

## Procedure 6: Thesis Examination

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### 1. OVERVIEW

This document provides an overview of the examination process and the roles and responsibilities of the Candidate and University.

### 2. RECOMMENDATIONS OF EXAMINERS

2.1 There are five recommendations an examiner can make on a thesis, as per the examiner report:

- Passed, no conditions;
- Passed, subject to minor amendments being made to the satisfaction of the principal supervisor;
- Passed, subject to major amendments being made to the satisfaction of the Associate Dean Research;
- Revise and re-submit for examination; or
- Fail.

2.2 Once all examiner reports have been submitted to Research Assessments, they will be circulated to the Executive of the Graduate Research School Committee for the thesis to be classified.

### 3. THESIS CLASSIFICATION

3.1 The Executive will consist of four members to be drawn the voting membership of the Graduate Research School Committee.

3.2 The members of the Executive of the Graduate Research School Committee will review the examiner reports and will submit to the Chair (Dean, Graduate Research School) one of five thesis classifications:

- Passed, no conditions;
- Passed, subject to minor amendments being made to the satisfaction of the principal supervisor;
- Passed, subject to major amendments being made to the satisfaction of the Associate Dean Research;
- Revise and re-submit for examination; or
- Fail.

3.3 The Chair, taking into consideration the recommendations of the members of the Executive and his/her own evaluation of the examiner reports will determine the thesis classification.

### 4. ADJUDICATION OF THESIS CLASSIFICATION PROCESS

4.1 Cases in which a classification cannot be determined will be escalated to the Deputy Vice Chancellor, Research. The DVC(R) may:

- Make a determination based on the examiner reports and recommendations of examiners and the Executive of the Graduate Research School Committee or;
- Request for an adjudicator, and make a determination based on their recommendation.

4.2 To be appointed as an adjudicator, the person must:

- Have appropriate expertise in the general research area;
- Have experience as a supervisor and examiner;
- Hold a qualification higher or of equivalent level to the award being examined;
- Be independent of the candidate, supervisor and school. An adjudicator may be a member of academic staff of ECU if it can be shown they have no real or perceived conflict of interest.

4.3 An adjudicator will be provided with:

- A summary of the basis for adjudication, provided by the Deputy Vice Chancellor, Research;
  - The examiner nomination forms;
  - The examiner reports;
  - The recommendations of the members of the Executive of the Graduate Research School Committee, including the Dean GRS;
  - The candidate's response to examiners and the amended thesis in cases where the candidate was required to revise and resubmit their thesis.
  - Any other related documentation the DVC(R) deems pertinent to the review.
- 4.4 An adjudicator will be required to provide a written report.
- 4.5 An adjudicator will be remunerated at the same level as a thesis examiner by the School.

## **5. THESIS REVISIONS**

- 5.1 Revisions should normally be made:
- within 6 weeks for minor amendments;
  - within 3 months for major amendments;
  - within 12 months for a thesis being revised and resubmitted for examination.
- 5.2 Candidates completing revisions should clearly document the examiner, comment, action taken and location in thesis to facilitate the principal supervisor, Associate Dean Research or Examiner ensuring corrections have been made to the highest possible standard.

## **6. FOR FURTHER INFORMATION:**

[Research Journey, The Assessment Process](#)