香港科技大学(广州)
THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY (GUANGZHOU)

Guidelines on Hybrid Thesis Examination Arrangement

A. Attendance mode

1. According to the Guidelines on MPhil Thesis Examination Committees and Guidelines on PhD Thesis Examination Committees, the default attendance mode for MPhil and PhD thesis examinations is in- person.

2. Should the Chairperson or any internal Thesis Examination Committee (TEC) members be unable to attend thesis examination in person under special circumstances and have to attend remotely, the thesis examination may be conducted in a hybrid mode. To ensure academic integrity and quality assurance, the candidate and at least two additional participants (either the Chairperson or the TEC member) should participate in person. In case there are any deviations from the guidelines, such request should be submitted to the Hub and FYTGS(GZ) for special approval.

B. Procedures to conduct hybrid thesis examinations

TEC members should adhere closely to the Guidelines on the Conduct of MPhil and PhD Thesis Examinations when conducting the thesis examinations regardless of the attendance mode.

1. Before the examination

1.1 Thrust/Base should indicate in the intention form via the Thesis Examination System that the thesis examination will be conducted in a hybrid mode.

1.2 Thrust/Base should ensure that the online meeting information be shared with the Chairperson/ TEC member(s) concerned in a timely manner.

1.3 Thrust/Base should be responsible for the set up of the online meeting, and ensure that one of the TEC participants (either the Chairperson or the internal TEC member) will serve as the host for video link.

1.4 Thrust/Base is advised to set up the video link at least 30 minutes before the examination time to test the connection and resolve any potential problems.

1.5 Thrust/Base should ensure that alternative contact methods, e.g., mobile phone numbers, of all participants be made available to one another in case of technical issue.

2. During the examination

2.1 The overall procedures of a hybrid thesis examination will be the same as that for an in-person thesis examination.

2.2 Thrust/Base is recommended to use Zoom (or similar platform) to host the examination where the technology required must allow visual and audio interaction.

2.3 The room layout and video camera positioning should ensure that all TEC participants are visible to one another.

2.4 The Chairperson should ensure that the examination is conducted in accordance with the regulations of the University, and in a fair and unprejudiced manner regardless of the format of the examination.

2.5 TEC participants joining the examination remotely are required to have their video screens turned on at all times.

2.6 Remote participants are advised to mute themselves during the student's presentation.

2.7 Similar to the in-person thesis examination, the first and second parts of the examinations are accessible to other members of the HKUST(GZ) community and Thrust/Base guests, while the third part is a closed session for the candidate and the TEC. However, other members of the HKUST(GZ) community and Thrust/Base guests can only attend the thesis examination in-person.

2.8 The fourth and final part is a closed session involving only the TEC.

2.9 Recording of the thesis examination is strictly not allowed.

2.10 In case of any technical issues during the examinations, remote participants should contact the Thrust/Base for assistance immediately.

2.11 In the event that a remote connection or audio is lost, the examination must be halted until the participant's connection or audio is restored. The Chairperson may determine whether or not the duration of the disruption has had a material impact on the TEC member's ability to assess the candidate's examination, and has the authority to discontinue a remote connection at any time he/she judges that it is interfering with the proper conduct of the examination. The Chairperson is required to report on any issues associated with the hybrid thesis examination in the Chairperson's Report.

HKUST Fok Ying Tung Graduate School (Guangzhou)

June 2025