



## Thesis Related Proposal Guidelines and Evaluation Form for the Oral Exam Committee

1. The purpose of the Thesis Related Proposal Examination is to assess a student's logic, judgement, and analytical ability toward his/her proposal rather than testing the details in techniques and experiments.
2. The thesis related proposal is an original and hypothesis-driven proposal. Thesis "related" proposal refers to the proposal the student submitted is related but not identical to his/her thesis. It is the Supervisor's responsibility to endorse the application.
3. The Oral Exam Committee will be asked to evaluate **final proposal** and the **oral exam**. The committee is encouraged to provide suggestions to the student. The Chair of the committee has a responsibility to intervene and moderate when appropriate, i.e. decide whether or not the student can proceed to arrange and take oral exam based upon all feedbacks from the committee. The Chair of the committee will be rewarded by 4 faculty points while committee members will receive 3 points for their contribution.
4. The full proposal must be submitted to the Oral Exam Committee by **31 January** the latest if the student enrolls in autumn semester or **31 July** if he or she enrolls in spring semester for evaluation. If the student misses the deadline, the student will be considered failing the exam. When the student accumulates two fails, he or she will not be allowed to take the qualifying exam, which means he or she will not be able to continue in the programme.
5. Proposal Evaluation:
  - a. The committee should use the evaluation form to provide suggestions and indicate evaluation results. Students can proceed with arranging and holding an oral exam upon receiving approval from the Chair of committee based on comments to evaluation results to the proposal.
  - b. If a student's proposal does not meet Oral Examination Committee's expectation, the oral examiners can ask the student to rewrite or notify student to make appropriate adjustments or provide sufficient proofs towards his/her ideas specified in the proposal. Discussions towards the proposal between Oral Exam Committee and the student is highly encouraged. If the student does not submit a revised proposal within the regulated time, or the revision is rejected and the student is unable resubmit before the deadline, he or she cannot proceed to hold the oral exam and this means that the student has failed his or her qualifying exam.
6. Oral Exam Evaluation: the oral examination committee will assess student based on his/her performance during the exam. The evaluation will be based on creativity, logic, feasibility, research approach, background knowledge, PowerPoint presentation, oral presentation and response to questions. If the student's performance on the oral presentation does not meet Oral Examination Committee's expectation but the Committee thinks a significant level has been achieved, the Oral Examination Committee can award a "Conditional Pass" that requires students to do another presentation again or adjust his/her reports within a given time frame.
7. If the student cannot pass the exam, the Oral Exam Committee will make a suggestion on whether the student should (a) write a new proposal for the same topic and proceed with the oral exam after meeting their standards, or (b) select a new topic for the make-up exam, which must be completed by the end of the semester that the exam is conducted.



## Evaluation Form for Thesis Related Proposal

Student Name		Evaluator	
Evaluation date		Required resubmission date	
Evaluation Result	<p><input type="checkbox"/> <i>PASS - No revisions required:</i> The student should proceed to prepare for the oral exam.</p> <p><input type="checkbox"/> <i>PASS - Minor revisions required</i> The student may proceed to prepare for the oral exam upon approval of the Chair of the Oral Exam Committee.</p> <p><input type="checkbox"/> <i>Significant revisions required</i> The student should modify the proposal. The student is encouraged to meet personally with specific committee members before resubmission.</p> <p><input type="checkbox"/> <i>FAIL – Unacceptable:</i> If the proposal is not accepted, students cannot proceed to take oral exam. Students are required to revise or even resubmit proposal depending on Oral Examination Committee's decision.</p>		
Comment:			
Signature _____		Date _____	