

IMPORTANT

Notes to Chair of the Board of Examiners (BoE) on Completion of Thesis Examination Report

The Thesis Examination Report should be completed immediately after the oral examination so that all examiners can sign the form on the spot. As such, a legible handwritten report is acceptable.

While the Regulations permit a maximum of three months for the student to revise the thesis, it is undesirable to stipulate an over-generous revision period as it would unnecessarily lengthen the time for the completion of the study.

You **must** report on the following aspects of the oral examination (Sections 3 and 4 of the Thesis Examination Report):

1. Conduct of the examination, i.e., sequence of events, duration of the examination, including the duration of the student's presentation and question period, etc.
2. Performance of the candidate during the oral defence, i.e., presentation, response to questions from the floor, local/overseas external examiner(s), etc.

Please also give an assessment of the overall quality of the thesis.

This information is necessary in order to allow the EngD Programme Committee to consider the BoE's recommendation and approve the degree award to the candidate.

It would be helpful if the BoE could provide a statement summarising the judgement of the examiners on the significance of the thesis. This is, however, not mandatory.

Both the BoE Chair and the Chief Supervisor are having no voting right. The report detailing the recommendation of the BoE shall be copied to the DRC Chair, who shall alert the Programme Committee to problematic cases and provide necessary information when required.

If a unanimous decision cannot be reached after the oral examination or re-examination or other examinations as required, each member of the BoE will be required to submit a report and recommendation for the consideration of the Programme Committee. The Programme Committee may set up a review panel to consider the case.

Please return the completed Report to the Faculty Office within two working days of the viva.

Thank you for your co-operation.

May 2015

THE HONG KONG POLYTECHNIC UNIVERSITY

Recommendation of the Board of Examiners on a Candidate for the Degree of Doctor of Engineering

The Examiners are required, where possible, to use this form to make a joint report on the oral examination, and to make a recommendation to the Engineering Doctorate Programme Committee.

Note : If an agreed report cannot be submitted, each Examiner should report separately.

1. The Candidate

Name :

Student no.:

Department :

Title of Thesis :

2. The Examination Board

External Examiner(s)

(1) * present/not present at the Examination

(2) * present/not present at the Examination

Internal Examiners

(1) Chairman

(2) Chief Supervisor

(3) Second Academic Supervisor(s) * present/not present at the Examination

(4) Industrial advisor(s) * present/not present at the Examination

Date of Examination :

* Please delete as appropriate

3. Report of the Examiners on the Oral Examination

(a) This report can be released to the candidate: Yes No

(b) We prefer to use the tabular format given below.

We prefer to use a free format. Please find the report on the attached sheet.

Time	Activity	Summary of Examination Process and BoE's Views
	Preliminary discussion by the BOE	
	Oral presentation by the candidate	i. _____ observers attended the session. ii. Quality of presentation:
	Candidate's ability to address questions from the floor and the BoE	

3. Report of the Examiners on the Oral Examination (Cont'd)

Time	Activity	Summary of BoE's Views
	Assessment of the thesis and the candidate's performance	i. candidate's ability to address the comments from examiners ii. overall performance of the candidate iii. any specific concerns

4. Assessment of the Overall Quality of the Thesis

Please assess the thesis by checking the table below with "✓":

Criterion	Excellent	Very Good	Good	Satisfactory	Less than Satisfactory
Significance, applied and innovative value of the work to the professional practice					
Appropriateness of the methodology adopted					
Quality of presentation					
Quality and/or accuracy of results					
Appropriateness of the conclusions					
Adequacy of references					
Overall Rating of the Thesis					

The recommendation of the BoE with regard to the award is shown on the next page.

5. Recommendation of the BoE after the oral examination

The Examiners are requested to circle the recommendation that applies. (One of the following recommendations **must** be chosen. Should the Examiners wish to provide additional information regarding their recommendations, this information should be written on a separate sheet and attached to this report.)

(i) The candidate should be awarded the degree of EngD. (*Please provide additional information on how the candidate has addressed the comments of all of the members of the BoE on the thesis given to him/her prior to the viva.*)

(ii) The candidate should be awarded the degree of EngD subject to:
[Please “√” the appropriate boxes]

the following amendments/corrections being made to the thesis;

an additional assignment;

the above being made/completed to the satisfaction of

the Chairman of the Board of Examiners

the nominee _____ (Name)

A period of _____ weeks/months is allowed. (*Note: The period should be counted from the date of notification of the BoE’s decision to the candidate and it should not normally be longer than three months. Please also see the covering note to the BoE Chair.*)

(iii) The candidate should do a major revision and re-submit the thesis for the degree of EngD:

If the thesis is considered satisfactory by all members of the Board of Examiners, the candidate will be exempted from a further examination

The candidate must undergo a further oral examination

A period of _____ months is allowed. (*Note: the period should be counted from the date of notification of the BoE’s decision to the candidate and there should be only one opportunity of re-examination within a maximum period of 12 months.*)

(iv) The candidate should be awarded the degree of Master of Science in Engineering Research Studies, and no re-submission will be permitted. (Justification should be provided in a separate sheet.)

(v) The candidate should not be awarded the degree of EngD, and no re-submission will be permitted. (Justification should be provided in a separate sheet.)

Signed : _____

(Examiners present at the Examination)

Date: _____

(On completion, please return this form to the Faculty of Engineering, AG711, The Hong Kong Polytechnic University. Fax no.: 2176 4563)