



GUIDELINES FOR EXAMINERS THESIS ASSESSMENT REPORT

**Doctor of Philosophy
Doctor of Clinical Psychology
Doctor of Education
Doctor of Social Work**

Degrees

The Doctor of Philosophy (PhD) is a research degree which comprises a thesis to the value of 360 credits

The Named Doctorates (DClinPsych, EdD and DSW) are degrees which are comprised of one third course work to the value of 120 credits, and a research thesis to the value of 240 credits. Examiners are required to examine the thesis only.

Thesis with publications:

Please see attached guidelines (where applicable).

Examination Process

Three examiners are normally involved in the examination process – an internal and two externals. A convenor, not associated with the thesis discipline, is appointed by the Doctoral Research Committee (DRC) to oversee and facilitate the thesis examination. It is a two-step process: the assessment of the thesis in the form of report and recommendation from all three examiners and then the oral examination which is usually only attended by the internal and New Zealand examiner although on occasions the overseas may attend by videoconference. The overseas examiner will be kept informed of the outcome of the oral by the convenor.

Examiners are required to submit their recommendation and report (below) within 6-8 weeks to ensure the oral examination can take place in a reasonable timeframe and to allow the student 10 working days to review the reports and prepare for the oral exam. Please advise us if you have difficulties meeting this deadline. Specifically, examiners are asked to provide the following:

- **An overall recommendation (pass, emendations, re-exam, fail) which is kept confidential to the Examination Committee.**
- **A written report which addresses the examination criteria, summarises strengths and weaknesses, and lists possible emendations (if required). This is made available to the candidate and supervisor prior to the oral examination.**
- **Any confidential comments that you wish to accompany your report but which you do NOT wish made available to the candidate or supervisor.**

You may be asked to consider whether the thesis reaches the standard of 'Dean's List of Exceptional Thesis'. If this is the case you will be sent the appropriate form with the criteria noted on it.

Over the coming weeks the GRS will be in contact to schedule the date for the oral examination.

Please Note:

- It is important that the first stage of the examination process is strictly confidential. We ask you not to discuss the thesis or the report with anyone prior to the oral examination. If you have any questions/concerns please contact the Graduate Research School.
- We ask examiners to keep the thesis until the examination process has been completed. You will receive a letter from the Graduate Research School to notify you of the final result following the oral examination and also when it is appropriate to dispose of the thesis.