



GUIDELINES FOR EXAMINATION OF COURSEWORK MASTERS THESES

1. Three bound copies of the completed thesis are to be submitted to the School. For examination purposes, the thesis may have a soft cover.
2. The date of submission is to be recorded by the School and the copies of the thesis stored in a locked cupboard until sent to examiners.
3. The School sends a memorandum to the Examinations Office requesting a result of TT (thesis submitted) be recorded against the relevant unit.
4. The supervisor will provide the Head of School with names and addresses of at least two examiners^{T*}. The supervisor, or any associate supervisors, may not be examiners. The supervisor should contact potential examiners to determine their availability to examine the thesis before submitting names. The supervisor should also indicate the reason for his/her suggestions.
5. The examiners will be recommended to a School academic staff meeting for discussion, prior to the Head of School setting the examiners.
6. Examiners are to be set and a letter sent inviting them to act as examiners. All letters sent to examiners will be signed by the Head of School. Upon acceptance, copies of the thesis are sent. This should be within one month of the submission of the thesis. If examiners can be set immediately prior to submission of the thesis, this is to be preferred. The dates of mailing the theses to examiners will be recorded by the School.
7. Examiners will be asked to complete their assessment of the thesis within two months. If no response has been received by that time, the School will remind the examiner that a report is expected. The School will record the return of the thesis copies sent to examiners.
8. On receipt of both examiners' reports, the Head of School will determine whether corrections or rewriting of sections of the thesis should occur. If there is substantial disagreement between the two examiners, the examiners' reports will be discussed at an academic staff meeting. If the examiners recommend that the thesis be resubmitted for examination or if it is failed outright, the examiners' comments should be discussed at an academic staff meeting.
9. Where a matter has been discussed at a staff meeting, the Head of School will determine the appropriate course of action. If academic staff are not satisfied with the decision, the matter should be referred to the Associate Dean (Teaching & Learning).
10. When the examination process is complete, the Head of School will report the outcome at an academic staff meeting, together with the results of all

coursework completed. The Head of School will then provide a recommendation to the Associate Dean (Teaching & Learning). The recommendation must include a statement of graduation eligibility so that the student can be certified for graduation purposes. If approved, the Associate Dean (Teaching & Learning) will advise the Examinations Office of the candidate's result, with a copy to the Faculty for graduation purposes.

11. The Head of School will advise the Examinations Office when the examiners fee is to be paid to each external examiner.
12. The candidate must provide two hardbound copies of the thesis, one for the library and one for the School's thesis collection.

* A student who has received a Masters degree may be accepted as a PhD candidate provided that the degree required the completion and external examination of a substantial piece of work deemed to be of an acceptable standard. On 13 September 2002, the Board of Graduate Studies by Research considered what constituted external examination. The Board's view was that it regarded a coursework masters thesis that had been examined by one external and one internal examiner as acceptable for the purpose of admission to a PhD.