

# Thesis Examination Briefing 2021

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Division of Public Policy

Version August 2021



# Thesis Examination Committee (TEC) Composition

MPhil TEC	PhD TEC
A Chairperson	A Chairperson from <b>outside</b> the student's department
The thesis supervisor(s)	The thesis supervisor(s)
One other faculty member	<b>Two</b> academic staff members , from PPOL
	One academic staff member, from <b>outside</b> PPOL
	One <b>examiner external to the University</b> who has expertise in the field being examined and holds the rank of Associate Professor or above

**Reference:**

MPhil TEC <https://rpghandbook.ust.hk/appendices-guidelines-on-mphil-thesis-examination-committees>

PhD TEC <https://rpghandbook.ust.hk/appendices-guidelines-on-phd-thesis-examination-committees>



# Thesis Preparation

- **Guidelines on Thesis Preparation**

<https://rpghandbook.ust.hk/appendices-guidelines-on-thesis-preparation>

- **Sample pages of PhD thesis**

[http://pg.ust.hk/guides\\_n\\_forms/students/thesis\\_sample\\_page\\_phd.pdf](http://pg.ust.hk/guides_n_forms/students/thesis_sample_page_phd.pdf)

- **Sample pages of MPhil thesis**

[http://pg.ust.hk/guides\\_n\\_forms/students/thesis\\_sample\\_page\\_mphil.pdf](http://pg.ust.hk/guides_n_forms/students/thesis_sample_page_mphil.pdf)



# Scheduling & Preparing

- Guidelines for Scheduling, Preparing for and Executing **PhD** Thesis Examinations

<https://rpghandbook.ust.hk/appendices-guidelines-for-scheduling-preparing-for-and-executing-phd-thesis-examinations>

- Guidelines for Scheduling, Preparing for and Executing **MPhil** Thesis Examinations

<https://rpghandbook.ust.hk/appendices-guidelines-for-scheduling-preparing-for-and-executing-mphil-thesis-examinations>

## **\*\*Attention\*\***

Please pay attention to "A. Student Responsibilities" and "C. Department/ School Responsibilities (Point 1.1)" carefully.

*1.1 Liaison with examiners to make arrangements for the thesis examination should **not** be done by the candidate being examined.*



# Protocol

- Guidelines on Conducting MPhil and PhD Thesis Examinations

<https://rpghandbook.ust.hk/appendices-guidelines-on-conducting-mphil-and-phd-thesis-examinations>

- Please pay attention to **“B. Protocol”**. The first part is an oral presentation is expected to apportion **no more than 60 minutes** for the presentation.
- In general, a presentation in **40 to 45 minutes** would be acceptable.



# Submission of Notice of Intention Form

- When your thesis essay and presentation are ready, please submit the ***"Notice of Intention to take Thesis Examination" (The Form)*** in Student Information System (SIS) **at least 6 weeks** before the thesis exam date.
- Example:  
Thesis Examination **on 1 June**, submit the form **around 15 April**.
- In light of preparing the logistics, please send an email to the program office **at least 2 weeks before the official submission** for scheduling a thesis exam date and look for potential thesis examination committee.



# Example: Summary of Deadlines

Deadlines	Unofficial Notification (For Inviting Examiners & Scheduling an Exam date)	Thesis Intention Form (6 wks before thesis defense date)	Draft Thesis Submission (4 wks before thesis defense date by email to PPOL)	Thesis Defense Date
Example	Before 4 Jun	Before 18 June	By 2 July	30 July

Please allow a certain number of buffer dates for system error, system maintenance and delays in responses.



# More Information

- For formatting and other details:

FYTGS Website

<https://pg.ust.hk/current-students/resources-for-pg-studies/guidelines-forms>

> *Thesis Examination (for RPg Students)*





- Arrangement upon the announcement of examination outcomes:

Outcomes	Final Thesis submission deadline
Passed	within one week
Passed subject to minor corrections	within three months
Passed subject to major corrections	within 12 months, might have re-examination with the same examination committee membership
Failed but may be resubmitted	Re-establishment of a TEC And have 2 <sup>nd</sup> exam after six months
Failed	Automatically withdrawn from the program

Reference: <https://rpghandbook.ust.hk/appendices-guidelines-on-conducting-mphil-and-phd-thesis-examinations>



# Finishing RPgs

Provides the submission proofs to the program office:

1. Submission of Final Thesis
2. End of Program Survey
3. Graduation Survey
4. Student Research Output List
5. Graduate Report Form (for HKPFS awardees only)

Reference:

<https://pg.ust.hk/current-students/academic-requirements/checklist-for-finishing-rpgs>

