Notes for Examiners of PhD Theses

Reference: Doctoral Policy section 4.12.1 and PhD Procedures 10.0

The PhD degree is awarded for a thesis which demonstrates the candidate’s ability to carry out independent research and to demonstrate critical insight, and which constitutes a significant and original contribution to knowledge in or understanding of a field of study. The contribution to knowledge and level of originality should be consistent with three to four years’ full-time study and supervised research training after a Bachelor’s degree with Honours.

The thesis must be clearly, accurately and cogently written and documented in a suitable scholarly manner. It should reveal a capacity to relate the research topic to the broader framework of knowledge in the disciplinary area in which it falls and there should be an appropriate balance between the different parts of the thesis.

The thesis must be a single, integrated report. If the research consists of discrete studies, their relationship to one another must be demonstrated. The thesis may include published material, provided that the research has been conducted under supervision during the period of enrolment for the PhD. In certain approved disciplines, the thesis may include creative work. Separate guidelines are available relating to the examination of theses with creative components and theses including published material.

Examiners

The PhD thesis is examined by three examiners who are people with standing in the field of study. One will normally be a member of an overseas university or similar institution (the overseas examiner); the intention behind this is to establish a common standard between New Zealand and overseas scholarship, and to preserve the international standing of the Victoria PhD degree. Normally, one examiner will be from another New Zealand university (the external New Zealand examiner). The third examiner will normally be an academic member of Victoria University (the internal examiner).

Examiners must not communicate with the candidate except through the Wellington Faculty of Graduate Research (WFGR) before the completion of the examination process. Any consultation between examiners and supervisors must be conducted through the Dean WFGR.

Conflicts of interest

The appointment of examiners is subject to the University’s Conflicts of Interest Statute http://www.victoria.ac.nz/documents/policy/staff-policy/conflicts-of-interest-statute.pdf Current or former supervisors, or researchers who have co-published with the candidate, may not be appointed as examiners. If during the examination process you discover a potential conflict of interest, or any other problem, please inform the Dean WFGR neil.dodgson@vuw.ac.nz.

Examiners’ reports

You are asked to (1) write a report on the quality of the thesis and (2) make a confidential recommendation to the Dean WFGR on the outcome. Please do not include the recommendation in your report on the thesis, as this is released to the candidate. Instead, use the enclosed Examiners Recommendation Form. In addition, the overseas examiner is asked to provide a separate set of questions that are not released to the candidate. (NB: questions that are embedded within the report will be made available to the candidate in advance.) You are also invited to make a confidential recommendation to the Dean WFGR as to whether or not you consider the thesis is of sufficient merit to be considered for inclusion in the Dean’s list.
If you wish to comment on issues not specifically related to the thesis but of concern to you, such as supervision or resource matters, please do so in a separate confidential report addressed to the Dean WFGR.

Examiners, reports are typically of at least 3-4 pages in length and are expected to provide the candidate with constructive feedback. Where revisions are called for, you are encouraged to be very specific about those revisions that you feel are crucial to the acceptability of the thesis, bearing in mind that a specific set of revisions will be agreed upon by the examiners after the oral defence.

Examiners’ reports must be independent. Consultation among examiners before their reports have been submitted is not permitted. In cases where examiners make differing recommendations in their reports, the Dean FGR may require consultation to occur before the oral defence.

Where the thesis is embargoed prior to submission for examination, you will be asked to sign a confidentiality agreement.

Reports should be submitted to the Doctoral Examinations Administrator within two months of your receiving the thesis. Please do not send your report directly to the Head of School or supervisor.

**Oral examination**
An oral defence is a mandatory part of the examination process at Victoria University. The oral examination will usually be conducted by the New Zealand and internal examiners under an independent chair and questions provided by the overseas examiner will be presented to the candidate. It may be possible for the overseas examiner to be involved via audio or video link; however, overseas examiners are still required to submit questions in writing. The primary supervisor will normally be in attendance, but not as part of the examining panel and not during the examiners’ deliberations about the outcome of the oral defence.

Movement to the oral defence is not automatic, but requires scrutiny of all reports by the Dean WFGR. As noted above, further consultation with examiners may sometimes be necessary before the oral can be approved. At such time, anonymised reports will be circulated among the examiners.

**Distribution of reports**
Once the decision to proceed to oral has been confirmed, all examiners’ reports will be made available to the candidate, the supervisor/s and other examiners at least five working days prior to the oral. Reports will be released with the names of the examiners. The candidate will not receive a copy of the examiners’ recommendations; however, the comments, suggestions and overall assessment of the thesis will indicate matters that may arise in the oral defence.

Any part of your report that you do not want released to the candidate or a third party should be submitted in a separate document and marked “Confidential to the Examiners”. The University is subject to the provisions of the Official Information Act and the Privacy Act. Opinion from both the Ombudsman and the Privacy Commissioner indicates that your report may be considered personal information about the candidate. The candidate could request access to it under the Official Information Act. If such a request is made, the University must establish whether or not there is a reason to withhold the examiner’s report under the provisions of the relevant Act.

**Amendments or revisions and confirmation of results**
The examination panel will determine, at the oral defence, what corrections or amendments the candidate is required to make to the thesis before the degree can be awarded. These will be documented by the panel and conveyed to the candidate. Approval of such corrections is managed by the School and usually delegated to the internal examiner. If a candidate is required to revise and resubmit the thesis for second examination, they will need to complete the revisions under supervision. The Dean WFGR will confirm the overall recommendation of the examination panel.