

Planning framework for examination actions for graduation ceremonies in March 2016 and December 2016

To: Departmental Chairpersons/Heads

Date: 18 October 2011

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

However, the fact that the graduation ceremonies have been brought forward from April to March as from 2007 gives rise to the traditional problems, because it means that the examination actions for specific doctoral candidates and their dissertations move into the December-January leave period. Taking into consideration that the advancement of the March graduation ceremony, the following approach is proposed regarding the planning of examination actions for the March 2016 and December 2016 graduation ceremonies respectively.

- *Differentiated submission dates* can be used for a thesis and dissertation respectively, because the dates by which the examination documentation has to be handed in to the Faculty Secretary are also differentiated for Master's and doctoral candidates (the deadlines for doctorates are always earlier).
- 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 nonnegotiable). 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 Secretary) and a "backdated" date needs to be fixed in order to determine a realistic dispatch date for a thesis/dissertation.
- The complexities relating to the dates for the **March** graduation ceremony need to be considered, namely the leave period from 17 December to 15 January in the academic departments, when many academic and administrative staff take leave, as well as the advancement of the graduation ceremony by a month as from 2007, which will place a great deal of pressure on the examination process. Dissertations for the March graduation ceremonies therefore should preferably be dispatched even EARLIER than the dates indicated on the attached planning framework in order to overcome this problem.

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



Planning framework for examination

For implementation as from July 2006 • **Deadline in YELLOW = FINAL SU/faculty deadline**

Candidates for March 2016 graduation

A. NOMINATION OF EXAMINERS (MSc & PhD)

ACTION	DEADLINE
Departmental actions for finalisation by 31 Oct: Contact people who are to be nominated for the unattached examination panel; obtain their agreement	As from 1 Oct
Submission of nominations (PhD and MSc) for examiners to Faculty Secretary , Mr Bevin Abels • No late examiner's nominations will be accepted. Agenda closing date is 20 October for the Faculty Committee and Faculty Board meeting	• Oct 17

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 than 30 January (for doctorates) and **19 Feb** (for master's)).

Planning route: the final submission date for documentation to the Faculty Secretary 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
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Doctorate

Dispatch of dissertation, together with instruction sheet and examination forms, to examiners	Before 1 Nov
Receipt of examiners' reports from examiners at dean's office	Nov 1 – Jan 25 [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	Jan 25 – Jan 29 [1 week]

NOTE: Bear in mind: the period 14 Dec to 4 Jan is not an ideal time for the completion of examination actions, as many staff will be on leave from 15 Dec; administrative tasks and oral examinations, etc. should therefore preferably be scheduled for before this time. In addition, the University is closed from 25 Dec to 2 Jan, and many staff members only return to work on 7 Jan. NB: It therefore will be desirable to dispatch the dissertations even earlier than 1 Nov to allow for a 6-week examination period.

Submission of examination documentation for D candidates to Faculty Secretary, 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, documentations must be ready for Faculty Committee and Faculty Board meeting	• Feb. 1
[For student] Submission of dissertation to US Printers	Currently unknown

Master's

NOTE: The process below is the **absolutely "latest" option**

Dispatch of thesis, together with instruction sheet and examination forms, to examiners	Before Jan 5
Receipt of examination documentation at dean's office: (i) from examiners: examiners' reports and mark sheet and form (ii) from supervisor: supervisor's report	Jan 5 – Feb 12 [6 weeks]
Departmental actions for finalisation of examination results of M candidates: Final corrections to thesis, oral presentation and finalisation of M mark	Feb 12 – Feb 18 [1 week]
Submission of M examination documentation to Faculty Secretary, Mr Bevin Abels including: Covering memo, examiners' reports, supervisor's report, M mark sheet and form [Faculty Secretary] Load M marks onto SU system • No late examiner's reports will be accepted. By closing date for Agenda, documentations must be ready for Faculty Committee and Faculty Board meeting	• Feb 18
[For student] Submission of thesis to US Printers	Currently unknown

Candidates for December 2016 graduation

A. NOMINATION OF EXAMINERS (MSc & PhD)

ACTION	DEADLINE
Departmental actions for finalisation by 20 July: Contact people who are to be nominated for the unattached examination panel; obtain their agreement	As from 11 July
Submission of nominations (PhD and MSc) for examiners to Faculty Secretary, Mr Bevin Abels • No late examiner's reports will be accepted. By closing date for Agenda, documentations must be ready for Faculty Committee and Faculty Board meeting	• July 18

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 than 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 **24 Nov** (for master's).

Planning route: the final submission date for documentation to the Faculty Secretary 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 Aug 19
Receipt of examiners' reports from examiners at dean's office	Aug 22 – Oct 3 [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	Oct 3 – Oct 17 [2 weeks]
Submission of examination documentation for D candidates to Faculty Secretary, 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, documentations must be ready for Faculty Committee and Faculty Board meeting	• Oct 17
[For student] Submission of dissertation to US Printers	[Nov 26]

Master's

Dispatch of thesis, together with instruction sheet and examination forms, to examiners	Before Oct 3
Receipt of examination documentation at dean's office: (i) <i>from examiners:</i> examiners' reports and mark sheet and form (ii) <i>from supervisor:</i> supervisor's report	Oct. 3 – Nov 16 [6 weeks]
Departmental actions for finalisation of examination results of M candidates: Final corrections to thesis, oral presentation and finalisation of M mark	Nov 16 – Nov 23 [1 week]
Submission of M examination documentation to Faculty Secretary, Mr Bevin Abels, including: Covering memo, examiners' reports, supervisor's report, M mark sheet and form [Faculty Secretary] Load M marks onto SU system • No late examiner's reports will be accepted. By closing date for Agenda, documentations must be ready for Faculty Committee and Faculty Board meeting	• Nov 23
[For student] Submission of thesis to US Printers	[Nov 26]

Candidates for April 2017 graduation

A. NOMINATION OF EXAMINERS (MSc & PhD)

ACTION	DEADLINE
Departmental actions for finalisation by 30 Oct: Contact people who are to be nominated for the unattached examination panel; obtain their agreement	As from 1 Oct
Submission of nominations (PhD and MSc) for examiners to Faculty Secretary, Mr Bevin Abels • No late examiner's reports will be accepted. By closing date for Agenda, documentations must be ready for Faculty Committee and Faculty Board meeting	• Oct 14