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The Beginning of the End:

Thesis submission and examination




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Examination

- PhD theses are examined by 3 examiners, MSc by 2 examiners
- Examiners may be internal, local or international
- Examiners have two months to examine




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Intention to Submit

- Should be lodged three months before intended date of submission
- Date and title on Intention are not binding
- Faculty checks enrolment status and begins process of appointing examiners




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Outcomes

- Examiners have 5 possible responses:
 1. Award without condition
 2. Award subject to typographical correction
 3. Award subject to emendation
 4. Revise and Resubmit
 5. Not award




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Submission

- Thesis is lodged at Faculty Office
 - 4 copies for Doctor of Philosophy
 - 3 copies for Master of Science
- Must be accompanied by letter from supervisor
- Lodgement form to be completed at Faculty Office
- Format???



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Award/Typos (5-10%)

- Associate Dean makes decision to award the degree
- Candidate and School informed of decision and receive examiners' reports at the same time
- 1 month to lodge final thesis for University Archives



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Emendations (85%)

- If one or more examiners recommend emendation, reports are sent to School (HoS, PG Coordinator and Supervisor) for a recommendation
- School has 3 weeks to return recommendation
- Decision assessed by Associate Dean
- Candidate informed of outcome
- 1 month to make required emendations



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Revise and Resubmit (5%)

- If any examiner recommends R&R, School is consulted and the matter is referred to the Faculty PGSC for discussion
- Makes recommendation to PhDASC
- Candidate may have to re-enrol and rewrite thesis, which is then submitted for re-examination



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Final Stages

- When the conditions of award (if any) have been met, a final copy of the thesis is submitted to the Faculty for lodgement in the University Archives
- Final copy must be hard-bound on archival/acid-free paper
- Must be accompanied by letter from HoS
- Must also be signed inside cover by HoS
- After submission, a conferral letter is signed by the Dean and graduation is organised