

University of KwaZulu-Natal

Recommended examination policies and procedures for Masters degrees

Definition of terms:

The definitions of terms provided in the *General Academic Rules and Rules for Students* (pp.1-4) apply, with the following additions:

1. **“coursework modules”** refer to the taught components of all coursework masters degrees, including curriculum modules and instruction in performance or creative work.
2. **“dissertation”** refers to the supervised research component of all Masters degrees, whether by supervised research only, or coursework and research, or by papers that are either published or in manuscript form (the supervised research component of the Masters degree by paper(s) comprises the introduction, literature review, account of the methodology, selection of manuscripts), and conclusion).
3. **“supervisor”** is someone who is teaching by example and by instruction and includes also **co-supervisor(s)**.
4. **“internal examination”** means examination by a person or persons involved with the teaching of the relevant module in that semester or, in the case of masters dissertations, is a member of the University academic staff (including persons who hold honorary appointments in the University) other than the supervisor(s).
5. **“external examiner”** means examination by a person, external to the University, who has not been involved with teaching at the University during the previous three (3) years. A former member of the University who has resigned from the University and joined another institution may thus be eligible to be appointed as external examiner after three years, provided that this former member has not been involved with any teaching, supervision, research project or other activities related to the dissertation or its subject area.
6. **“external moderator”** is an academic expert external to the University who is asked to consider all the relevant evidence concerning a student's dissertation examination, and to arbitrate and provide a recommendation as to the award of the degree.
7. The term **“Faculty Postgraduate Office”** is used to refer to the Faculty Office section responsible for the administration of higher degrees and postgraduate students.

A. Examination/ assessment procedures for coursework modules:

1. Rule CR3 applies.
2. All coursework modules must be internally as well as externally examined/ assessed.

3. Appointment of examiners

- 3.1 Two (or more) examiners must be nominated: one internal to the University, normally the lecturer(s) of the module, and one external.
- 3.2 In the event of there being no suitable internal examiner(s), because of a conflict of interest, another senior member of the School must be appointed as internal examiner.
- 3.3 Examiners must be nominated by the Head of School in consultation with the lecturer(s) and the Academic Coordinator, and, where relevant, the School Higher Degrees Committee.
- 3.4 The lecturer(s) and/or Academic Coordinator must establish whether the examiners are willing and able to do the examination.
- 3.5 The Head of School must submit the names of the examiners, and, in the case of external examiners, their qualifications, an abridged *curriculum vitae*, and their full contact details (street address, telephone and fax numbers, email address) to the Faculty Postgraduate Office for submission to the Faculty Higher Degrees Committee. A standard, prescribed Appointment of Examiners form must be used for this purpose. (Faculties may devise such a form to suit their specific disciplinary needs).
- 3.6 All examiners of masters coursework modules must be in possession of a doctoral degree. Exceptions must be motivated in terms of special expertise required.
- 3.7 The nominated examiners must be approved by the Faculty Higher Degrees Committee or equivalent.
- 3.8 The Faculty Higher Degrees Committee must recommend the examiners it has approved to Faculty Board for appointment.
- 3.9 All supporting documentation for the appointment of the examiners must be retained on file in the Faculty Postgraduate Office.
- 3.10 The Faculty Postgraduate Office is responsible for sending the official letters of appointment to the examiners, requesting their confirmation of acceptance of appointment within two weeks, and receiving and recording their acceptances.

4 Examination

- 4.1 External examiners are required to write a report on each of the coursework modules that they examine.
- 4.2 The external examination reports and results for each coursework module must be considered and confirmed at an examination results meeting in the discipline or School, chaired by the Academic Coordinator or Head of School.
- 4.3 Discipline or School administrators are responsible for entering the coursework module mark on SMS.
- 4.4 The examination results should be presented to the examination Board for ratification.
- 4.5 The examiners' reports should be discussed at the Faculty Postgraduate Committee meeting with subsequent feedback to the discipline/department.

5 Supplementary examinations

A change to CR9 is recommended:

Provided that the rules of a Faculty, as approved by the Senate, do not prohibit this for a particular module:

- (a) a student who fails a *coursework module* with a mark of at least 40% shall be awarded a supplementary examination;
- (b) under exceptional circumstances, and with the permission of *the Faculty Higher Degrees Committee and Faculty Board*, a student who has failed a module with a mark of less than 40% may be awarded a supplementary examination.

6 Failed coursework modules

A change to CR10 is recommended:

Failed coursework modules may not be repeated, *except under exceptional circumstances, and with the permission of the Faculty Higher Degrees Committee and Faculty Board. No coursework module may be repeated more than once.*

B. Examination procedures for dissertations:

1 General:

- 1.1 The following examination procedures apply to the supervised research component of all the following masters degrees:
 - Masters by dissertation only
 - Masters by coursework and dissertation
 - Masters by papers, published or unpublished
 - Masters by performance
 - Masters by creative work and dissertation
- 1.2 All examination procedures for all masters degrees - by dissertation only, coursework and dissertation, published or unpublished papers, performance, creative work and dissertation – must be conducted at Faculty level and not at

School level. No distinction must be made between examination procedures for masters degrees by dissertation only and masters degrees by coursework and dissertation, or masters degrees by performance, or masters degrees by creative work and dissertation. All masters degrees are regarded as potentially qualifying students to apply for admission to doctoral study.

- 1.3 These procedures constitute minimum best practice and must be adhered to. Faculties may further restrict and strengthen these procedures to suit their own particular disciplinary needs.

2. Notice of intention to submit a dissertation for examination

- 2.1 At least three months before the dissertation is to be submitted for examination, a student must give notice, in writing, to the Postgraduate Office of the Faculty concerned of the intention to submit it, and provide also the title of the dissertation as well as a short research overview not exceeding 350 words.
- 2.2 At the same time, the supervisor must be informed, by the student or the Faculty Postgraduate Office, of the student's intention to submit the dissertation for examination.
- 2.3 In the case of a coursework masters dissertation that requires one quarter's research (e.g. research paper), three months' notice of intention to submit the dissertation for examination must also be given, when the research proposal is accepted by the Faculty Higher Degrees Committee.
- 2.4 In the event of a student failing to submit the dissertation for examination within six months of having given notice of intention to submit, the notice will lapse and a further notice of intention must be submitted.
- 2.5 When notice of intention to submit a dissertation for examination is given, the Faculty Postgraduate Office must confirm the following:
 - (i) that the student is properly registered;
 - (ii) that the research proposal has been accepted by the Faculty Higher Degrees Committee. No dissertation will be sent out for examination unless the research proposal has been accepted at least six months before submission in the case of a masters degree by research only, or at least three months before submission in the case of a coursework masters short dissertation.
 - (iii) that the necessary research ethics clearance has been granted prior to the commencement of the research. No dissertation will be sent out for examination if the project has not received prior ethics clearance.
- 2.6 As soon as notice of intention to submit a dissertation for examination is given, the Faculty Postgraduate Office must request that examiners be nominated by the School and the Faculty Office must administer their appointment.

3. Appointment of examiners:

- 3.1 Two examiners must then be nominated by the School: one internal to the University who is not the supervisor of the dissertation, and one external.
- 3.2 In the event of there being no suitable internal examiner, because of lack of the necessary expertise or because of a conflict of interest, two external examiners must be appointed, but from different institutions.
- 3.3 Examiners must be nominated by the Head of School in consultation with the supervisor and, where relevant, the Academic Coordinator, other specialists in the discipline or area of research, and/or the School Higher Degrees Committee.
- 3.4 Students may not know the names of their examiners until after they have completed the degree, and subject to the examiners' consent.
- 3.5 Examiners must be appointed independently of each other and neither's name may be disclosed to the other.
- 3.6 The Head of School must establish, prior to nomination, whether the examiners are willing and able to do the examination. The Head of School also needs to establish with the examiner whether there is any conflict of interest, whether s/he knows the student, and how many times the examiner has examined for that supervisor.
- 3.7 The Head of School must submit the names of the examiners, together with their qualifications, an abridged *curriculum vitae*, and their full contact details (street address, telephone and fax numbers, email address) to the Faculty Postgraduate Office for submission to the Faculty Higher Degrees Committee. The Head of School must also declare whether s/he is aware of any conflict of interest among the examiners, student or supervisor and must indicate any relationship an examiner may have with the student and/or supervisor. A standard, prescribed Appointment of Examiners form must be used for this purpose.
- 3.8 All examiners of masters dissertations must be in possession of a doctoral degree. Exceptions must be motivated in terms of special expertise required in the field; in such cases at least one of the examiners must have a doctoral degree.
- 3.9 The nominated examiners must be approved by the Faculty Higher Degrees Committee.
- 3.10 The Faculty Higher Degrees Committee must recommend the examiners it has approved to Faculty Board for appointment. The Dean may be delegated to appoint examiners executively and report verbally to Board. For the sake of confidentiality, the names of the examiners should not appear on the Faculty Board agenda or minutes, only the name of the student and the discipline.
- 3.11 All supporting documentation for the appointment of the examiners must be retained on file in the Faculty Postgraduate Office.

- 3.12 An examination panel must be appointed by the Faculty Higher Degrees Committee simultaneously with the approval of examiners. The examination panel is to be convened in the case of major discrepancies between examiners' reports. The examination panel must consist of 3 academic members of staff, normally
- (i) the Chair of the Faculty Higher Degrees Committee or his/her nominee,
 - (ii) the relevant Head of School, or another senior academic member of staff from the School if the Head of School is either supervisor or examiner of the dissertation, and
 - (iii) another senior academic from that or a related discipline

This examination panel may be a permanent sub-committee of the Faculty Higher Degrees Committee with membership as set out above and populated according to the School from which the dissertation has originated.

- 3.13 The Faculty Postgraduate Office is responsible for sending the official letters of appointment to the examiners, requesting their confirmation of acceptance of appointment within two weeks, and receiving and recording their acceptances.

4. Submission of dissertations for examination:

- 4.1 Candidates must submit two soft-bound, paper copies of their dissertation, as well as an electronic copy in pdf format, directly to the Faculty Postgraduate Office: one paper copy for each of the examiners. The electronic copy must be retained in the Faculty Postgraduate Office and may be made available to examiners should they so wish.
- 4.2 Each copy of the dissertation must be signed and dated by the student and supervisor.
- 4.3 The following sentence must appear on page 1 of the dissertation:
"As the candidate's Supervisor I agree/do not agree to the submission of this dissertation."
- 4.4 *Plagiarism:*
Each dissertation must contain the following declaration by the candidate:

DECLARATION

I declare that

- (i) The research reported in this dissertation, except where otherwise indicated, is my original work.
- (ii) This dissertation has not been submitted for any degree or examination at any other university.

- (iii) This dissertation does not contain other persons' data, pictures, graphs or other information, unless specifically acknowledged as being sourced from other persons.
- (iv) This dissertation does not contain other persons' writing, unless specifically acknowledged as being sourced from other researchers. Where other written sources have been quoted, then:
 - a) their words have been re-written but the general information attributed to them has been referenced;
 - b) where their exact words have been used, their writing has been placed inside quotation marks, and referenced.
- (v) Where I have reproduced a publication of which I am an author, co-author or editor, I have indicated in detail which part of the publication was actually written by myself alone and have fully referenced such publications.
- (vi) This dissertation does not contain text, graphics or tables copied and pasted from the Internet, unless specifically acknowledged, and the source being detailed in the dissertation and in the References sections.

Signed:

5. Supervisor's report:

- 5.1 Upon submission of the dissertation, the supervisor(s) must furnish a report on the conduct of the student's work.
- 5.2 The supervisor's report should essentially be descriptive and non-evaluative, and should briefly cover the following:
 - (i) The duration of the project and its supervision: when it was first registered and when the supervision began;
 - (ii) Give brief details of assistance given to the candidate during their research (include period from formulation of research topic to writing up of research and finalisation of dissertation)
 - (iii) The extent to which the collection of data, the solution of problems, deductions and critical discussion have resulted from the candidate's own efforts, or from discussion between the candidate and the supervisor;
 - (iv) What resource constraints or opportunities, or equipment problems, there might have been that impacted on the research;
 - (v) What assistance has been given to the student regarding matters of expression, style and general presentation;
 - (vi) Whether there is any particular information that the examiners need to be aware of;

- (vii) Whether the supervisor has seen and approved of the entire final draft of the dissertation;
- (viii) Whether the supervisor is satisfied that, to the best of his/her knowledge, there is no plagiarism in the dissertation.

Co-supervisors should co-sign on one report.

- 5.3 Faculties should provide guidelines for writing a supervisor's report to suit their particular disciplinary needs.
- 5.4 The supervisor's report should not be sent to the examiners but must be retained in the student's file and made available to the coordinating examiner(s) when the coordinating examination is done.
- 5.5 Should a student wish to submit a dissertation against the advice of the supervisor, this should be recorded in the supervisor's report.
- 5.6 The supervisor's report is the only contribution that the supervisor may make to the examination process; the supervisor must not communicate further with the examiners.

6. Examination:

- 6.1 It is the responsibility of the Faculty Postgraduate Office to administer the entire examination of the submitted dissertation.
- 6.2 The Faculty Postgraduate Office must send the dissertation by courier or registered internal mail to Examiners.
- 6.3 Examiners must be given a period of 4 weeks within which to submit their examination reports.
- 6.4 The following documentation must be supplied to the examiners for completion and return (examination forms and guidelines for examiners may be drawn up by Faculties to suit their particular disciplinary needs):
 - (i) Masters dissertation examination form/ questionnaire
 - (ii) Guidelines for examiners of a masters dissertation
 - (iii) Copy of the dissertation
 - (iv) Claim form
 - (v) Postcard/ email to acknowledge receipt and supply anticipated date of submission of report.
- 6.5 All correspondence with examiners must only be done by the Faculty Postgraduate Office.
- 6.6 Strict confidentiality must be maintained by all parties involved in the examination process. Examiners may not consult with one another; but if they

need to consult with the Head of School they may do so only through the Faculty Postgraduate Office.

- 6.7 Examiners are required to complete the relevant masters dissertation examination form/ questionnaire as well as write a substantial, separate report on the work.
- 6.8 Examiners must make one of the following recommendations:
- (i) The dissertation should be *accepted*, without any corrections or revisions.
 - (ii) The dissertation should be *accepted*, provided certain corrections and revisions/ extensions are carried out, to be approved by the Supervisor and Head of School.
 - (iii) The dissertation requires substantive revision/ extension by the candidate and *should not be accepted* in its present form. It should be returned to the candidate for revision/ extension and then be resubmitted for examination.
 - (iv) The dissertation should be *rejected outright*.

In the cases of recommendations (ii), and (iii), the corrections, revisions and extensions required to make the dissertation acceptable must be explained in detail in the examination reports.

In the case of recommendation (iii), the examiner should indicate willingness to re-examine.

In the case of recommendation (iv), a detailed and comprehensive motivation must be provided.

Only if the examiner's recommendation is that the dissertation should be *accepted* (i, ii) must a percentage mark be awarded. If a first class pass is awarded, the examiners should indicate whether, in their opinion, the dissertation is of sufficiently high quality to recommend the award of the degree *summa cum laude*.

- 6.9 Examiners of a full dissertation for a masters degree by dissertation only must be asked whether they regard the study as being of such quality, originality and scope that the candidate should be given the opportunity rather to convert it into a doctoral thesis and resubmit it later as a PhD. The examiner should be asked to provide a motivation for such a recommendation. (see 6.25 below).
- 6.10 Examiners must be asked whether they agree to their names being divulged to candidates after the award of the degree.
- 6.11 Examiners must submit their completed examination forms/ questionnaires and reports directly and *only* to the Faculty Postgraduate Office.
- 6.12 On return of the examiners' reports to the Faculty Postgraduate Office, copies of the forms/ questionnaires and reports must be forwarded to the relevant Head of School requesting him/her to write a coordinating examiner's report. The Head of School may, in consultation with the Deputy/Assistant Dean (Postgraduate Studies), delegate this to another appropriate senior member of the School.

- 6.13 In the case of the Head of School having been either the supervisor or examiner of the dissertation, the Deputy Dean (Postgraduate Studies) must be requested to write a coordinating examination report.
- 6.14 The coordinating examiner must evaluate the examination reports and, *where the examiners are in general agreement* in their assessments of the dissertation, make one of the following recommendations in the coordinating report: that the dissertation should
- (i) be *accepted*, without any corrections or revisions;
 - (ii) be *accepted*, provided corrections and revisions/ extensions are carried out to the satisfaction of the supervisor and Head of School;
 - (iii) *should not be accepted*, but should be returned to the candidate for substantive revision/ extension and then be resubmitted for examination;
 - (iv) should be *rejected outright*.

In the cases of recommendations (i) and (ii), the coordinating examiner must award the dissertation a percentage mark in the light of the percentage mark awarded by the examiners.

In the cases of recommendations (ii) and (iii), the coordinating examination report must clearly direct the student and supervisor to the corrections, revisions and extensions specified by the examiners in their examination reports as a requirement for making the dissertation acceptable.

Recommendation (iii) is only intended for a dissertation that is not acceptable for the award of the degree in its present form, and not to give a candidate the opportunity to resubmit an already acceptable dissertation for re-examination towards its being awarded a higher mark.

In the case of recommendation (iv), a detailed and comprehensive motivation must be provided.

- 6.15 *Where there is any dissension between examiners* or a significant discrepancy in the marks they award the dissertation, however, and the Head of School compiling the coordinating report cannot make a firm recommendation, the examination panel previously constituted (or, where this is feasible, the Faculty Higher Degrees Committee) must be convened by the Deputy Dean of Postgraduate Studies to discuss the examiners' reports and make a recommendation as outlined in 6.14 above. The Faculty Postgraduate Office will provide copies of the examiners' reports to members of the examination panel.

The Chair of the examination panel may consult with the supervisor or the examiners.

In cases of a major discrepancy between the examiners' assessments of the dissertation that the examination panel cannot reconcile, the panel may call for a third examiner from the Head of School and this examiner must be requested to submit an independent examination report. The third examiner must also be

approved by the Faculty Higher Degrees Committee (this may be done executively by the Chair of the Faculty Higher Degrees Committee or the Deputy Dean (Postgraduate Studies)), and subsequently appointed by Dean and forwarded to the Faculty Board for ratification.

The same examination procedures as outlined above in 6.1 to 6.11 apply when a third examiner is appointed and requested to submit an examination report.

The chair of the examination panel should then write up the coordinating report in the light of all three examination reports, and a recommendation made as in 6.14 above. The percentage mark awarded to an acceptable dissertation must take into consideration the percentage mark awarded by all three examiners.

In instances deemed necessary by the Higher Degrees Committee or the Examination Panel, instead of re-examination an external moderator may be appointed (in the same way as a third examiner). The external moderator must be supplied with the examiners' reports and any other relevant documentation and be asked to consider all the relevant evidence and to arbitrate and provide a recommendation as to the award of the degree.

- 6.16 The coordinating examiner must submit the coordinating examination report to the Faculty Postgraduate Office, retaining the copies of the examination reports.
- 6.17 The Faculty Postgraduate Office must then send the coordinating examination report, together with the two examination reports, to the Deputy Dean (Postgraduate Studies) for approval and, in the case of a successful examination outcome, recommendation of the award of the degree, subject to any conditions.
- 6.18 In the event of the coordinating report having been done by the Deputy/Assistant Dean (Postgraduate Studies) or by an examination panel chaired by the Deputy Dean, the coordinating examination report must be referred to the Dean for approval and, in the case of a successful examination outcome, recommendation of the award of the degree, subject to any conditions.
- 6.19 The Deputy Dean's (or Dean's) written approval of the coordinating report and recommendation of the award of the degree, together with the coordinating report, must be submitted to the Faculty Higher Degrees Committee for ratification.
- 6.20 The Faculty Postgraduate Office must inform the Head of School and the supervisor of the outcome of the examination, and send the supervisor copies of the coordinating report and examiners' reports.
- 6.21 The names of the examiners should be expunged from the examiners' reports when they are made available to the student by the supervisor for corrections and revisions to be done (the student should not know the identity of an examiner).
- 6.22 Where acceptance of the dissertation is conditional on completion of corrections or revisions, these must be done to the satisfaction of the supervisor as well as

the Head of School. In cases where the Head of School is either the supervisor or an examiner, the corrections and revisions must be also done to the satisfaction of the coordinating examiner. The student shall be required to provide a written report on exactly how the recommendations and requirements of the examiners have been addressed in the correction and revision of the dissertation. The supervisor and Head of School must confirm in writing to the Faculty Postgraduate Office that the corrections and revisions as stipulated in the coordinating examiner's report have been effected to their satisfaction. If corrections and revisions have not been completed within one month in the case of corrections, or three months in the case of revisions and/or extensions, the examination will be deemed as failed.

- 6.23 *Re-examination:* Where one or both examiners have required that the dissertation be revised and/or extended and resubmitted for examination (coordinating report recommendation (iii) above), this needs to be done under the guidance of the supervisor, and the student must re-register for the duration of the revision process, a maximum of one further semester.

The supervisor must draw up clear guidelines for the student, based on the examiners' requirements and recommendations and the directives in the coordinating report, for correction, revision and extension of the dissertation.

When the student and supervisor are both satisfied that these have been satisfactorily executed, the supervisor must write a second supervisor's report explaining exactly how the recommendations and requirements of the examiners have been addressed in the revised dissertation.

The examination procedures outlined above in 5.4 to 6.7 apply to the re-examination of a dissertation.

Examiners must make one of the following recommendations in the re-examination report:

- (i) The dissertation should now be *accepted*, without any further corrections or revisions.
- (ii) The dissertation should now be *accepted*, provided certain corrections and revisions/ extensions are carried out, to be approved by the Supervisor and Head of School.
- (iii) The dissertation should now be *rejected outright*.

In the cases of recommendation (ii), the corrections, revisions and extensions required to make the dissertation finally acceptable must be explained in detail in the examination reports.

No dissertation may be resubmitted for examination a second time. If the dissertation is still unacceptable for the award of the degree, recommendation (iii) must be made. In this case a detailed and comprehensive motivation must be provided.

Only if the examiner's recommendation is that the dissertation should now be *accepted* (i and ii) must a percentage mark be awarded.

The re-examination report must then be forwarded to the coordinating examiner for a second and final coordinating examination report to be done in the light of all three examination reports. The coordinating examiner must make one of the following recommendations: that the dissertation should now be

- (i) *accepted*, without any corrections or revisions;
- (ii) *accepted*, provided corrections and revisions are carried out to the satisfaction of the supervisor and Head of School;
- (iii) *rejected outright*.

In the cases of recommendations (i) and (ii), the coordinating examiner must award the dissertation a class of pass.

In the cases of recommendation (ii), the corrections and revisions required by the examiners to make the dissertation finally acceptable must be clearly specified in the final coordinating report for forwarding later to the supervisor and student.

In the case of recommendation (iii), a detailed and comprehensive motivation must be provided in the final coordinating report.

The same procedures as outlined above in 6.16 to 6.22 then apply.

6.24 Award of degree *cum laude* or *summa cum laude*:

The decision to award the degree *cum laude* or *summa cum laude* should not be made simply by means of a weighted average of the results for the dissertation and/ or the coursework modules. The masters degree, whether by dissertation only or by coursework and dissertation only, is essentially a research degree and it is mainly the research component that should determine whether the degree is to be awarded with distinction.

Cum laude:

(i) Masters by *dissertation only*:

If the student has produced an outstanding dissertation, and provided both examiners have awarded it a first class pass, the coordinating examiner may recommend that the degree be awarded *cum laude*.

If, however, one examiner has awarded an upper-second class pass, and the other a first class pass, the Deputy Dean (Postgraduate Studies) may approach the examiner who has awarded the lower class of pass to ask whether s/he would object to the dissertation being awarded a first-class pass if the other examiner so recommended. Provided the examiner agrees, the dissertation may be awarded a condoned first class pass and the degree be awarded *cum laude*.

(ii) Masters by *coursework and dissertation*:

If the student has -

- (a) produced an outstanding dissertation for which both examiners have awarded a first class pass, and

(b) obtained a weighted average of at least 75% in the coursework component of the degree at the first attempt and without recourse to supplementary examinations

- the coordinating examiner may recommend that the degree be awarded *cum laude*.

If, however, the student has -

(a) obtained a weighted average of at least 75% in the coursework component of the degree at the first attempt and without recourse to supplementary examinations, and

(b) one examiner has awarded an upper second and the other a first class pass

- the procedure outlined in (i) above for Masters by dissertation only may be followed

Or if the student has –

(a) produced an outstanding dissertation for which both examiners have awarded a first class pass, but

(b) obtained a weighted average of between 70-74% in the coursework component of the degree at the first attempt and without recourse to supplementary examinations

- the coordinating examiner may recommend that the degree be awarded *cum laude*.

Summa cum laude:

The award of the degree *summa cum laude* will only be considered in cases where the masters degree has been completed in the minimum time

(i) Masters by *dissertation only*:

If the student has produced a particularly outstanding dissertation, and provided both examiners have awarded it a first class pass and recommend the award *summa cum laude*, the coordinating examiner may recommend that the degree be awarded *summa cum laude*.

(ii) Masters by *coursework and dissertation*:

If the student has -

(a) obtained a weighted average of at least 80% in the coursework component of the degree at the first attempt and without recourse to supplementary examinations, and

(b) produced an outstanding dissertation for which both examiners have recommended the award *summa cum laude*

- the coordinating examiner may recommend that the degree be awarded *summa cum laude*.

6.25 *Conversion of a masters dissertation into a doctoral thesis:*

When both examiners and/or the Head of School/coordinating examiner indicate in their reports that they regard the study as being of such quality, originality and scope that the candidate should be given the opportunity rather to convert it into to a doctoral dissertation and resubmit it later as a PhD, their reports should provide a clear motivation for such a recommendation.

The coordinating examiner should then, in consultation with the supervisor, recommend that the candidate be given the option, with the permission of the Faculty Higher Degrees Committee and Faculty Board, not to have the masters degree conferred but to undertake further research for a PhD which shall be an extension of the research already completed, providing that the masters degree shall be conferred on the candidate in the event of the following:

- (i) withdrawing the candidate for the PhD, or
- ii) having the candidature for the PhD cancelled, or
- iii) failing to satisfy the requirements for the PhD.

The candidate must respond in writing, agreeing to or declining the recommendation and the above conditions.

Upon acceptance by the Faculty Higher Degrees Committee and Faculty Board, the candidate then will be required to reconceive the masters study in terms of a doctoral thesis and submit a PhD research proposal to the Faculty Higher Degrees Committee within three months of the recommendation. (The PhD proposal must indicate how the candidate intends to extend the masters work into a doctoral study.)

Should the PhD research proposal be accepted by the Faculty Higher Degrees Committee, the masters registration will be converted into the first two semesters of registration towards the doctoral degree, enabling the candidate to obtain the PhD degree after a minimum registration period of two more semesters.

When the PhD is examined, at least one of the examiners appointed to examine the masters degree should normally be used as one of the three examiners.

The completed PhD thesis shall then be examined in the same way as any other PhD thesis.

- 6.26 The supervisor and Head of School must confirm in writing to the Faculty Postgraduate Office that the corrections and revisions have been done to their satisfaction.
- 6.27 The award of the degree must be recommended by the Faculty Higher Degrees Committee to Faculty Board for approval. The completion of the degree requirements may then be entered on ITS. The required number of bound copies of the corrected thesis and the electronic copy must be submitted to the Faculty Postgraduate Office before the student can graduate.
- 6.28 A letter must be sent to the student by the Deputy Dean (Postgraduate Studies) or by the Faculty Postgraduate Office informing him/her of the approval of the award of the Masters degree and, if the case, that it has been awarded *cum laude* or *summa cum laude*.
- 6.29 The names of the examiners may be made known to the student only in the event of a successful examination and with the express consent of the examiners.

- 6.30 The Faculty Postgraduate Office may then include the student's name in the upcoming graduation list.
- 6.31 No student shall have the masters degree conferred unless all the requirements for completion of the degree have been met.