



# Planning framework for examination actions for theses/dissertations

## Candidates for December 2017 graduation

### (A) NOMINATION OF EXAMINERS AND EVALUATION PANELS

<p><b>Departmental actions for finalisation by 17 July:</b> Contact people who are to be nominated as EXAMINERS and for EVALUATION PANELS and obtain their agreement.</p> <p><b>NB:</b> At the same time, confirm the following dates (see framework of dates in Section B): WITH EXAMINERS – targeted date when thesis/dissertation will be ready for examination. WITH EVALUATION PANELS – planned date on which the candidate's oral examination will take place.</p>	From <b>beginning of June</b>
<p><b>Submission of nomination forms for examiners and evaluation panel to Faculty Secretary</b> [FORM EKS-M1 &amp; FORM EKS-D1]</p>	<b>17 July (FINAL)</b>

### (B) EXAMINATION OF THESES/DISSERTATIONS

**IMPORTANT NOTE FOR SUPERVISORS/PROMOTERS:** The dates provided below serve as a *framework* for the planning of the examination actions based on the following planning pattern: **the final submission date for documentation to the Faculty Secretary is the starting point (indicated in RED)**, from which planning is done retroactively on the basis of **7 weeks from when the thesis/dissertation was sent out for examination** (i.e. **6 weeks for examination** and **at least 1 week for departmental administration** for the oral examination, finalisation of the examination results, etc.). Bear in mind that the proposed dates indicated below for theses/dissertations to be sent out and for the submission of examination results to the dean's office are the **VERY LAST DATES ON WHICH THIS CAN BE DONE**, with due allowance for all actions that need to be finalised by the **two final FIXED deadlines** of **16 Oct** (for doctorates) and **20 Nov** (for master's degrees).

#### Doctorates

Dispatch of dissertation, together with instruction sheet and examination forms, to examiners [FORM EKS-D2]	<b>No later than 21 Aug</b> [6 weeks - examination time to 2 Oct]
<i>From examiners:</i> Receipt of examination reports at dean's office [FORM EKS-D2]	<b>Before 2 Oct</b>
Departmental actions for finalisation of the examination results of doctoral candidates: Final corrections to dissertation, oral examination, finalisation of doctoral examination results and recommendation report for final doctoral examination results, as well as summaries of the doctorates	<b>9-13 Oct</b> [1 week]
<p><b>Submission of examination documentation for doctoral candidates to Faculty Secretary, including:</b></p> <ul style="list-style-type: none"> <li>- Covering memo [FORM EKS-D-dekmemo (finaal)]</li> <li>- Reports of the examiners [FORM EKS-D2]</li> <li>- Recommendation report for final doctoral examination results [FORM EKS-D3]</li> <li>- Information for graduation ceremony, together with 2 summaries of the doctorate [FORM EKS-D4]</li> </ul>	<b>16 Oct (FINAL)</b>

**Electronic submission of dissertation to the JS Gericke Library**

**22 Nov (FINAL)**

#### Master's

Dispatch of thesis, together with instruction sheet and examination forms, to examiners [FORM EKS-M2]	<b>No later than 25 Sept</b> [6 weeks – examination time to 6 Nov]
<i>From examiners:</i> Dispatch of examination reports to dean's office [FORM EKS-M2] <i>From supervisor:</i> Dispatch of supervisor's report to dean's office [FORM EKS-M3]	<b>Before 6 Nov</b>
Departmental actions for finalisation of examination results of master's candidates: Final corrections to thesis, oral examination and finalisation of master's mark.	<b>13-17 Nov</b> [1 week]
<p><b>Submission of master's examination documentation to Faculty Secretary, including:</b></p> <ul style="list-style-type: none"> <li>- Covering memo [FORM EKS-M-Dekmemo (finaal)]</li> <li>- Reports of the examiners [FORM EKS-M2]</li> <li>- Supervisor's report [FORM EKS-M3]</li> <li>- Master's mark sheet [FORM EKS-M4]</li> </ul> <p><b>Load master's marks on SU system</b></p>	<b>20 Nov (FINAL)</b>

**Electronic submission of thesis to the JS Gericke Library**

**22 Nov (FINAL)**