THE UNIVERSITY OF HONG KONG
LI KA SHING FACULTY OF MEDICINE

Notes for Guidance of Candidates for the Degrees of MD and MS

These notes should be read in conjunction with the Regulations for the Degree of MD or MS and the Regulations Governing the Format, Binding and Presentation of Theses.

Registration

A candidate shall be admitted on the first day of any month of the year.

Fees

The appropriate registration fees as set out in the General Regulations shall be payable and the appropriate examination fee once the thesis is submitted.

Title and Submission of Thesis

Before submitting their thesis title for approval by the Board of the Faculty of Medicine, candidates should consult **the supervisor,** the Head of the Department of Medicine or Surgery, and where appropriate the Professor of the subject concerned. Such approval must be obtained at least three months before the thesis is submitted for examination. The thesis must be submitted before the fifth anniversary of the registration date.

Form of Thesis

It is difficult and perhaps undesirable to lay down strict regulations concerning the form which a thesis should take, but it should not consist of a number of disconnected or unrelated papers containing portions of a candidate's work. Such papers may be taken into consideration but the main part of the thesis should be a connected account of the candidate's researches written by himself or herself, with, if necessary, reference to the supplementary papers which are submitted with the thesis. It must be presented in the form of a thesis with comprehensive review of literature, accurate description of material and research methods, clear and proper presentation of results, in-depth analysis, critical discussion and appropriate conclusion. A thesis is more akin to a monograph on the topic but with emphasis and substantial contribution from the candidate's own results. A mere compilation of data or submission of a series of published or unpublished papers will not be acceptable. The form in which the thesis is presented and the care with which it has been prepared and illustrated are in themselves evidence of the candidate's capabilities and will receive consideration as such. The thesis, apart from quotations, must be written in English, unless prior agreement to use another language has been given by the Board of the Faculty of Medicine.

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Published work is permissible, but it should be the candidate's own work or contains portion of the candidate's work. In the event of the latter, the percentage should be specified.

For collaborative work, the candidate should seek the permission of the other authors before submission of his or her thesis.

For published work collaborated with others, the candidate should still present his or her researches again in his or her own writing.

Copyright

Candidates' attention is specifically drawn to matters of copyright law which may affect them, as follows:

a. Quotations from other copyright material may be freely made in the thesis, provided that there is no intention to publish them. If, however, it is intended to publish, the following steps should be taken:

   i. Any quotations should be clearly marked as such (by the appropriate use of quotation marks or indentation) and the source given;

   ii. For any quotation of more than a few lines, the permission of the copyright holder must be obtained before the thesis is published (but not necessarily before it is submitted to the Faculty Secretary);

   iii. Acknowledgement of permission to reproduce the material quoted should be made in the form approved by the copyright holder.

b. Copyright material varies according to the laws of the country of publication, but generally the following may be considered as **not** subject to the provisions of copyright laws:

   i. Printed matter from the author of which has been dead for more than fifty years (care must however be taken not to quote from a more recent edition which is still subject to copyright);

   ii. Publications from countries which are not signatory to the Universal Copyright Convention, provided it is not intended to publish the thesis within those countries. These countries include the People's Republic of China and Taiwan.

   In case of doubt, it is safest to assume that copyright exists.

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c. The copyright holder may usually be identified from the publication concerned. It is usually either the author or the publisher, and the statement prefixed by the symbol c on the reverse of the title page (in recent publications) is the source of this information. If no such statement can be found, an enquiry should be sent to the publisher.

As regards the thesis itself, in law this has the status of an unpublished manuscript. The copyright holder remains the author of the thesis, and deposit of a copy in the University Library or another department of the University does not transfer copyright to the University or any part of it. For the benefit of other research workers, the Library seeks the approval of the author of a thesis at the time when copies are submitted, for the right to make microfilm or other copies for limited use, *i.e.* for purposes of private study and research only. The author retains his or her general copyright, which prevents others from publishing material from the thesis without his or her written permission.

For this purpose the author shall be required to make a written declaration on a prescribed form to be issued by the Library to the candidate after the Faculty Board has recommended that the candidate be presented to the Chancellor for the conferment of the appropriate degree and retained there for reference.

If the author wishes to restrict access to the Library copy of the thesis, he or she must apply to the Faculty Board giving his or her reasons and specifying the proposed period of restriction as one year, two years, or three years. If the request is approved, the author will complete clause 2 of the author's declaration form.

Binding of thesis

A candidate shall deliver to the Secretary of the Faculty of Medicine four copies of his or her thesis in temporary binding in accordance with the regulations governing the format, binding and presentation of theses (q.v.).

Examinations

Normally a decision whether or not the candidate merits award of the degree will be taken on the basis of examination of the thesis and the candidate's performance at the oral examination. . Except in special circumstances, the oral examination will be held in Hong Kong in the presence of members of the Thesis Examining Committee and the additional examiner(s) in place of the external examiner(s) (if applicable).

A candidate will be given by the Faculty Secretary at least one week's notice of the date of the oral examination, and an appropriate interval will be allowed if a candidate is overseas.

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November 23, 2000
December 14, 2001
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