

GUIDELINES FOR EXAMINERS

1. The examiner is requested to state as explicitly as possible the grounds on which he or she bases the recommendation given. It would be of assistance to the Faculty and to the School if the report could include detailed comments on the following:
 - (a) How well the candidate has conveyed the precise nature of the topic with which the thesis/project is concerned.
 - (b) To what extent and how the thesis/project shows that the candidate understands the relationship of his/her own investigation to the wider context of knowledge in which it belongs.
 - (c) To what extent and how the thesis/project shows the ability of the candidate to survey the relevant literature and to document his/her statements adequately.
 - (d) The degree to which relevant sources of information have been drawn on to provide data which has been examined, analysed, evaluated through appropriate methodological procedures.
 - (e) The degree of perceptiveness and skill with which the candidate has drawn from the study a number of conclusions and/or recommendations for policy, practice or further research.
 - (f) To what extent and how the thesis/project shows that the candidate's attitude to his or her own work and to the work of others is critical and perceptive.
 - (g) Whether the literary presentation of the thesis/project is satisfactory.
 - (h) Any changes which should be made to the thesis before the degree is awarded.
 - (i) The comments of examiners should be of sufficient detail to substantiate any identified weaknesses as well as provide a means of informed academic exchange. Corrections and amendments which are deemed necessary should be identified clearly so as to ensure that they can be attended to satisfactorily.
2. The reports of examiners are written to the Head of School. In keeping with University policy that there should not be direct contact between examiners and the candidate or the supervisor(s) about the examination of the thesis/project, all reports, or any correspondence or proposals for contact with the candidate or supervisor about the examination, must be addressed to the Head of School. The supervisor(s) concerned will be notified of results by the Head of School only after the School Committee has considered all examiner's reports. If supervisors wish to seek clarification or further information from an examiner, the request should be made to the examiner through the Head of School.
3. After the School Committee has considered the examiners' reports and made its decision on them, each report is made available to the supervisor(s) and the candidate at the Head of School's discretion.
4. The regulations of the University require that we return the examination copies of the thesis/projects to the candidate. It would be appreciated if you could arrange for the thesis copy to be returned to us as quickly as possible, preferably by registered post.