

17. Administrative Conduct of Examinations

When the Higher Degrees Committee has approved the examination arrangements, the examiners will be notified of their appointments. The student's First Supervisor will receive copies of the correspondence.

The instructions given to examiners will be explicit in that they will be made aware that if they write on the thesis the student may eventually get to see such comments.

It is the responsibility of the First Supervisor to make the specific arrangements for the examination, including the date, time, location and hospitality. **The Graduate School Office must be notified of these arrangements immediately they have been finalised.**

17.1 Submission of Theses

The student should submit as many identical copies of the glue-bound thesis as there are examiners to the Graduate School Office, at least one month prior to the date of his/her examination, and should bring to the viva voce a further identical copy for their own use.

The Graduate School Office will send the copies of the thesis and the pre-viva form to the Examiners along with other relevant documentation. The First Supervisor will be informed when this has taken place and sent the viva document, 'Examiners' Report Form for Candidates for research degrees (Doctor of Philosophy and Master of Philosophy) and VIVA DECL when it has not be completed upon submission for examination.

The student must bring an identical copy of their submitted thesis to the viva voce for their own use. If under Regulation 17.4 the student has requested that his/her supervisor be present then a further copy shall also be provided for use by the Supervisor.

17.2 The Examination

The student's First Supervisor is responsible for ensuring the smooth running of the examination, and **must be** available at all times, while the examination is in progress.

One of the student's supervisors who is not an examiner shall normally attend the oral examination, unless the student has expressed a wish to the contrary. The purpose of this is to assist the student and examiners with matters of clarification only and not to participate in the viva. Attendance by a supervisor is not compulsory but if the student feels that this would be helpful, the University then expects the supervisor to be at the viva.

At the completion of the oral examination, the student and other persons attending the examination must withdraw from the examination room before the examiners begin their deliberations to determine the result of the examination. Following their deliberations:

- a) the 'Examiners' Report form for candidates for Research Degrees' and where relevant the 'Statement of theses Deficiencies' or the 'Statement of Reasons for Failure'.
- b) Form VIVA DECL should be completed by the student.

The completed forms must be returned to the Graduate School Office within three working days.

Following the viva voce, it will be the responsibility of the internal examiner to collect all copies of the thesis.

The internal examiner will retain these copies until the award is conferred upon the student. (This is so that the University has copies of the thesis in the event of an appeal)

Once the award is conferred the internal examiner shall hand the copies back to the student or confidentially waste.

If on the examination report the examiners state that the students should carry out the corrections as stated on the thesis, this shall override the points above. This will be communicated to examiners in the initial letter of appointment.

17.3 Amendment to Theses

When amendments to the thesis, as indicated on the 'Statement of Theses Deficiencies' form have been completed, copies of the thesis should be forwarded onto the relevant examiner(s) and the Graduate School Office informed so that the relevant documentation can be distributed.

17.4 Examination of an Amended Thesis

Copies of an amended thesis are sent to the Examiners separately, who must confer in reaching a recommendation, including whether or not they wish to re-examine the student in a further oral examination when this had been previously recommended under Regulation 18.2, and submit their joint recommendation to the Graduate School Office on the appropriate form. In the case of disagreement, the Examiners must submit separate recommendation forms in accordance with Regulation 19, *Disagreement Amongst Examiners*.

The decisions of the examiner(s) regarding an amended thesis submitted under Regulation 18.2 c) are normally limited to:

- a) a recommendation for the award of a degree (Regulation 18.2e)
- b) a recommendation that no degree should be awarded (Regulation 18.2f)

17.5 Lodging of thesis

When the viva documentation clearly recommends the award of the research degree or when any required amendments have been completed and approved by the examiners, the student should make arrangements for one copy of the final thesis to be bound in hard cover and submitted also electronically. This copy of the hardbound thesis must be lodged with the Graduate School Office as soon as possible. A list of binding companies is available on request from the Graduate School Office.

17.6 Conferment of the Research Degree

Following the receipt of completed examination documents, one hardbound copy of the thesis, and the electronic thesis the form DMU REC will be completed by the Graduate School Office and the recommendation for the award of a research degree will be forwarded to the Vice-Chancellor or nominee.

If the Regulations are adhered to the Vice-Chancellor will sign a conferment list, which officially confers the degree. A degree parchment will then be produced and normally will be sent to the student and he/she will be invited to attend a Graduation Ceremony.