



EXAMINATION GUIDELINES IN THE EPIDEMIOLOGY UNIT

To: All students who plan to sit for examinations (Proposal, Qualifying, Thesis and Comprehensive)

We would like to describe the scope of work that the officer will serve you when you plan to sit for your examinations. The scope of work of the officer is as follows.

1. Set the exam date.
2. Announce the exam to all students and lecturers in the Epidemiology unit.
3. Invite the examiners to attend on the day of the exam.
4. Distribute the proposal and/or thesis book to the examiners.
5. Print and distribute the handouts of the presentation to everyone.
6. Prepare the exam documents, such as the exam application form, exam result forms etc.

Once you have made a decision to have an examination, please kindly inform all below topics to the officer within the specified time.

1. Exam Date

- Please let the officer know your exam date **at least 3 weeks** before the date, so they can manage to invite and match the schedule of the external examiners with the internal examiners.

2. Exam Topic

- Please let the officer know your exam topic **at least 3 weeks** before your exam date.

3. Thesis book, Proposal book, QE Concept Note and files

- Please give these to the officer **around 15 days (for thesis book and proposal book) and 3 days (for QE Concept Note)** before your exam date so they can be distributed to your examiners for review.

4. Power point of your presentation

- Please give this to the officer **at least 1 day before** your exam date so they can print it and distribute it to everyone. If you do not send it to the officer before your exam date, ***please prepare it by yourself.***

Your cooperation is much appreciated.

Yours sincerely,

Examination Officer