

## Guidelines on Preventing Prolonged Continuation of Study<sup>1</sup>

Below is a summary of the recommended measures. The recommended key timeline for thesis submission and oral examination is depicted in Appendix.

	<b>Current Practice/ Guidelines</b>	<b>Recommended Operational Procedures</b>
(a)	<p><u>Formation of Board of Examiners</u> The Faculty Dean recommends the membership of Examination Boards for the oral examination upon submission of the thesis by students.</p>	<ul style="list-style-type: none"> <li>• Advancing the timeline: The Faculty Dean recommends the membership of Examination Boards <u>upon approval of the students' thesis title</u>, i.e. at least two months before submission of thesis.</li> </ul>
(b)	<p><u>Endorsement of Thesis Submitted</u> The thesis submitted is reviewed by the Principal Supervisor (PS) and the associated academic unit. If approved, the thesis is sent to the Examiners.</p>	<ul style="list-style-type: none"> <li>• PS and Department take timely action to endorse a thesis or otherwise <u>within one week</u> after thesis submission by a student and endorsement by PS respectively.</li> </ul>
(c)	<p><u>Schedule of Oral Examination</u> Currently, the regulation stipulates that the oral examination would be held within 3 months from thesis submission under normal circumstances.</p>	<ul style="list-style-type: none"> <li>• Oral examination shall be conducted within a reasonable timeframe, i.e. <u>within 3 months after thesis submission</u>.</li> <li>• In case that an oral examination could not be conducted because of outstanding external examiner report(s), an extension request with justification should be submitted for consideration.</li> <li>• If a student cannot be reached, a mail shall be sent to his/her HKBU email and the registered address in the <i>BUniport</i> on the proposed arrangement for confirmation. If no response is received <u>within one month</u>, the student will be considered as unofficially withdrawn (UW) from his/her studies.</li> </ul>
(d)	<p><u>Assessment Report by External Examiners</u> The external examiner(s) shall assess the thesis and return an assessment report within one month. In case substantial revision is recommended before oral examination, the external examiner shall return an assessment and recommend a timeline for the revision. The student will then discuss with the PS directly in revising the thesis.</p>	<ul style="list-style-type: none"> <li>• In the event that the assessment report is still outstanding after repeated reminders, GS will inform the PS and Chair of Exam Board via Faculty Office.</li> <li>• The PS shall follow up with the external examiner on the outstanding report.</li> <li>• If an assessment report is still outstanding (e.g. two months from original due date), the Faculty Dean (or his/her designate) will decide on whether to appoint another external examiner to the Exam Board.</li> </ul>

<sup>1</sup> Continuation of study (CS) refers to the student status between initial thesis submission date and the submission of final thesis for approval of graduation by the Senate.

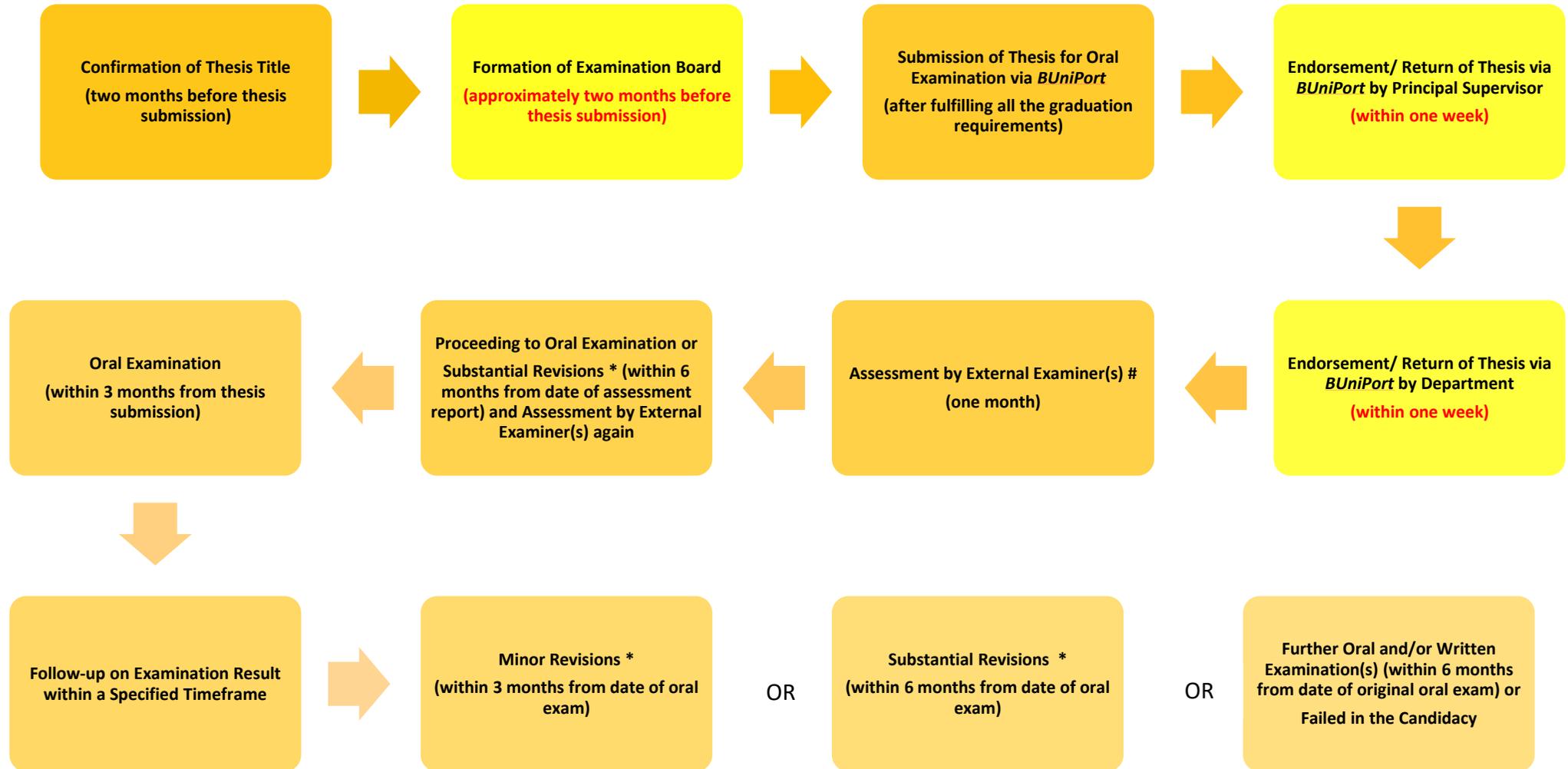
	<b>Current Practice/ Guidelines</b>	<b>Recommended Operational Procedures</b>
(e)	<p><u>Fees Incurred After Thesis Submission and Request for Deferred Submission of Revised Thesis</u></p> <ol style="list-style-type: none"> <li>1. Oral examination fee (currently HK\$2,000)</li> <li>2. A fee for continuation of study (currently HK\$650) for maintaining the student status until approval by the Senate for graduation</li> <li>3. Request for deferred submission of revised thesis will be considered on a case-by-case basis and no fee will be charged.</li> </ol>	<ul style="list-style-type: none"> <li>• The revision timeline recommended by the external examiners should be followed. Extension request for submission of revised thesis shall be made only <u>once</u> with strong justifications <u>during the whole thesis examination process</u> for a <u>maximum of three months</u>. Such request shall be endorsed by the PS and the Chair of the Exam Board. An extension fee<sup>2</sup> will be incurred.</li> </ul>
(f)	<p><u>Fulfillment of Graduation Requirements Before Oral Examination</u></p> <p>Students who have not yet fulfilled the graduation requirements including English proficiency and publication requirements are not allowed to submit their theses for oral examination.</p>	<ul style="list-style-type: none"> <li>• To reinforce the current guidelines: Students who have not yet fulfilled the graduation requirements including English proficiency and publication requirements are not allowed to submit their theses for oral examination.</li> </ul>

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<sup>2</sup> Subject to further discussion with the Finance Office, it is proposed that the amount of extension fee be HK\$2,700 for 3 months, with reference to the amount of fee required for extension of studies paid by a UGC/RGC funded student within the maximum study period.

**Key Timeline for Thesis Submission, Oral Examination and relevant Follow-up Actions**

*(Updates are highlighted in red for easy reference)*



*\* Request for deferred submission of revised thesis shall be supported with strong justifications. It will be considered once only throughout the whole thesis examination process for a maximum of 3 months. The request shall be endorsed by the PS and Chair of Exam Board; and a fee will be charged for the approved extension request.*

*# If an assessment report is outstanding for two months from original due date, the Faculty Dean (or his/her designate) will decide on whether to appoint another external examiner to the Exam Board.*