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South Australia

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Examiner reports and post examination



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This training provides an overview of the examiner reports and post examination processes for higher degrees by research students. The processes outlined in this module are applicable to both PhD and Masters by Research students.

## Overview



- Thesis revision timelines
- Final submission requirements
- The approval, conferral and graduation process
- Useful web links

In this module we will cover the timelines associated with revising your thesis, the requirements for a final submission, and the approval, conferral and graduation process. At the end of the module we will also provide some useful web links.

## Examiners' Reports



- Examiners have a number of options, ranging from pass forthwith to fail or, in the case of PhDs recommending the awarding of a Masters' degree
- The Academic Regulations stipulate the amount of time that students have to make corrections/amendments:
  - Four or six weeks for minor corrections
  - Three months for major amendments
  - Six months to revise and resubmit

A schedule of Research Degree Committee and University Council meeting dates will be sent with your examination reports so that you are aware of the deadlines for the final submission of your thesis.



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Examiners are asked to provide a recommendation in accordance with the Academic Regulations. The options available range from pass forthwith to fail, and in the case of PhDs there is the option to recommend awarding a Masters degree.

They will also provide a written report and in some cases a marked up copy of the thesis is provided. Examiner reports and associated materials are made available to students and supervisors once both examiners have completed their examination.

The amount of time you have to complete corrections will depend on the recommendation from the examiners. The Academic Regulations outline the amount of time each assessment outcome has for undertaking corrections. It ranges from 4 – 6 weeks for minor corrections to 3 months for major corrections and 6 months where the thesis is needing to be re-submitted for examination.

A schedule of Research Degree Committee and University Council meeting dates will be sent with your examination reports so that you are aware of the deadlines for degree conferral. Your final thesis must be approved by your Supervisor, Independent Reviewer (if required), Research Education Portfolio Leader and Dean before the deadline in order to be eligible for conferral. There are multiple opportunities for conferral throughout the year. The timing of your

conferral will also determine which graduation ceremony you are able to attend.

## Oral defence of the thesis



- PhD students commencing from 1 January 2016 will be required to undertake a defence of the thesis as part of their thesis examination.
- It provides research degree students with an opportunity to discuss their research directly with international experts and to establish stronger ties and networks across their field of study.
- The key steps involved in the thesis defence are:
  - Following receipt of the written thesis, the examiners prepare preliminary examiner reports
  - The research student defends their thesis via video conference with the examination panel, facilitated by an independent Chair
  - On conclusion of the defence, the examination panel agrees a final thesis examination result and finalises their examiner reports.



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Students who are undertaking an oral defence of the thesis will follow a slightly different path following examination.

Examiners will prepare preliminary examination reports. The preliminary reports are provided to the student and supervisory panel once both examiners have completed their examination.

The oral defence meeting date and time will be determined before the examiners have submitted their reports. There will be a minimum of 10 working days between the student receiving the preliminary examiner reports and the day of the meeting. If examiner reports are received late it is possible that the meeting will be changed to ensure there is sufficient time to prepare for the meeting.

The oral defence meeting is facilitated by an independent Chair and examiners will usually participate via video conference. Your supervisory panel is able to attend the meeting but only as observers.

On conclusion of the defence, students and supervisors will leave the room and the examination panel will agree a final thesis examination result and finalise the report. Once this has occurred the student and supervisors are invited back into the room for the result.

The final report is then available within 48 hours of the meeting. The amount of time for completing corrections and the schedule for conferral is the same as outlined in the previous section.

## Examinations & HDR Academic Quality Panel

After receiving results a student may submit an appeal to this Panel.

The Panel consider cases where

- There are conflicting examiners' reports, that is pass and non-pass recommendations
- Both examiners make a non-pass type recommendation
- The possible outcomes include
  - Appointing an Adjudicator
  - Appointing a third examiner



**IMPORTANT**   
read the regulations

<https://i.unisa.edu.au/policies-and-procedures/university-policies/research/res-10-regulations/>

After receiving results, students have the opportunity to submit an appeal to the Examinations & HDR Academic Quality Panel if they have received conflicting examiners' reports with pass and non-pass recommendations or both examiners make non-pass recommendations. Students should work with their supervisors to provide documentation and a recommendation to the Dean.

It is important to read the regulations relating to the appeals process to ensure the requirements and timeframes are understood.

## Final thesis submission

Submit online the same way as your initial submission.

Complete the declarations and upload your

- Thesis
- Summary of Amendments (if required)
- Signed Author's Consent Form
- Citation of no more than 900 characters (including spaces)

Your thesis will be made available to your Supervisor overnight.

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My Homepage

<div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc;"> <small>Enrolment</small>  </div>	<div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc;"> <small>Student Reviews</small>  </div>	<div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc;"> <small>Scholarship</small>  </div>
<div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc;"> <small>Leave</small>  </div>	<div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc;"> <small>Candidature Overview</small>  </div>	<div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc;"> <small>EDGEx</small>  </div>
<div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc;"> <small>Student Contacts</small>  </div>	<div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <small>Thesis Management</small>  </div>	<div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc;"> <small>Resource Links</small>  </div>

[The Post Examination Checklist for Supervisors and Students](#) has detailed information about this process

- Your final thesis is submitted in the same way your initial thesis was submitted, online via the student portal. Select the myResearch option from your student portal and then select the Thesis Management tile.
- There are declarations which need to be completed. Upload your revised thesis, summary of amendments document, a signed Author's Consent form and a citation of no more than 900 characters (including spaces) and submit the documents.
- Once submitted it will be made available to your Principal Supervisor overnight. They will receive an automated notification to alert them you have submitted.
- Once your Principal Supervisor has provided approval it will move to your Independent Reviewer (if required), Research Education Portfolio Leader and then to your Dean. There are three to four people involved in the approval process which is why it is important to allow enough time for this to occur to meet the deadlines for conferral. Your final submission must be fully approved by all parties by the deadline date in order for you to be eligible for the current conferral round.
- Refer to the Post Examination checklist for supervisors and students for more detailed information about the process.
- If you are resubmitting your thesis to be sent back to an examiner, you also follow this process by uploading through the student portal

however you don't need to include the Author's Consent form or citation. These are only required when you submit your final version.






**Graduation** 

- Once your final thesis has been approved, regularly check your **student** email account
- Check your parchment details and confirm as soon as possible
- Check your address details are correct
- Final thesis will be reported to Research Degree Committee before being conferred by University Council
- Degree cannot be reported to University Council until all requirements are met
- Confirm Graduation Ceremony attendance or request postage of parchment

•Once your final thesis has received all the required approvals you will receive an email. This email is sent to your student email account so it's important to check this account regularly once you submit your final thesis.

•Your documentation will be checked to ensure you have met all the requirements. If everything has been supplied correctly you will be sent an email and asked to check and confirm your parchment details. There are deadlines associated with completing these tasks so it's important to carefully read and action any emails sent about your completion. Failure to do so could result in your degree not being conferred.

•It's important to check your mailing address is correctly recorded. Your transcripts and completion letter will be posted to your address recorded in the system.

•Your thesis will be reported to the Research Degree Committee and then conferred at the Council meeting. Completion letters are available to students in the week following the Council meeting.

•Parchments are available for collection approximately a week after the Council meeting. If you're unable to collect your parchment you can have it mailed to you.

•Links to graduation information, including ceremony dates and times, are available in the Post Examination checklist for supervisors and students. You can still attend the graduation ceremony if you have already collected your parchment. You will receive a substitute parchment when you cross

the stage.

## Ian Davey Research Thesis Prize



- The Ian Davey Research Thesis Prize has been awarded since 2007

The prize is awarded to a PhD thesis of excellence that is:

- passed without changes or only minor amendments
- noted for the quality, international standing of the examiners and the content of their reports
- candidate's publications
- contribution to the community beyond the University

The Ian Davey Research Thesis Prize is awarded each year to a PhD thesis of excellence that has passed without changes or only minor corrections, noted for the quality, international standing of the examiners and content of their report, accepted or most likely to be accepted for publication and likely to have a significant impact on communities beyond the university.

The award aims to encourage the recipient to travel overseas and undertake further research.

Candidates for the award will be nominated by the end of December, for presentation at a graduation ceremony in the following year.

## Web resources

- Post examination checklists and process  
<https://i.unisa.edu.au/siteassets/students/research-students/docs/conferralchecklistsupervisors-students.pdf?1592786871431>
- Academic Regulations  
<https://i.unisa.edu.au/policies-and-procedures/university-policies/research/res-10-regulations/>
- Email redirect (redirect student emails to another email account)  
<https://i.unisa.edu.au/askit/students/email/using-email/redirect/>

- The web links that have been referred to throughout this training are provided here.
- The email redirect information may be helpful if you don't access your student email account very often. All emails throughout the post examination process will be sent to your student email account so it's important you check it regularly or put a re-direct in place.

## Contact



For any queries regarding the examination process please email the Graduate Research, Exams and Results team at

[research.examinations@unisa.edu.au](mailto:research.examinations@unisa.edu.au)

If you have any queries about your post examination requirements please email the Graduate Research Examinations team.