



Planning framework for examination actions for theses/dissertations

Candidates for December 2019 graduation

(A) NOMINATION OF EXAMINERS AND EVALUATION PANELS

<p>Departmental actions for finalisation by 15 July: Contact people who are to be nominated as EXAMINERS and for EVALUATION PANELS and obtain their agreement.</p> <p>NB: 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 beginning of June
<p>Submission of nomination forms for examiners and evaluation panel to Faculty Secretary [FORM EKS-M1 & FORM EKS-D1]</p>	15 July (FINAL)

(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 **14 Oct** (for doctorates) and **22 Nov** (for master's degrees).

Doctorates

Dispatch of dissertation, together with instruction sheet and examination forms, to examiners [FORM EKS-D2]	No later than 19 Aug [6 weeks - examination time to 1 Oct]
<i>From examiners:</i> Receipt of examination reports at dean's office [FORM EKS-D2]	Before 1 Oct
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	7-11 Oct [1 week]
<p>Submission of examination documentation for doctoral candidates to Faculty Secretary, including:</p> <ul style="list-style-type: none"> - Covering memo [FORM EKS-D-dekmemo (finaal)] - Reports of the examiners [FORM EKS-D2] - Recommendation report for final doctoral examination results [FORM EKS-D3] - Information for graduation ceremony, together with 2 summaries of the doctorate [FORM EKS-D4] 	14 Oct (FINAL)

Electronic submission of dissertation to the JS Gericke Library

27 Nov (FINAL)

Master's

Dispatch of thesis, together with instruction sheet and examination forms, to examiners [FORM EKS-M2]	No later than 23 Sept [6 weeks - examination time to 4 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]	Before 4 Nov
Departmental actions for finalisation of examination results of master's candidates: Final corrections to thesis, oral examination and finalisation of master's mark.	11-15 Nov [1 week]
<p>Submission of master's examination documentation to Faculty Secretary, including:</p> <ul style="list-style-type: none"> - Covering memo [FORM EKS-M-Dekmemo (finaal)] - Reports of the examiners [FORM EKS-M2] - Supervisor's report [FORM EKS-M3] - Master's mark sheet [FORM EKS-M4] <p>Load master's marks on SU system</p>	22 Nov (FINAL)

Electronic submission of thesis to the JS Gericke Library

27 Nov (FINAL)