GUIDELINES FOR EXAMINERS OF THESSES

The enclosed thesis has been submitted in accordance with the requirements for the award of higher degrees at the University of Wollongong. A copy of the appropriate degree requirements is enclosed for your information.

The purpose of this leaflet is to provide background information about thesis examinations at the University of Wollongong. If you have any questions about this examination which are not covered in this leaflet, please do not hesitate to contact the University* for further information.

REPORT FORM

An examiner’s report form is enclosed. Please use this as the cover sheet for your report.

CONSULTATION WITH OTHER EXAMINERS

The name of the other examiner is provided. Examiners are at liberty to consult with the other examiner if they wish. However, each examiner is asked to submit an independent report on the thesis.

THE REPORT

Where possible, your report should be forwarded to the University within a period of about six (6) weeks of receiving a copy of the thesis. If you are unable to meet this time scale, would you please advise the University* so that appropriate arrangements may be made. Examiners are requested to make specific comments and suggestions concerning the thesis, even if the recommendation is that the degree be awarded ‘without further examination’. If there are particular points of criticism, these should be supported with specific examples from the thesis.

CONFIDENTIALITY OF THE REPORT

It is the University’s current practice to make examiners' reports available to the candidate after they have been considered by the Thesis Examination Committee. The names of the examiners are also made available to the candidate at this stage.

PROCEDURE

When the reports are received from both examiners, they are referred to the Thesis Examination Committee for consideration. The Committee then determines if the candidate is to be:

- awarded the degree without further examination; or
• awarded the degree subject to the minor revisions specified being completed; or
• awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the Head of Department; or
• awarded the degree subject to the substantial revisions specified being completed to the satisfaction of the Head of Department and being sighted by the examiners; or
• required to resubmit the thesis in revised form for examination after a specified period of study and/or research; or
• required to attend an oral examination (as there are exceptional circumstances) to determine whether a satisfactory standard of competence in the work has been attained; or
• permitted to submit the thesis for examination for an Honours Masters degree (Doctor of Philosophy candidates only); or
• not awarded the degree.

You will be advised of the outcome of the examination at this time.

**ORAL EXAMINATIONS**

In cases where an oral examination is to be conducted, the examination will normally take place at the University of Wollongong. The examining panel will usually consist of the examiners of the thesis if they are in Australia; overseas examiners will be invited to submit questions to be put to the candidate on their behalf.

**COPIES OF THE THESIS**

It is currently University policy that examiners may keep their copies of the thesis if they wish. *
*If you decide to return the thesis, it is sufficient for it to be returned by surface mail.*

**RETURN OF REPORT FORM**

The address to which the report should be returned is:

Research Student Centre
Research and Innovation Division
University of Wollongong
Northfields Avenue
Wollongong NSW 2522
Australia

*Phone: 02 4221 3208 *Fax: 02 4221 4338

Please mark the envelope “Confidential - Examination”.*