

Change of Thesis Assessment Committee Membership

Student I.D.	Student Name			
Study Programme			Degree Enrolled	
(I) Change of Internal Examiner				
	Title	Surname	Other Names	Staff I.D. No ⁽¹⁾
Supervisor	Prof./Dr./Mr./Ms.			
Co-supervisor (if any)	Prof./Dr./Mr./Ms.			
Committee Chairperson (Division Head or his representative)	Prof./Dr./Mr./Ms.			
Other Members	1. Prof./Dr./Mr./Ms.			
	2. Prof./Dr./Mr./Ms.			
(II) Change of External Examiner/Alternate Examiner (First/Alternate Nominee)				
Title	Surname		Other names/ Chinese names	
Prof./Dr./Mr./Ms.				
Academic Affiliation ⁽²⁾				
Rank/Position in University/Institution ^(3,4) :				
Department:				
University/Institution: <i>(Specify the campus in the case of a University system composed of more than one campus)</i>				
Correspondence Address:				
State/Province (if applicable):			Country:	
Tel No.:			Email Address:	
Eligibility: (i) The nominee is of the rank of at least Senior Lecturer of a university adopting academic ranking of the Commonwealth system or Associate Professor of a university adopting academic ranking of the American System; the curriculum vitae of the nominee is attached. Yes <input type="checkbox"/> ⁽³⁾ No <input type="checkbox"/> ⁽⁴⁾ (Approval from the Executive Committee of the Graduate Council is required.) (ii) The nominee has been a teaching staff of the University, even in a visiting capacity, within three years before the assessment is completed. Yes <input type="checkbox"/> No <input type="checkbox"/> (iii) The nominee has taken part in the teaching of the student concerned, even in a visiting capacity, within three years before the assessment is completed. Yes <input type="checkbox"/> No <input type="checkbox"/> (iv) The nominee is expected to join CUHK before the assessment is completed. Yes <input type="checkbox"/> No <input type="checkbox"/> (v) The nominee will attend the oral examination ^(5,6) (Graduate Division should confirm with the Nominee on the arrangement of the oral examination) Yes <input type="checkbox"/> No <input type="checkbox"/>				

(III) Change of Second External Examiner (Second Nominee) (for doctoral students only)		
Title	Surname	Other names/ Chinese names
Prof./Dr./Mr./Ms.		
Academic Affiliation ⁽²⁾		
Rank/Position in University/Institution ^(3,4) :		
Department:		
University/Institution: (Specify the campus in the case of a University system composed of more than one campus)		
Correspondence Address:		
State/Province (if applicable):		Country:
Tel No.:		Email Address:
Eligibility: (i) The nominee is of the rank of at least Senior Lecturer of a university adopting academic ranking of the Commonwealth system or Associate Professor of a university adopting academic ranking of the American System; the curriculum vitae of the nominee is attached. Yes <input type="checkbox"/> ⁽³⁾ No <input type="checkbox"/> ⁽⁴⁾ (Approval from the Executive Committee of the Graduate Council is required.) (ii) The nominee has been a teaching staff of the University, even in a visiting capacity, within three years before the assessment is completed. Yes <input type="checkbox"/> No <input type="checkbox"/> (iii) The nominee has taken part in the teaching of the student concerned, even in a visiting capacity, within three years before the assessment is completed. Yes <input type="checkbox"/> No <input type="checkbox"/> (iv) The nominee is expected to join CUHK before the assessment is completed. Yes <input type="checkbox"/> No <input type="checkbox"/> (v) The nominee will attend the oral examination ^(5,6) (Graduate Division should confirm with the Nominee on the arrangement of the oral examination) Yes <input type="checkbox"/> No <input type="checkbox"/>		

☐ I confirm that the above committee members meet the eligibility requirements as stipulated in the guidelines and procedures for thesis submission, and the nomination of Thesis Assessment Committee had been endorsed by the Department Board.

☐ I confirm that the above committee members, to the best of my knowledge, do not have any business/professional/personal relationship⁷ that may result in conflict of interest situation(s) (either existing, perceived/or potential conflicts) arising from the discharge of their service at the Thesis Assessment Committee for the student concerned.

Signature of Head of Graduate Division _____

Date _____

Notes

- (1) The validation rules require mandatory input of Staff I.D. no. into the form. The information will be kept confidential and will not be released to the student or other Examiners.
- (2) The title, name and academic affiliation of the External Examiner will be presented to the Executive Committee of the Graduate Council (if the nominee is not of the required rank), the Senate and the University Council for consideration.
- (3) Graduate Divisions should validate that their nominees hold a rank equivalent in academic standing to Associate Professor as recognized by the nominees' University. In case an External Examiner with a rank of Senior Lecturer is nominated, the Graduate Division should provide supporting materials showing that the nominee is at or above the rank of Associate Professor in the American system.
- (4) In case a nominee not of the required rank is nominated, the Head of Graduate Division concerned has to provide full justification, not only that the nominee is suitable, but also that no other suitable academic of the required rank is available taking into consideration the language used in the thesis. As such, upon the receipt of the justification document and a detailed curriculum vitae of the nominee exceptions to the appointment may be granted by the Senate upon the recommendation of the Executive Committee of the Graduate Council.
- (5) Presence of External Examiner at the oral examination is not compulsory for Doctor of Education, Doctor of Nursing and Doctor of Psychology students.
- (6) Graduate Division has to comply with the policies of the Immigration Department of HKSAR to arrange visa for external examiner as appropriate.
- (7) The circumstances of an Examiner with current business/professional/personal relationship with the concerned student, taken in conjunction with the prevailing code on conflict of interest, require the declaration of no conflict of interest.
External Examiner: Business/professional relationship refers to any joint publications, research projects/collaboration while personal relationship refers to any family connection between the External Examiner and the concerned student. Family connection could be parent/child, husband/wife, brother/sister, including also nephews/nieces, aunts/uncles, cousins, and relations by marriage.
Internal Examiner: Conflict of Interest situations refer to personal relationship namely family connection between the Internal Examiner and the concerned student. Family connection could be parent/child, husband/wife, brother/sister, including also nephews/nieces, aunts/uncles, cousins, and relations by marriage.
Chairperson of Thesis Assessment Committee: The Chairperson is normally the Head of Graduate Division or his/her representative with an academic title of Associate Professor or above at the CUHK. However, the Supervisor/Co-supervisor of the concerned student should NOT serve as the Chairperson of the Thesis Assessment Committee.