

Preparation, Submission and Examination of Theses

Preparation

The Graduate School has produced a booklet entitled *Preparing and Submitting your Thesis: a Guide for MPhil and PhD Students*. It can be downloaded at the Graduate School web site (<http://www.gradsch.hku.hk/gradsch/publications-newsletters/other-publications>). You should read this booklet as soon as possible since it contains much useful advice. What follows is the briefest possible summary.


You are strongly advised that due care must be taken in the preparation of the thesis to ensure that the description is complete, the data are accurate, the references are correctly transcribed and the grammar, spelling and other minor details are properly attended to. It would affect the examiners' impression of the thesis if the writing of the thesis is sloppily done no matter how well the research has been conducted. You must be satisfied that your thesis is near perfect before you submit it. You must allow sufficient time for this to be done.

We would also like to take this opportunity to remind you that plagiarism is a serious academic misconduct. In order to help students avoid committing the offence, the University has published two booklets, "What is Plagiarism?" and "Plagiarism - A Guide for Research Postgraduate Students at The University of Hong Kong". This *Handbook* also contains some useful sections on the offence of plagiarism. You can find all these publications on our website at <http://www.gradsch.hku.hk/gradsch/publications-newsletters/other-publications>. You should consult your supervisor(s) or the Departmental Research Postgraduate Committee if you have doubts as to whether certain acts constitute plagiarism.

The Policy Board of Postgraduate Education has approved that all MPhil and PhD theses submitted from January 1, 2011 and thereafter are required to go through a compulsory plagiarism check via the software Turnitin for self checking, and refinement where appropriate, in consultation with supervisor(s) if necessary, before a formal submission for examination.

Submission

When you submit your thesis for examination, you are required to deliver to the Faculty Secretary four copies of your thesis in accordance with the



Regulations Governing the Format, Binding and Presentation of Theses (see *Appendix XI*).

Each copy of the thesis submitted for examination, with its abstract preceding the title pages, shall be bound in one or more volumes either in the manner described in Regulation 4(a) or in a temporary binding with the title, name of author, degree, date and the words “Temporary Binding for Examination Purposes” lettered on the front cover (or, if a transparent cover is used, then on the first page so that the lettering may be read through the cover).

Note that the University permits candidates to present their theses in a temporary binding and this is strongly recommended since it means that, after the examination process is complete, those pages which require no modification can be used again in the corrected, final copies of the thesis including the one that shall be submitted to the University Library. Taking advantage of this provision may save you time, effort and money especially for those pages which have illustrations mounted upon them and which do not need to be changed.

One copy of the final, corrected and approved version of the thesis of each successful candidate shall be submitted to the University Library for cataloguing and then assessioned by University Archive. This copy shall be bound, in one or more volumes as determined by the Librarian, with its abstract preceding the title page, between boards faced with green cloth with the title, name of author, degree and date to be stamped on the front cover and spine in accordance with the standard layout approved by the Librarian. The title of theses written in Chinese shall be lettered on the cover in Chinese and in English.

Students (those enrolled in or after January 2001) on successful completion of study shall additionally be required to deposit a soft copy of the thesis with the Libraries. Detailed specifications regarding the format of electronic theses will be provided by the Librarian from time to time (please refer to the booklet *‘Preparing and Submitting Your Thesis: a Guide for MPhil and PhD Students’*). The Libraries have undertaken to provide technical advice to students in this respect.

Examination

You can expect to have two to three specialist examiners who “shall read the thesis and submit separate written reports to the Faculty Secretary.” The procedures for appointing examiners are extensive and are explained in the procedures (see *Appendices XII & XIII*).

The external and internal examiners are given a maximum period of 6 weeks in which to submit their reports and the Faculty Secretary is empowered to issue reminders of this fact during this period. When all the reports of your examiners are received, upon the recommendation of the Thesis Examining Committee, the Faculty Secretary will organize the oral and any written examinations required. Oral examinations will normally be held in Hong Kong but there are provisions which permit them to be held abroad, in exceptional circumstances and with permission. Those who must be present at oral examinations are specified (see *Appendix XXVII*). All oral examinations held in Hong Kong have a Chairman, who is also the Chairman of the Thesis Examining Committee, appointed by the Faculty. The examiners present at the oral examination, for the conduct of which there are formal guidelines (see again *Appendix XXVII*), make a formal report to the Faculty.

The Faculty considers the written reports on your thesis, the reports on your oral examination, and the result of any written examination required, and makes a formal recommendation on the result of your examination to the Board of Graduate Studies.

The Board receives the recommendation of the Faculty and determines the result of your examination on behalf of the Senate.

MPhil

A candidate who has satisfied the examiners shall be recommended for the conferment of the degree of Master of Philosophy.

A candidate who has not satisfied the examiners

- a. may be required to resubmit the thesis after making corrections and amendments as required by the Board of Examiners, without a new examination; or*
- b. may be required to revise and resubmit the thesis for a new examination within a specified period, and may also be required to satisfy the examiners at an oral examination, or any other examination as appropriate, on the subject of the revised thesis and/or the approved course of study and research; or*
- c. may be required to attend a new oral examination, or any other examination as appropriate; or*
- d. may be deemed to have failed, without the option of resubmission.*

*Regulations for the degree of MPhil MPH 16/16A,
Thesis Examination Results (Appendix XVIII)*



PhD

A candidate who has satisfied the examiners shall be recommended for the conferment of the degree of Doctor of Philosophy.

A candidate who has not satisfied the examiners

- a. may be required to resubmit the thesis after making corrections and amendments as required by the Board of Examiners, without a new examination; or*
- b. may be required to revise and resubmit the thesis for a new examination within a specified period, and may also be required to satisfy the examiners at a new oral examination, or any other examination as appropriate, on the subject of the revised thesis and/or the approved course of study and research; or*
- c. may be required to attend a new oral examination, or any other examination as appropriate; or*
- d. may be deemed to have failed, without the option of resubmission.*

*Regulations for the degree of PhD PHD16/16A,
Thesis Examination Results (Appendix XIX)*

Successful candidates recommended for the conferment of the degree sought will be informed of the decision of the Board of Graduate Studies by the Dean of the Graduate School. Unsuccessful candidates will be informed of what further requirements they need to meet, if any, by their Faculty Secretary.