

Graduate Division of History The Chinese of Hong Kong

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

Notes:

After completion of at least 12 unit of coursework, students are required take and pass an oral qualifying examination before advancement to the Ph.D. candidature. The oral qualifying examination will cover the major and minor fields of the student.

Making Declaration to Take the Qualifying Examination

- Student is required to consult and seek approval from his/her supervisor(s) for taking qualifying examination before submission of the “Declaration to Take Qualifying Examination” form to the Division Office.
- The completed form should return to the Division Office **no later than ONE MONTH before** the intended date of examination.
- Student is required to submit the following documents at least **TWO WEEKS prior** to the approved examination date. No amendment or supplement is allowed after the submission.
 - a. An updated thesis proposal in the format of academic paper,
 - b. A draft chapter of the thesis, and
 - c. A new research paper (eg: conference paper, journal paper).
- Qualifying Examination Committee has the right to re-schedule the examination if student’s amendment to the aforementioned documents or submission of supplementary information is considered necessary.

Attending the Qualifying Examination

- Student is required to inform the Division Office two days prior to the approved examination date if using AV equipment is needed.
- Student is required to arrive at the venue and wait outside the examination room **at least 10 minutes before** the scheduled time of examination.

After Taking the Qualifying Examination

After taking the Qualifying Examination, 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 ID No. _____ Year of Attendance: _____

Please indicate your proposed period for taking the qualifying examination:

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

** The period indicated should not less than 2 weeks from the date of submission.*

Please indicate the total units of course completed: _____

Signature of Student: _____ Date: _____

Part II: To be completed by supervisor

Proposed date for qualifying examination: _____

Approval recommended Approval not recommended

Comments (in any): _____

Signature: _____ Date: _____
(Name: _____)