

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF EDUCATION**  
**Faculty Higher Degrees Committee**

**Procedure for Confirmation of Candidature (for MPhil and PhD)**

(For students registered in or after academic year 2010/11)

- (a) The confirmation process starts approximately 2-3 months before the probationary period expires. A convenor will be appointed for the Supervisory Panel and a confirmation seminar will be arranged. The candidate is required to submit, at least a week before the confirmation seminar, the following in soft copies:
- (i) substantial written materials reflecting the work accomplished so far in his/her candidature to the panel;
  - (ii) PowerPoint presentation for the confirmation seminar (if available) to the panel; and
  - (iii) an originality report generated by Turnitin on the written materials to the Office of Research (*You should inspect the highlighted text from the beginning to the end of the originality report and consider whether the matching text constitutes plagiarism. Even a 1% similarity index does not automatically imply that a paper is free of plagiarism. Please consult your supervisor(s) if you are in doubt whether certain highlighted parts of your written materials are acceptable.*).

The candidate should seek timely advice from the primary and co-supervisors well before the confirmation process in preparing the written materials, which normally consist of draft thesis chapters, an updated research proposal, and if appropriate, a pilot study. The primary supervisor will be required to confirm, in the recommendation form in Appendix I, that he/she has considered the originality report and the written materials are original.

- (b) A research seminar attended by the full Supervisory Panel is presented by the candidate normally no later than 2 weeks before the end of the probationary period. Panel members unable to attend the seminar physically should participate by tele-conferencing or preferably video-conferencing. This seminar and other evidence, including submitted written materials and the probationary reports, form the basis for the panel's recommendation to be made to the FHDC. This recommendation made on the prescribed form in Appendix I should be submitted by the Supervisory Panel to the FHDC no later than 1 week before the end of the probationary period.
- (c) MPhil and 4-year PhD candidates must pass all Graduate School core courses and at least 50% of the Faculty courses before confirmation of candidature. 3-year PhD candidates registered on or after September 1, 2011 are required to pass the Graduate School course on "Research Ethics for Graduate Students" before confirmation of candidature if they have not completed equivalent training in previous research degree programmes.
- (d) Candidates conducting research involving human participants are required to obtain ethical approval before confirmation of candidature.
- (e) Before the end of the probationary period, the Supervisory Panel recommends to the FHDC that the candidature be confirmed or terminated, or the probationary period be extended.

The recommendation forms for confirmation of candidature are in Appendix I.

THE UNIVERSITY OF HONG KONG  
FACULTY OF EDUCATION

Supervisory Panel's Recommendation for Confirmation of PhD Candidature

Name of Candidate: \_\_\_\_\_ (U No.): \_\_\_\_\_

Please comment on the progress of the student during the probationary period according to the following considerations:

**A. Coursework Requirements (for 4-year PhD candidate only):**

Has the candidate completed the Graduate School's coursework requirement and at least 50% of the Faculty's coursework requirement?

Yes  No (please amplify:)

**B. Ethical Clearance<sup>1</sup>**

Has the candidate obtained the necessary ethics approvals?

Yes  Not yet  Not required

**C. Research Seminar and Written Materials**

1. Was the candidate able to articulate and clarify the research questions or hypotheses?
2. Was the candidate able to identify the literature which this study could support, reject, or modify?
3. Has the candidate developed a viable research design and demonstrated the capacity to complete a research degree satisfactorily?
4. In the presentation and responses to questions, did the candidate show a clear grasp of:
  - the major focus or contribution of the research?
  - the strengths, weaknesses, and limitations of the research?
5. Was the candidate able to understand and provide relevant responses to the questions raised?

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<sup>1</sup> Please note that ethical approval is required before confirmation of candidature.

6. Does the primary supervisor consider the written materials free of plagiarism, after inspecting the originality report generated by Turnitin?

Yes, the primary supervisor has inspected the highlighted text from the beginning to the end of the originality report and has confirmed that the matching text does not constitute plagiarism.

No

**D. Overall Comments**

1. Do you anticipate that this research will face problems if it continues as it is? If yes, please attach a copy of the written advice that has been given to the candidate.

2. Do you believe that the proposed research can be completed within the normative period of study? If no, please attach a copy of the written advice that has been given to the candidate.

3. Other Comments:

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Recommendations to the FHDC<sup>2</sup>:

Confirmation of candidature without conditions

Confirmation of candidature subject to the following condition(s) (please specify the condition(s) and any time limit):

Extension of probationary period for \_\_\_\_\_ months:

A further confirmation seminar after the extended probationary period is / is not required (please delete as appropriate).

Advice to the student for improving his/her work during the extended probationary period (please specify):

Termination of candidature (please provide reasons):

Signature: \_\_\_\_\_

Convenor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

05/2016

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<sup>2</sup> If the panel members are not able to agree on a recommendation, the matter should be referred to the Chairperson, FHDC as soon as possible.

**THE UNIVERSITY OF HONG KONG  
FACULTY OF EDUCATION**

**Supervisory Panel's Recommendation for Confirmation of MPhil Candidature**

**Name of Candidate:** \_\_\_\_\_ **(U No.:** \_\_\_\_\_ **)**

Please comment on the progress of the student during the probationary period according to the following considerations:

**A. Coursework Requirements**

Has the candidate completed the Graduate School's coursework requirement and at least 50% of the Faculty's coursework requirement?

Yes                       No (please amplify)

**B. Ethical Clearance<sup>1</sup>**

Has the candidate obtained the necessary ethics approvals?

Yes                       Not yet                       Not required

**C. Research Seminar and Written Materials**

For the confirmation seminar, the candidate is required to present a detailed research proposal.

1. Was an issue or problem clearly identified by the candidate?
2. Were these issues or problems developed into appropriate research questions or hypotheses?
3. Did the candidate demonstrate a reasonable understanding of the literature which addresses the relevant research area?
4. Was an appropriate interpretative or conceptual framework identified?
5. Was the candidate's proposed methodology suitable for the questions or hypotheses identified?

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<sup>1</sup> Please note that ethical approval is required before confirmation of candidature.

6. Does the primary supervisor consider the written materials free of plagiarism, after inspecting the originality report generated by Turnitin?
- Yes, the primary supervisor has inspected the highlighted text from the beginning to the end of the originality report and has confirmed that the matching text does not constitute plagiarism.
- No

**D. Overall Comments**

1. Do you anticipate that this research will face problems if it continues as it is? If yes, please attach a copy of the written advice that has been given to the candidate.
2. Do you believe that the proposed research can be completed within the normative period of study? If no, please attach a copy of the written advice that has been given to the candidate.
3. Other Comments:

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Recommendations to the FHDC<sup>2</sup>:

- Confirmation of candidature without conditions
- Confirmation of candidature subject to the following condition(s) (please specify the condition(s) and any time limit):

- Extension of probationary period for \_\_\_\_\_ months:

A further confirmation seminar after the extended probationary period is / is not required (please delete as appropriate).

Advice to the student for improving his/her work during the extended probationary period (please specify):

- Termination of candidature (please provide reasons):

Signature: \_\_\_\_\_

Convenor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

05/2016

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<sup>2</sup> If the panel members are not able to agree on a recommendation, the matter should be referred to the Chairperson, FHDC as soon as possible.