORTANT NOTES:**

- a) A CV with a list of relevant publications for each nominated External Examiner must be attached. The Supervisors should inform the nominees that their CVs may be made available to the relevant parties for appointment purposes
- b) The BoE comprises two external examiners, one from academic and preferably the other one from the industry. The external examiner from the academic should normally be at the Associate Professor level or above, or the equivalent, and have successful PhD supervision experience as Chief Supervisors. The external examiner from the industry should hold a Doctoral degree and a senior position in a company different from that of the candidate. A total of 4 external examiners should be proposed (i.e. 2 for each category from Academic and Industry in order of priority). In case no nomination from the industry is given, 2 additional external examiners from academic should be given.
- c) An External Examiner should not have previously acted as the candidate’s supervisor, and should otherwise be impartial. In all circumstances, an External 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 \_\_\_\_\_ from the academic who is not at Associate Professorial level or above (or the equivalent) OR who has no successful PhD supervision experience as Chief Supervisor:

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Justifications for nominating \_\_\_\_\_ from the Industry who does not hold a doctoral degree OR Justifications for not nominating an External Examiner from the industry .

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Justifications for nominating only non-local external examiners:

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**DECLARATION BY CHIEF ACADEMIC SUPERVISOR / SECOND ACADEMIC SUPERVISOR / INDUSTRIAL ADVISOR**

I have confirmed with the candidate that the nominated External Examiners have NOT acted previously as his/her thesis/dissertation supervisor.

**From Academic**

Nominated External 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.	
		Business/ Professional	Personal #
Nominated External Examiner 1	Chief Academic Supervisor:		
	Second Academic Supervisor :		
	Industrial Advisor:		
Nominated External Examiner 2	Chief Academic Supervisor:		
	Second Academic Supervisor :		
	Industrial Advisor:		
Nominated External Examiner 3 (If applicable)	Chief Academic Supervisor:		
	Second Academic Supervisor :		
	Industrial Advisor:		
Nominated External Examiner 4 (If applicable)	Chief Academic Supervisor:		
	Second Academic Supervisor :		
	Industrial Advisor:		

**From Industry**

Nominated External 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.	
		Business/ Professional	Personal #
Nominated External Examiner 1	Chief Academic Supervisor:		
	Second Academic Supervisor :		
	Industrial Advisor:		
Nominated External Examiner 2	Chief Academic Supervisor:		
	Second Academic Supervisor :		
	Industrial Advisor:		

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

**6. 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.	

*Note: The Faculty Office will ensure the same BoE Chair and at least one common external examiner be appointed for the above candidates. Please attach information on the original contribution of each candidate for the assessment of the BoE.*

**7. Coursework Requirement**

- The candidate has fulfilled the coursework requirement with an award GPA of \_\_\_\_\_.
- The candidate has not fulfilled the coursework requirement#.

(# All candidates need to obtain an award grade point average (GPA) in the taught component greater than or equal to 3.0, and must satisfy the examiners in the research component.)

**8. Signature of Supervisor(s)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chief Academic Supervisor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Second Academic Supervisor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Industrial Advisor)

Section 9 should be completed by the Departmental Research Committee if the Chief Academic Supervisor has indicated in Section 4 that the candidate’s thesis has reached the acceptable standard for examination.

**9. (a) Approval from the Departmental Research Committee**

- We \*approve/do not approve the candidate’s thesis submission on the proposed title as indicated in Section 1.
- We \* approve/do not approve the request from the candidate for conducting a closed oral examination.

(\*Please delete as appropriate.)

**(b) Recommendation / Comments of the Departmental Research Committee**

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**(c) Nomination of BoE Chair**

In consultation with the Chief Academic Supervisor, I hereby nominate \_\_\_\_\_  
as BoE Chair.

Signed: \_\_\_\_\_  
(\*Chair, DRC/Programme Chairman/DP)

Date: \_\_\_\_\_

*Note: If the DRC Chair is one of the supervisors, Section 9 should be completed by the Programme Chairman. If both DRC Chair and Programme Chairman are the supervisors, this section should be completed by the VP(AD)*

(The following **Section 10/11** will be proceeded by the Secretary, EngD Programme Committee as appropriate.)

**10. Appointment of Chair of Board of Examiners**

- I will be the Chair of the Board of Examiners for the candidate.
- I appoint \_\_\_\_\_ (Department: \_\_\_\_\_) to be the Chair of the Board of Examiners for the candidate.
- I nominate \_\_\_\_\_ (Department: \_\_\_\_\_) to be the Chair of the Board of Examiners for the candidate. I have obtained the prior consent of the colleague and his/her HoD to the appointment.
- I have consulted the nominee. S/he has not had any relationship with the student in the past six years that may constitute a conflict of interest.

Signed: \_\_\_\_\_  
Programme Chairman

Date: \_\_\_\_\_

(\*Please delete as appropriate.)

**11. Approval by Dean(ENG)/DP<sup>1</sup> on the appointment listed in Section 10 [Applicable only if the Programme Chairman is the Chief Academic Supervisor/Second Academic Supervisor of the EngD candidate.]**

I approve/ do not approve the appointment listed in Section 10.

**Recommendations/Comments**

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Dean(ENG)/DP

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<sup>1</sup> DP's approval is required if the Programme Chairman is the Chief Academic Supervisor/Second Academic Supervisor of the candidate AND is also the Interim/Acting Dean or Dean of the Faculty.