

Comprehensive PhD Qualifying Examination (CQE/QE II) Procedures:

1. Journal Papers, Examiners and QE date:

- a) The supervisor is to select one journal paper for the student to write a critique on.
- b) The supervisor is to propose **two examiners** besides the main and co-supervisors (if applicable). They will be entered as thesis committee members in the EduRec system after completion of the Oral Qualifying Examination (OQE/QE III) later on.
- c) The student or supervisor is to enquire with the nominated examiners regarding their availability and set up a common date and time for the presentation.

2. Report / Critique Writing and Submission:

- a) The supervisor is to send the selected paper to the student, co-supervisor(s), and both examiners approximately 1.5 weeks before the CQE date.
- b) Student to write a report that covers the following points:
 - i. Problems addressed in the paper; methods used in the paper.
 - ii. Strengths and weaknesses of the paper in terms of the research work carried out, the write-up, and the presentation (for example, tables and figures).
 - iii. Possible improvements in terms of data analysis, experiments, theoretical modelling/simulation, etc.
- c) Format of the report: 6 A4 pages; font size: Times New Roman 12; line spacing: 1.5; references and figures in the appendix.
- d) At least two days before the CQE date, the student is to email a softcopy of the report to the supervisor(s) and both examiners, and cc the administrative staff. If there is a physical presentation, the candidate is also to print a hardcopy and submit it to the supervisor(s) and both examiners during the presentation.

3. Presentation of Critique:

- a) The student is required to give a presentation of about 15 minutes to address the issues written in the report, followed by a Q&A session. The whole process will typically take about 30–40 minutes.
- b) For physical presentation:
 - i. The student or supervisor is to arrange a common date and time when all members (including both examiners) can be physically present.
 - ii. The student or supervisor is to book a venue, e.g., a seminar room.
 - iii. The student is to arrive at the venue at least 20 minutes earlier to check the projector set-up. The student should bring their own laptop, a laser pointer, and two erasable whiteboard markers.
 - iv. The student should print and bring along three copies (or more, if there are co-supervisors) of the evaluation forms—one form for each panel member.
- c) For recorded presentation:
 - i. **Another arrangement is to record the student's presentation** so that the examination panel can evaluate the presentation separately.
 - ii. Both examiners are to arrange their own meetings with the candidate for Q&A.
 - iii. The supervisor or student is to email the report, evaluation forms, and web-link to the recording of the presentation to the examiners.
- d) For Zoom presentation:
 - i. One more option is to have the examination online via Zoom.
 - ii. The supervisor or student is to create and set up the Zoom meeting after a common date and time have been identified. The Zoom meeting should be recorded, for the benefit of examiners who are not present.

- iii. The supervisor or student is to email the report, evaluation forms, and Zoom meeting link to the examination panel beforehand.
- e) After the presentation, the supervisor is to submit all the evaluation forms to the administrative staff. The postgraduate student is to send the following (**all in PDF format**) to the administrative staff:
 - i. Selected journal paper
 - ii. PowerPoint slides
 - iii. Report

4. Notification of the Outcome:

- a) Once point 3e is completed, the administrative staff will process the documents and notify the student of the outcome via email.