



## **GUIDELINES FOR COMMITTEES OF ASSESSORS**

### **1. APPOINTMENT OF EXAMINERS:**

On receipt of notification from a candidate of intention to submit his/her thesis for examination, the DDB office will notify the relevant Dean accordingly, requesting him to appoint a Committee of Assessors and to submit recommendations for examiners to the Doctoral Degrees Board for consideration and approval. Special attention should be paid to the selection of examiners in the case of an interdisciplinary thesis. Examiners will be approached by the DDB office, and supervisors are asked to provide full contact details when nominations for examiners are sent to the Dean, so that invitations are not delayed. If it is considered that there would be merit in contacting an examiner informally, this is to be done through the DDB office who will either fax or e-mail an examiner on behalf of the supervisor.

The DDB office will submit these recommendations to the Doctoral Degrees Board, which has delegated powers to appoint examiners.

### **2. SUPERVISOR'S REPORT:**

The DDB office will request a report from the candidate's supervisor. This report will be sent to all examiners when inviting them to act as such. A copy of the report will also be sent to the relevant Committee of Assessors - see PROCEDURES para 6(iv). If the supervisor submits a second report in terms of PROCEDURES para 6(iv), the latter will be sent to the Committee of Assessors but not to the examiners.

### **3. EXAMINERS' REPORTS:**

Once examiners have been appointed the DDB office will write to all examiners, inviting them to act, and indicating a deadline for the receipt of their reports.

When examiners' reports are received by the DDB office they will be sent to the relevant Committee of Assessors for consideration and recommendation to the Doctoral Degrees Board.

### **4. PROGRESS REPORTS:**

If there is a lack of consensus among examiners, the Committee of Assessors must do what it deems necessary in an attempt to achieve consensus and in the meantime simply report progress to the Doctoral Degrees Board for noting at a statutory meeting.

In other words, if for example, a Committee of Assessors feels that a particular candidate should revise his thesis in the light of examiners' comments, it must act in accordance with paragraph 9 of the PROCEDURES OF THE DOCTORAL DEGREES BOARD. The examiners' reports may be discussed with and/or made available to candidates provided the identity of the examiners is not disclosed to the candidate.

If there is a lack of consensus amongst the examiners the Committee of Assessors may consult with the examiners or request the candidate to submit to an oral or other examination by one or more of the examiners and/or the Committee, before reporting to the Doctoral Degrees Board.

### **5. CORRECTIONS:**

Where a Committee of Assessors is of the opinion that the degree should be awarded to a particular candidate subject to certain textual and/or factual corrections being made to the thesis before it is lodged in the library. The Committee of Assessors must then supply a written undertaking to the effect that this will be done by a responsible person appointed by it, together with its recommendation for consideration by the Doctoral Degrees Board. Once the thesis

has been corrected to the satisfaction of the Committee of Assessors a, statement to this effect together with the corrected copies of the thesis must be sent to the DDB office, which will then submit the thesis to the University library. The Board resolved at its meeting in June 1998 that, where corrections to theses are required, these changes should be incorporated into the theses and that errata slips and addenda are not acceptable.

## **6. DEFINITE DECISIONS:**

In terms of paragraph 9 of the PROCEDURES, Committees of Assessors are requested to submit definite recommendations to the Doctoral Degrees Board regarding the award of the degree. In so doing the Assessors are entitled to consult the examiners, the supervisor and the Head of Department. The candidate may also be consulted, and may be required to submit to an oral or any other examination if that is considered necessary. No formal report is made to the Doctoral Degrees Board until the Committee of Assessors is able to reach finality on one of the recommendations detailed below:

- (a) That the candidate should be awarded the PhD degree without any corrections being made to the thesis.
- (b) That the candidate should be awarded the degree subject to changes deemed necessary by the Committee of Assessors being made in the library copies of the thesis.
- (c) That as the corrections required by examiners are more than minor, textual corrections, the candidate be invited to revise and resubmit the thesis for examination.
- (d) That the candidate should not be awarded the PhD degree.

In particular, it is the responsibility of the Committee of Assessors, before recommending that the degree be awarded, to ensure that the candidate makes such amendments and corrections to the thesis as may be necessary to meet the detailed criticisms of the examiners.

## **7. EXCEPTIONAL CASES:**

Only in exceptional cases, where a Committee of Assessors, despite every effort, is unable to make a firm recommendation to the Doctoral Degrees Board accordingly and the Doctoral Degrees Board will then take a final decision.

## **8. COMMUNICATION WITH CANDIDATES:**

Where the Doctoral Degrees Board resolves to award or not to award the degree to a candidate after consideration of the recommendation of the relevant Committee of Assessors, the DDB office will communicate the decision to the candidate concerned.

The Committee of Assessors is responsible for deciding what to disclose to the candidate from the examiners' reports after a decision to award the degree or not to award it has been taken.

The policy regarding the disclosure of names of examiners is as stated in paragraph 10 of the PROCEDURES.

In all cases where a Committee of Assessors simply reports progress to the Doctoral Degrees Board, e.g. that it wishes the candidate to revise his thesis in the light of examiners' comments, it is up to the Committee of Assessors to communicate such decision to the candidate concerned. Care should be taken to avoid committing the University to the award of the degree if the alterations are made.

## **NOTE:**

If, however, the Committee of Assessors wishes to have the thesis or revised thesis examined by additional examiners, the names of such proposed additional examiners must be submitted for approval by the Doctoral Degrees Board at the same time as progress is reported to the Board.