

THE CHINESE UNIVERSITY OF HONG KONG
Graduate School

Guidelines on External Examiner System
(Taught Doctoral Programmes; except Doctor of Business Administration (Chinese))

1. Appointment

- 1.1 External Examiners shall be appointed for Taught Postgraduate Programmes. They shall not be members of the academic staff of this University and shall not have taken part in the teaching of the candidates. In accordance with a Senate resolution passed in October 1986, a former academic staff member who has left the University for less than 3 years is not eligible for appointment.
- 1.2 An External Examiner, normally a person of high academic qualifications with considerable and recent experience in university teaching at Senior Lecturer/Associate Professor rank, is appointed by the University Council in consultation with the Senate upon the recommendation of the Department Board concerned. In special circumstances, an External Examiner without university affiliation is appointed on the basis of relevant professional experience.
- 1.3 External Examiners are appointed on a yearly basis. They will not be required to visit Hong Kong unless otherwise stated in the appointment letter.

2. Responsibilities

- 2.1 The External Examiner is appointed to the appropriate Thesis Assessment Committee set up for each candidate by the Graduate Council on the recommendation of the Graduate Panel concerned to evaluate the candidate's thesis for acceptance and to provide the candidate with an opportunity to defend it. The Committee normally consists of at least three Internal Examiners (including the candidate's own Supervisor, the Head of Graduate Division or his or her nominee, and a third Internal Examiner from within or without the Graduate Division) and an External Examiner.
- 2.2 The External Examiner will read the thesis and present a written report thereon to the Graduate School for transmission to the appropriate Thesis Assessment Committee. The report will take account of the following aspects of the thesis: the problem or topic of study, research design or methodology, presentation, originality of thought and judgment, and quality as a contribution to knowledge, where appropriate. The report will state whether the thesis meets the standard for the award of the degree sought.
- 2.3 The report may be returned by fax or e-mail, to the Graduate School for transmission to the Head of the Graduate Division concerned. As for the thesis, the External Examiners may return only those pages for which there are comments or suggestions for amendments.

3. Honorarium

- 3.1. Each External Examiner will be paid an honorarium of HK\$2,400 per thesis.