



MASSEY UNIVERSITY
GRADUATE RESEARCH SCHOOL

GUIDELINES FOR EXAMINERS THESIS ASSESSMENT REPORT FOR THESIS RE-EXAMINATION

**Doctor of Philosophy
Doctor of Business and Administration
Doctor of Clinical Psychology
Doctor of Education**

All Doctoral Candidates who have a re-examination at Massey University will present four bound copies of their revised thesis or exegesis for examination. The three examiners who examined the first submission are normally involved in the re-examination process – an internal and two externals. The convenor who was appointed for the first examination will also normally oversee and facilitate the thesis re-examination.

Examiners are requested to (i) write a thesis assessment report, and (ii) make their thesis assessment recommendation on form **DRC 6/4**. For the creative and performing arts disciplines, examiners may be required to attend a second exhibition/installation/performance, as this is normally part of the 'thesis'. Following receipt of all three Thesis Assessment Reports, the Examination Convenor will analyse the reports and prepare a final examination result recommendation for the Doctoral Research Committee (DRC) to consider. On occasions, examiners may be required to participate in a post assessment teleconference call to discuss any outstanding issues. If, after discussion among examiners, any one examiner requests a further oral examination, the oral must be held.

Examiner's Written Reports

1. Confidentiality

Examiners should write their reports in the strictest confidence and may not confer. Neither the thesis nor any part of it shall be given to or discussed with any other person(s), for any purposes whatsoever. If an examiner finds that he/she is not qualified to comment on certain technical aspects, then he/she should seek the approval of the Graduate Research School (GRS) to ask the opinion of someone who has appropriate expertise.

Examiners who require clarification on any point of procedure should seek direction from the Chair of the Doctoral Research Committee through the Graduate Research School.

Examiners' reports are provided to facilitate the examination process and the approval of a final result, and are not primarily intended as feedback to candidates and supervisors. Candidates will normally be permitted to see the full reports under the names of the respective examiners, but this will occur only if the examination process is not compromised in any way by the release of the reports in this form. Unnecessarily derogatory or inappropriate comments may be deleted before the release of the reports. The examiners' initial recommendation on form DRC 6/4 is kept confidential to the DRC and the examination panel.

2. Degrees

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

The named doctorates (DBA, DClinPsych, and EdD) 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. Where a thesis includes papers and/or case studies, published or unpublished, these must be fully integrated into the subject matter and text of the thesis.

3. Content

Thesis Assessment Reports may vary from a few pages to a more lengthy document. Notations should not be made upon the thesis unless absolutely necessary and helpful to the student, as a more

permanent record of your response is needed in the formal report. The content and nature of reports will vary according to the nature of the thesis, the degree the candidate is being examined for, and the conventions relevant to the appropriate discipline.

In a re-examination, examiners are asked to examine the thesis based on the list of required instructions/emendations given to the candidate following the first examination. Examiners should ensure that the candidate has addressed all the issues satisfactorily before a recommendation can be made for the candidate to be awarded the Doctoral degree. No new issues can be identified by examiners that were not raised during the first examination.

In the cases where examiners consider not all the required emendations have been addressed and completed satisfactorily, they should clearly specify the reasons why. Examiners are not expected to act as editors and no subjective comments or recommendation should be included in the Thesis Assessment Report.

Examiner's Recommendation

To accompany their report, each examiner should make a recommendation of their assessment on the accompanying form **DRC 6/4**. Examiners are welcome to make comments relating to future publications and conference presentations; these should be made as an attachment to the report. If, after consulting among examiners any one examiner requests a further oral examination, this must be held.

Pass: The examiner is satisfied that the candidate has addressed all the required emendations satisfactorily and the thesis meets the required standards for the award of the Doctoral degree. Typographical and grammatical changes are permitted, but only if they are of a minor nature and can be completed within a two week timeframe.

Fail: The examiner considers that that candidate has not satisfactorily addressed some or all the required emendations and the candidate should be failed.

Where to forward the Report and Recommendation

Both the Thesis Assessment Report and recommendation on form DRC 6/4 should be forwarded electronically to Doctoral.Office@massey.ac.nz in Word format. The Graduate Research School will transfer the Thesis Assessment Report into PDF format before it is forwarded to the convenor of the examination. These documents should not be made available to any other person, including the convenor of the examination, supervisor(s) or candidate.

Finalisation of Result

The overseas examiner is not required to return the thesis, but should not dispose of it until the examination process had been completed. Examiners will receive a letter from the Graduate Research School to notify them of the final result. The internal and New Zealand examiner should retain the thesis until the final result has been agreed at which time they can return the thesis to the Graduate Research School. Please note that the examination copy is not necessarily the final copy of the thesis as the examination process may require the thesis to be amended. It therefore, cannot be used as an official copy of a Massey University thesis.

If you have any questions regarding the content of these guidelines, or the conduct of the examination, please contact the Graduate Research School at Doctoral.Office@massey.ac.nz

The Examination for doctoral candidates is the final quality step in the doctoral experience. Examiners contribute to a very important part of the degree process, and for this Massey University are very appreciative of the time and expertise that you contribute. Massey University recognises that the examiner's payment is but a token of thanks for a demanding task. We thank you most sincerely for your assistance.

Dean, Graduate Research School
MASSEY UNIVERSITY