

Graduate Division of History
The Chinese University of Hong Kong

Declaration to Take Qualifying Examination
(for Ph.D. Students only)

Notes:

After completion of at least 12 units of coursework, a student will take and pass an oral qualifying examination before advancement to the Ph.D. candidature. The oral qualifying examination will cover the student's major and first supporting fields.

Making Declaration to Take the Qualifying Examination

- A student is required to consult and seek approval for the declaration first from his/her supervisor.
- After seeking approval from his/her supervisor, the student is required to submit the declaration **no later than ONE MONTH before** the intended date of examination. The "Declaration to Take Qualifying Examination" form can be downloaded from the website. The completed form should be returned to the Division Office according to the aforementioned schedule.
- The student is required to submit the following documents at least **TWO WEEKS prior** to the approved examination date:
 - a. A copy of the thesis proposal with reference list
 - b. A booklist of the first supporting field
- No amendment or supplement is allowed once the aforementioned documents have been submitted to the Division Office. If amendment to the proposal or supplementary information is considered necessary, the Qualifying Examination Committee has the right to postpone the scheduled examination.

Attending the Qualifying Examination

- The student has to inform the Division Office two days prior to the approved examination date if AV equipment is needed.
- The student is required to arrive at the venue **at least 10 minutes before** the scheduled time of the examination. He/she shall stay outside the examination room until further notice.

After taking the Qualifying Examination

After taking the Qualifying Examination, a student is not allowed to make major change to his/her thesis project.

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Part I: To be completed by student

Name in Chinese: _____ Name in English: _____
Student No. _____ Year of Attendance: _____

Please indicate when you want to take the qualifying examination:

From: _____ To: _____
(dd/mm/yyyy) (dd/mm/yyyy)

** The period indicated should not be less than 2 weeks.*

Please indicate the total units of courses completed: _____

Signature of Student: _____ Date: _____

Part II: To be completed by supervisor

Proposed date for qualifying examination:

Approval recommended Approval not recommended

Comments (if any) _____

Signature: _____ Date: _____
(Name: _____)