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 Research 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 Research Office within two working days of the viva.

Thank you for your co-operation.

Message from the Research Office
September 2015
THE HONG KONG POLYTECHNIC UNIVERSITY

Recommendation of the Board of Examiners on a Candidate for the Degree of Doctor of Philosophy (2nd 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 Research 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) Co-supervisor(s):
        *present/ not present at the Examination
        *present/ not present at the Examination

   Date of Examination:

   *Please delete as appropriate

(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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Summary of Examination Process and BoE’s Views</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preliminary discussion by the BoE</td>
<td>i. ________ observers attended the session.</td>
</tr>
<tr>
<td></td>
<td>Oral presentation by the candidate</td>
<td>ii. Quality of presentation:</td>
</tr>
<tr>
<td></td>
<td>Candidate's ability to address questions from the floor and the BoE</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Summary of Examination Process and BoE’s Views</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assessment of the thesis and the candidate’s performance</td>
<td>i. student's ability to address the comments from examiners</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. overall performance of the student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. any specific concerns</td>
</tr>
</tbody>
</table>

4. Assessment of the Overall Quality of the Thesis

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

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Less than Satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originality of the work</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Significance of the work</td>
<td></td>
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<tr>
<td>Appropriateness of the methodology adopted</td>
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<tr>
<td>Quality of presentation</td>
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<tr>
<td>Quality and/or accuracy of results</td>
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<tr>
<td>Appropriateness of the conclusions</td>
<td></td>
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</tr>
<tr>
<td>Adequacy of references</td>
<td></td>
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<td></td>
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<tr>
<td>Overall Rating of the Thesis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 PhD. *(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 PhD 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) The candidate should revise and re-submit the thesis for the degree of MPhil:

The candidate should be awarded the degree of MPhil subject to presentation of a thesis that has been amended to the satisfaction of the Examiners, and in accordance with the provisions for the presentation of a thesis for the degree of MPhil.

(iv) The candidate should not be awarded the degree of PhD, 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 Research Committee for decision.

Signed: ____________________

(Examiners present at the Examination)

Date: ______________________

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