**

## Important Notes to the Board of Examiners (BoE) on Completion of the Oral Examination Report

The oral examination shall be conducted strictly following the regulations on the membership and participation of the BoE: <https://www.polyu.edu.hk/gs/rpghandbook/section10-4/>. If there are any deviations from the regulations without proper prior approval, the oral examination shall not proceed and shall be rescheduled.

The Oral 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 for making a recommendation to the Graduate School Board. If an agreed report cannot be submitted, each Examiner should report separately.

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.

The following aspects of the oral examination **must** be reported under Sections 3 and 4 of the Oral Examination Report (an exemplary BoE report is attached for your reference):

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 examination, i.e., presentation, response to questions from the floor, local/overseas external examiner(s), etc.
3. Assessment of the overall quality of the thesis.

The above information is necessary in order to allow the Graduate School Board to consider the BoE’s recommendation and approve the degree award to the research student.

For student admitted in the 2017/18 cohort and before

The completed Report should be submitted to the Graduate School within two working days of the oral examination.

For student admitted from 2018/19 cohort

The completed Report should be submitted to the Department’s General Office within two working days of the oral examination.

The report detailing the recommendation of the Board of Examiners shall be copied to the D/SRC Chair (or the FRC/SB Chair if the D/SRC Chair is one of the supervisors), who shall alert the GSB to problematic cases and provide necessary information when required.

Thank you for your co-operation.

Graduate School

SAMPLE

1. **Report of the BoE on the Oral Examination** [Please “ ✓ ” the appropriate boxes]

√

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

√

1. 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 |
| 9:30 am – 9:35 am | Preliminary discussion by the BoE | The BoE was briefed of the procedure of the oral examination and agreed that the candidate should be given adequate time to present her findings and examiners should be able to raise further questions about the thesis in addition to those already raised in their written reports.· |
| 9.35 am – 10:15 am | 30 to 40-minute oral presentation by the candidate | 1. \_\_3\_\_\_\_\_ observers attended the session.   ii. Quality of presentation:  The candidate delivered a PowerPoint presentation that was both well prepared and well structured appreciated not only by the examiners but also postgraduate students who were there to participate in the examination. Moreover, the oral presentation was well supplemented by the use of graphics and photos which infused the presentation with flair and a sense of urgency. The candidate also spoke clearly and systematically on the theoretical approach, methodology, data collection process, as well as data interpretation. She communicated effectively with the audience and was most attentive to the questions raised. Overall it was a well received and receptive presentation that was more than able to demonstrate the candidate's knowledge and expertise in her field of study as well as her ability and capacity as a researcher and a professional practitioner. |
| 10:15 am – 10:40 am | Candidate's ability to address questions from the floor and the BoE | In general the BoE was convinced that the candidate is most competent and proficient in addressing the questions directed to her during the oral examination as well as in the examiner reports. The two external examiners were particularly impressed by the candidate's intimate knowledge and familiarity she had developed with her research data as well as the overall research environment and socio-political contexts surrounding it. They agreed that the research, especially after hearing the candidate's clarification, had made important and original contribution not only in understanding the how disenfranchised women in Hong Kong could transformed their lives and reclaimed their identity and power, but also in demonstrating the power and effectiveness of conducting action and participatory research for social work practitioners. |

SAMPLE

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

|  |  |  |
| --- | --- | --- |
| Time | Activity | Summary of Examination Process and BoE’s Views |
| 10:40 am – 11:00 am | Assessment of the thesis and the candidate’s performance | 1. candidate's ability to address the comments from examiners   The student had little problem in addressing the questions and comments directed to her during the oral examination. She also addressed adequately feedback to her as contained in the examiner reports through the use of photographs, graphics and stories from her fieldwork researching on the women's projects. In sum, she has proved herself an effective communicator, a creative researcher and a passionate practitioner backed up solidly by her professional expertise and knowledge.   1. overall performance of the candidate   The BoE agreed that the student performed extremely well during the oral examination. She was well versed with the background, both on macro and micro levels, giving a well rounded view of the significance of her research and the projects in the Hong Kong context. She was also able to highlight and update the continuing impacts the projects ·on which she had researched on her research subjects, indicating her commitment to her field of research. The BoE was most impressed by her ability in conducting action and participatory research and believed that she should continue to explore how her research could be replicated elsewhere.   1. amendments/corrections to be made to the thesis, if any   The candidate is required revise his thesis to address the concerns of the examiners and submit the revised thesis to his Chief Supervisor within 3 months.   1. any specific concerns   The external examiners specifically felt that the thesis could be improved further by:  1. Discuss more in-depth in terms of the findings and their implications for social work education and -social policy in Hong Kong;  2. Sharpen its rationale for identifying and selecting the quilting and tuck shop projects as subjects of study for this research;  3. Explore whether the projects could be up-scaled thus creating more ripple effects for other disenfranchised women and groups in Hong Kong for reclaiming their public voice and power in society; |

****

**Oral Examination Report**

**(for Research Postgraduate Students)**

**1. The Candidate**

|  |  |  |
| --- | --- | --- |
| Name | : |  |
|  |  |  |
| Student No. | : |  |
|  |  |  |
| Department/School | : |  |
|  |  |  |
| Degree | : | \*MPhil / PhD / Collaborative PhD / Dual PhD |
|  |  |  |
| Date of Examination (\*1st/2nd) | : |  |
|  |  |  |
| Title of Thesis | : |  |

**2. The Board of Examiners (BoE)**

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) | Chief Supervisor of Partner Institution: | | |
| (applicable to students of Dual PhD Degree Programmes/Collaborative PhD Training Programmes only. Please note that the Chief Supervisor of Partner Institution must participate in the oral examination.) | | |
| (4) | Co-supervisor(s): |  |  |
|  |  | | \*present/ not present at the Examination |
|  |  | | \*present/ not present at the Examination |
|  |  | | |

**\*Please delete as appropriate.**

**3. Report of the BoE on the Oral Examination** [Please “ ✓ ” the appropriate boxes]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (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 |  |
| : –  : . | 30 to 40-minute oral presentation by the candidate | 1. \_\_\_\_\_\_\_\_ observers attended the session.   ii. Quality of presentation: |
| : –  : . | Candidate's ability to address questions from the floor and the BoE |  |

**3. Report of the BoE 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 | 1. candidate's ability to address the comments from examiners 2. overall performance of the candidate 3. amendments/corrections to be made to the thesis, if any 4. any specific concerns |

1. **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 |
| Originality of the work |  |  |  |  |  |
| Significance of the work |  |  |  |  |  |
| 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.

1. **Recommendation of the BoE after the Oral Examination** [Please “ ✓ ” the appropriate boxes]

(Note:

* 1. Only 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.
  2. If recommendations (ii)/(iii) is chosen for a 2nd oral examination, the 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 Graduate School Board for decision.)

|  |  |
| --- | --- |
|  | **Recommendation (i) – Straight Award**  The candidate should be awarded the degree as the candidate has addressed the comments of all members of the BoE on his/her thesis as follows: |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | **Recommendation (ii) – Minor Amendments**  The candidate should be awarded the degree subject to: | |
|  |  | the amendments stated under Section 3 being made to the thesis; or |
|  |  | an additional assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being completed; |
|  | to the satisfaction of the nominee(s) of the BoE, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of nominee(s))* within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*week(s)/ month(s). (*Note: It should normally be less than three months.)* | |

|  |  |  |
| --- | --- | --- |
|  | **Recommendation (iii) – Major Amendment** [NOT applicable to 2nd oral examination]  The candidate should do a major revision and re-submit the thesis for the degree within \_\_\_\_\_\_\_\_\_\_ months *(Note: The candidate is limited to only one opportunity of re-examination within a maximum period of 12 months.)*: | |
|  |  | if the revised thesis is considered satisfactory by all members of the Board of Examiners, the candidate will be exempt from a further examination. |
|  |  | the candidate must attend another oral examination. |

|  |  |
| --- | --- |
|  | **Recommendation (iv) – Relegated to MPhil** [applicable to PhD candidate only]  The candidate should be awarded the degree of MPhil and no resubmission should be permitted. |
|  |  |
|  | **Recommendation (v) – Failed**  The candidate has failed as the thesis is deemed unsatisfactory and no re-submission will be permitted for the following reasons: |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signed: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

[Examiners present at the oral examination]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date: |  |  |  |  |  |  |