

## Notice of Intention to Take Thesis Examination (for Research Postgraduate Students)

**Please read the explanatory information at the bottom of this form before completing this form.**

### 1. Student's Particulars

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_ Dept/School: \_\_\_\_\_

Degree:  MPhil  PhD  Dual PhD  
 Joint PhD Supervision Programmes Leading to a PolyU Degree (Please ✓ as appropriate)

Intended thesis submission date [for reference only] \_\_\_\_\_

Thesis submitted on \_\_\_\_\_

[The following part is only applicable to Dual PhD students.]

Intended thesis submission date to Partner Institution/University: \_\_\_\_\_

Title of thesis to be submitted to Partner Institution/University: \_\_\_\_\_

### 2. External Examiners (EEs) proposed by Chief Supervisor and declaration of business/professional/ personal relationships by the supervisory team

EEs' Particulars	Declaration of any relationship with the proposed EEs in the past six years by supervisory team [If yes, please elaborate on the nature of the relationship with details.]			
	PolyU Chief Supervisor	*Internal/External Co-Supervisor	*Internal/External Co-Supervisor	Chief Supervisor/Co- supervisor from Partner Institution/University [if applicable]
Name: Position: Department: Institution: Email: Tel:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:
Name: Position: Department: Institution: Email: Tel:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:
Name: Position: Department: Institution: Email: Tel:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:
Name: Position: Department: Institution: Email: Tel:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:
<b>Signature of Supervisory Team</b>				

**3. Declaration by Chief Supervisor**

- I have confirmed with the student that all the EEs proposed under Section 2 have NOT acted previously as his/her supervisor.
- I hereby confirm that all the EEs proposed under Section 2 are at the Associate Professor level or above, or the equivalent, and have successful PhD supervision experience as Chief Supervisors, EXCEPT \_\_\_\_\_ who is not at the Associate Professor level or above \*OR/AND who has no successful PhD Supervision experience as Chief Supervisors, and my justification is:  
\_\_\_\_\_

I would like to provide the following justification for proposing \_\_\_\_\_, who holds an “Honorary” title, to be an External Examiner:  
\_\_\_\_\_

I am currently supervising the following research student(s) who is/are conducting different parts of the same research topic in collaboration with this student \*OR/AND whose study(ies) is/are mutually supportive of one another.

Name of Student	Thesis Title	Student’s original contributions to the collaborated research topic
1.		
2.		

Signature of Chief Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Approval of thesis title and nomination of BoE Chair by DoRPgS**

**(a) Approval from the DoRPgS**

I \*approve/do not approve the student’s thesis submission on the proposed title as indicated in the brief description of the thesis.

**(b) Nomination of BoE Chair**

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

Signature of \*DoRPgS/D/SRC/FRC/SB/GSB Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Approval of appointment of BoE Chair by DoS/HoD/Dean/GSB Chair**

- I will be the BoE Chair for the student.
- On the basis of the nomination made by the DoRPgS, I agree to appoint \_\_\_\_\_ of my Department/School to be the BoE Chair for the student.
- On the basis of the nomination made by the DoRPgS, I agree to nominate \_\_\_\_\_ (Department/School: \_\_\_\_\_) to be the BoE Chair for the student. I have obtained the prior consent of the colleague and his/her HoD/DoS to the appointment.
- My justification for appointing \_\_\_\_\_, who is not the Associate Professor level or above or the equivalent \*OR/AND who does not have successful supervision experience at postgraduate level at PolyU or elsewhere, as the BoE Chair is:  
\_\_\_\_\_

Signature of \*DoS/HoD / Dean / GSB Chair: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Nomination of EEs and Declaration by BoE Chair

I confirm that I have not had any relationship (e.g., previous supervisor/co-supervisor at postgraduate level, co-author of publications, etc) with the student in the past six years that may constitute a conflict of interest.

I agree to nominate the EEs proposed by the Chief Supervisor with the following order of priority for the \*FRC/SB/GSB Chair's approval:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

Signature of BoE Chair: \_\_\_\_\_

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

## 7. Approval of EEs nominated by FRC/SB/GSB Chair

I approve the EEs nominated by the BoE Chair with priority order

I have other comments: \_\_\_\_\_

Signature of \*FRC/SB/GSB Chair: \_\_\_\_\_

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

## 8. Approval of nominated External Examiner who holds an "Honorary" title by GSB Chair

Based on the Chief Supervisor's justification under Section 3, I approve \_\_\_\_\_ who holds an "Honorary" title to be the student's external examiner.

Signature of GSB Chair: \_\_\_\_\_

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

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### Instructions on how to complete this form

1. This form must be type-written.
2. Throughout the form, please tick the appropriate boxes and delete as appropriate for \* items, wherever applicable.
3. The student should complete Section 1 of this form and then submit it together with a brief description of the thesis of a maximum of three A4-size pages [see the format on the right] to the Chief Supervisor for the setup of the Board of Examiners (BoE). The brief description of the thesis will be sent to the external examiners.
4. For students admitted in the 2017/18 cohort and before  
The completed form should be submitted to Graduate School (GS).
5. For students admitted from the 2018/19 cohort onwards  
The completed form should be submitted to Department's General Office (DGO).

Brief Description of the thesis
Thesis title:
Brief Description
Signature: Student Name Date:

### Important notes

1. The information provided will be used only for processing your thesis submission.
2. Any subsequent changes to the thesis title after the submission of this form must be endorsed by the Chief Supervisor(s) and approved by the BoE Chair.
3. If the student's Chief Supervisor is currently supervising any other research student(s) who is/are conducting different parts of the same research topic in collaboration with the student OR whose studies is/are mutually supportive of one another, the same BoE Chair and at least one common external examiner should be appointed for these students.

**Procedures for the setting up Board of Examiners (BoE)**

<b>Steps</b>	<b>Action party</b>	<b>Remarks</b>
<p><b>Proposing suitable candidates to be External Examiners (EEs)</b></p> <p><u>Criteria:</u> at Associate Professor level/above, or the equivalent &amp; have successful <u>PhD</u> supervision experience as CS</p> <p>have not acted previously as the student's supervisor</p>	<p><b>CS to:</b></p> <ul style="list-style-type: none"> <li>- propose at least 2 EEs by means of completing Form GSB/2B, preferably 4 months before student's thesis submission</li> <li>- provide <u>brief</u> CVs of EEs with a list of relevant <u>recent</u> publications</li> <li>- declare student's relationship with EEs</li> </ul> <p><b>Supervisor(s)</b> to declare relationship<sup>#</sup> with EEs in the past 6 years</p>	<p>CS to note that EEs affiliate to the same academic department of the same university are not preferred</p>
<p><b>Approval of thesis title and nomination of BoE Chair</b></p> <p><u>Criteria:</u> at the level of Associate Professor or above</p> <p>have successful supervision experience at <u>postgraduate</u> level at PolyU or elsewhere</p>	<p><b>Director of Research Postgraduate Studies (DoRPgS)</b> to</p> <ul style="list-style-type: none"> <li>- approve student 's thesis title</li> <li>- nominate BoE Chair <u>in consultation with the CS</u></li> </ul> <p>(If the DoRPgS is one of the supervisors, the D/SRC Chair should handle the case. If both the DoRPgS and D/SRC Chair are the supervisors, the FRC/SB Chair should handle the case. If the DoRPgS, D/SRC Chair and FRC/SB Chair are the supervisors, GSB Chair should handle the case.)</p>	<p>DoRPgS to note criteria for BoE Chair</p>
<p><b>Appointment of BoE Chair</b></p>	<p><b>HoD/DoS</b> to appoint the BoE Chair</p> <p>(If HoD/DoS is one of the supervisors, Faculty Dean/SB Chair to handle the case. If both HoD/DoS and Faculty Dean/SB Chair are the supervisors, GSB Chair to handle the case.)</p>	<p>HoD/DoS to note the criteria for BoE Chair</p>
<p><b>Nomination of EEs</b></p>	<p><b>BoE Chair</b> to</p> <ul style="list-style-type: none"> <li>- declare relationship with the student in the past 6 years that may constitute a conflict of interest (e.g., previous supervisor/ co-supervisor at postgraduate level, co-author of publications);</li> <li>- inform the relevant party if there are any possible conflict of interest</li> <li>- nominate EEs with order of priority</li> <li>- ask CS for more nominations if the proposed candidates are not suitable</li> </ul>	<p>BoE Chair to note the criteria for EEs</p>
<p><b>Appointment of EEs</b></p>	<p><b>FRC/SB Chair</b> to</p> <ul style="list-style-type: none"> <li>- approve the EEs nominated by BoE Chair</li> <li>- approve the order of priority of EEs suggested by BoE Chair</li> <li>- ask CS for more nominations if the proposed candidates are not suitable</li> </ul> <p>(If the FRC/SB Chair is one of the supervisors or the BoE Chair, GSB Chair to handle the case.)</p>	<p>FRC/SB Chair to note the criteria for EEs</p>

<sup>#</sup> Relationship refers to any business/professional/personal relationship with any nominee in the past six years. Business/professional relationship refers to any joint publications, research projects/collaborations while personal relationship refers to any family connection between the nominee and the supervisor(s). Family connection could be parent/child, husband/wife, brother/sister, including also nephews/nieces, aunts/uncles, cousins, and relations by marriage.