

Constitution of PhD Examination Panels in CLASS

(for application with effective from the Semester A 2014/15)

Members of the Qualifying Panel will not sit on the Panel of Examiners (though can attend as observers). In cases where it is deemed essential to have a Qualifying Panel member sit on the Panel of Examiners, an additional external examiner at the grade of Associate Professor or above will be required. The Examination Panel Chair should where possible be drawn from a different AU in CLASS. To facilitate the selection of the Examination Panel Chair, faculty can consult the Panel of CLASS PhD Examination Chairs.

Appointment and Duties for the Panel of CLASS PhD Examination Chairs

1. Serve as the Panel Chair of PhD Examination in College.
2. The Panel Chair act in an independent manner to ensure fair examination.
3. The Panel Chair is responsible for chairing the oral examination as well as assessing the thesis. The Chair, who is an internal examiner, must be present throughout the oral examination and ensure that:
 - (a) the examination is conducted in accordance with the regulations and requirements of the University, and in a fair and unprejudiced manner;
 - (b) the questions addressed to the candidate are fair and clearly expressed;
 - (c) the examiners are all given sufficient opportunity to ask questions and the candidate is given sufficient opportunity to respond to the questions;
 - (d) the recommendations of the individual examiners are carefully considered, such that an overall recommendation may be arrived at in a fair and unprejudiced manner;
 - (e) the recommendation of the Panel of Examiners reflects the majority view of the examiners;
 - (f) the recommendation of the Panel of Examiners conforms to the guidelines of the University that govern thesis examinations; and
 - (g) a report on the Panel's recommendation and the conduct of the examination is submitted to the Chow Yei Ching School of Graduate Studies after the examination.
4. If the Panel Chair observes any irregularities during the conduct of the examination, he/she should report to the Dean of Graduate Studies immediately after the examination.
5. Members of the Panel include all Chair Professors, Professors and Associate Professors in line with the CityU regulations.