FACULTY ASSESSMENT POLICY
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FACULTY POLICY PERTAINING TO STUDENTS UNDERTAKING HONOURS, MINOR MASTER’S AND RESEARCH MASTER’S THESSES

1. The Thesis

1.1 Length of the thesis
For Honours and Minor Master’s degrees the thesis will normally be between 10,000 – 15,000, but not more than 18,000 words in length.
For the Research Master’s degree the thesis will normally be up to a maximum of 50,000 words in length.

1.2 Composition and structure of the thesis
The thesis will comprise a number of chapters which will be determined by the research method employed.

1.3 Date of submission
The final date for submission of the thesis will be determined by the relevant Head of School and provided to the student and supervisor/s.

1.4 Submission of the thesis
Before a thesis can be accepted for examination the “Submission of Thesis” form (Attachment A) is to be completed by the student. The student’s principal supervisor is to complete the “Supervisor’s Report” form (Attachment B).

1.5 Presentation of the thesis for examination
The student is required to submit for examination three copies of the thesis bound in a temporary (soft) form. A copy will be sent to each examiner while the third copy will be retained by the relevant Head of School.

2. Examiners and Examination of the Thesis

2.1 Examiners
For Honours and Minor Master’s theses there will normally be two examiners appointed, one internal and one external. In exceptional circumstances, two internal or two external examiners may be appointed. A third examiner may be appointed at the discretion of the School Committee.
For the Research Master’s thesis there will normally be two examiners appointed, one internal and one external. In exceptional circumstances, two external examiners may be appointed. A third examiner may be appointed at the discretion of the School Committee.

2.2 Appointment of examiners
Examiners will be appointed by the relevant Head of School and ratified by the School Committee.

2.3 Criteria for selection of examiners
In selecting suitable examiners the Head of School and School Committee should consider the potential examiner’s:
- knowledge of the subject area of the thesis,
- knowledge of the research method used,
- qualifications. Examiners of Honours, Minor Master’s and Research Master’s theses are to hold at least a Master’s level qualification or be able to demonstrate equivalent academic ability.

2.4 Student input into the appointment of examiners
The student will be given opportunity to comment on the list of proposed examiners. The student may not demand or reject the appointment of any particular examiner. It will be made clear to the student that contact with examiners during the examination period is not permitted.

2.5 Communication between examiners
Communication between examiners during the thesis examination period is permitted.

2.6 Criteria for evaluation of an Honours Minor Masters thesis
Attachment C details the criteria to be used by examiners to grade the thesis.

2.7 Presentation of the thesis – post-examination
A student whose thesis passes examination, prior to the award of the degree, is required to:
- ensure that any typographical and grammatical errors identified by the examiners are rectified to the satisfaction of the principal supervisor;
in the case of the Research Master’s degree only, ensure that any corrections required by
the examiners are completed to the satisfaction of the principal supervisor and Head of
School.

Once the completed thesis has received the approval of the Faculty of Health Sciences, the
candidate shall present four (4) copies of the thesis to the University in the form prescribed in
the University Research Degrees Regulations.

3. Grading Systems

3.1 Honours Thesis
The examiners shall examine the thesis, assign a grade and a mark within that grade and make
separate reports which shall be submitted for consideration by the School Committee
responsible for conducting the program. Examiners should make recommendations for
alterations regarding typographical and grammatical errors only and should not recommend
revision of the thesis content. The grade is awarded based only on the document presented for
examination and using the following grading system, as per Academic Regulation 5.3.
The final grade for the Honours degree will be calculated on a credit point pro-rata basis for
coursework and thesis.

3.2 Minor Master’s and Research Master’s Theses
The examiners shall examine the thesis and make separate reports which shall be submitted
for consideration by the School Committee responsible for conducting the Master’s program.
Examiners in making critical comment upon the thesis should distinguish between those
points requiring amendment and those made in the spirit of collegial debate. The examiners
shall recommend on the following basis:

(a) the thesis should be classified as PASSED and the candidate awarded the degree

   without amendment or further examination;

OR

(b) the thesis should be classified as PASSED and the candidate awarded the degree

   without further examination but subject to the amendments required in the report or
   defence by student being made to the satisfaction of the relevant Head of School;

OR

(c) the thesis should be classified as DEFERRED and the candidate be given up to
twelve months to submit a revised thesis for examination;

OR

(d) the thesis should be classified as FAILED.

A copy of the full policy including Attachments A, B, C and D may be obtained from the Faculty or School
upon request.