

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 12 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 student during the oral defence, i.e., presentation, response to questions raised by BoE Chair on behalf of the overseas external examiner who could not attend the meeting (if applicable), 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 Programme Committee to consider the BoE's recommendation and approve the degree award to the research student.

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. An extract of an exemplary BoE report is attached for your reference.

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

Thank you for your co-operation.

Message from the Faculty Office  
September 2015

# THE HONG KONG POLYTECHNIC UNIVERSITY

## Recommendation of the Board of Examiners on a Candidate for the Degree of Doctor of Engineering (2<sup>nd</sup> Viva)

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 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

\*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 Examination Process and BoE's Views
	Assessment of the thesis and the candidate's performance	i. student's ability to address the comments from examiners  ii. overall performance of the student  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					
<b>Overall Rating of the Thesis</b>					

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 student 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 the following being completed to the satisfaction of the Board of Examiners:

[Please “ ✓ ” the appropriate boxes]

amendments/ corrections should be made to the thesis:

\_\_\_\_\_

\_\_\_\_\_

an additional assignment:

\_\_\_\_\_

\_\_\_\_\_

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. If the revision period is within 3 months, the amendment is considered to be minor. If it exceeds 3 months, it is considered to be major. The assessment period must be within 12 months. Please also see the covering note to the BoE Chair.)*

(iii) 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.)

(iv) The candidate should not be awarded the degree of EngD, and no re-submission will be permitted for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

If (ii) or (iii) is chosen, the amendments/revised thesis will be considered by the Chair and members of the BoE. In the absence of consensus, individual recommendations will be forwarded to the Programme Committee for decision.

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

\_\_\_\_\_

\_\_\_\_\_

(Examiners present at the Examination)

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

(On completion, please return this form to the Faculty Office, The Hong Kong Polytechnic University.)