**Planning framework for examination actions for graduation ceremonies in March/April 2023 and December 2023**

The official deadlines indicated in the General Calendar for the dispatch of theses/dissertations for the two graduation ceremonies are 1 September for candidates for the December graduation and 1 November for candidates for the March graduation.

In order to keep to abovementioned deadlines, and taking the logistics of processes into account, the following guidelines apply with regards to finalising examination actions in the Faculty of Science.

* The starting point for the planning of the examination actions should be the **two fixed deadlines** by which the master’s and doctoral examination documentation respectively should be submitted to the Faculty Secretary for a specific graduation ceremony (these two dates are therefore non negotiable). The departments then need to allow *at least* 7 weeks (6 weeks for examination and at least 1 week for all the actions that need to be completed before the dates for submission to the Faculty administrator) and a “backdated” date needs to be fixed in order to determine a realistic dispatch date for a thesis/dissertation.
* During the period 16 December to 14 January, many academic and administrative staff take leave, which place a great deal of pressure on the examination process. Therefore dissertations for the March graduation ceremonies should preferably be dispatched even EARLIER than the dates indicated on the attached planning framework.

Attached is a planning framework for the examination actions, based on the abovementioned guidelines. The departments may use this *framework* for their own internal planning.



**Planning framework for examination**

Deadline in YELLOW = **FINAL** SU/faculty deadline

**Candidates for December 2024 graduation**

**A. NOMINATION OF EXAMINERS (MSc & PhD)**

|  |  |
| --- | --- |
| **ACTION**  | **DEADLINE** |
| ***Departmental actions for finalisation by 18 July:***Contact people who are to be nominated for the unattached examination panel; obtain their agreement  | As from 8 June  |
| **Submission of nominations (PhD and MSc) for examiners to Faculty Administrator, Ms Shivvon Ruiters.****• No late nominations will be accepted. By closing date for Agenda, documentation must be ready for Faculty Committee and Faculty Board meeting.** | **• 24 July**  |

**B. EXAMINATION OF THESIS/DISSERTATION**

*NOTE:* For actions that are not marked in yellow, the supervisors/promoters must determine the deadlines themselves (the deadlines could even be earlier that those indicated for these actions), but with due allowance for all actions that need to be finalised by the two *final* deadlines of **16 Oct** (for doctorates) and **28 Nov** (for master’s).

*Planning route:* the final submission date for documentation to the Faculty Administrator serves as point of departure (marked in yellow), from which planning is done retroactively on the basis of 6 weeks for examination and at least 1 week for departmental administration for the finalisation of the examination results.

|  |  |
| --- | --- |
| **ACTION** | **DEADLINE** |

***Doctorate***

|  |  |
| --- | --- |
| **Dispatch of dissertation**, together with instruction sheet and examination forms, **to examiners**  | *Before* **21 Aug**  |
| **Receipt of examiners’ reports from examiners** at dean’s office | 21 Aug **- 2 Oct** [6 weeks] |
| **Departmental actions for finalisation of the examination results of D candidates:**Final corrections to dissertation, oral presentation and finalisation of recommendation report for final D examination results, as well as graduation ceremony information and summaries of the doctorate  | 2 Oct – **16 Oct** [2 weeks] |
| **Submission of examination documentation for D candidates to Faculty Administrator**, **Ms Shivvon Ruiters,** *including:*Covering memo, reports of the unattached internal and external examiners, recommendation report for final D examination results and the graduation ceremony information, together with 2 summaries of the doctorate **• No late examiner’s reports will be accepted. By closing date for Agenda,  documentation must be ready for Faculty Committee and Faculty Board meeting.** | **• 16 Oct**  |
| [For student] **Load dissertation onto SunScholar** | *Currently unknown* |

***Master’s***

|  |  |
| --- | --- |
| **Dispatch of thesis**, together with instruction sheet and examination forms, **to examiners**  | *Before* **6 Oct**  |
| **Receipt of examination documentation at dean’s office:**(i) *from examiners:* **examiners’ reports and mark sheet and form** (ii) *from supervisor:* **supervisor’s report**  | 6 Oct –**20 Nov** [6 weeks] |
| **Departmental actions for finalisation of examination results of M candidates:** Final corrections to thesis, oral presentation and finalisation of M mark | 20 Nov – **28 Nov** [1 week] |
| **Departments Load M marks onto SU system and archive documents** | **• 28 Nov**  |
| [For student] **Load thesis onto SunScholar** | *Currently unknown* |

**Candidates for March 2025 graduation**

**A. NOMINATION OF EXAMINERS (MSc & PhD)**

|  |  |
| --- | --- |
| **ACTION** | **DEADLINE** |
| ***Departmental actions for finalisation by 6 Oct:***Contact people who are to be nominated for the unattached examination panel; obtain their agreement  | As from 4 Sept  |
| **Submission of nominations (PhD and MSc) for examiners to Faculty Administrator, Ms Shivvon Ruiters****• No late examiners nominations will be accepted. By closing date for Agenda,  documentations must be ready for Faculty Committee and Faculty Board meeting** | **• 16 Oct**  |