



NOTES FOR THE GUIDANCE OF CHAIRPERSON OF EXAMINERS OF DOCTOR OF PHILOSOPHY SUBMISSION

STANDARD FOR THE AWARD OF THE DEGREE

The Degree of Doctor of Philosophy (PhD) is awarded on the basis of a thesis prepared under supervision that makes an original, significant and extensive contribution to knowledge and understanding in the relevant field of study, as judged by independent experts applying accepted contemporary international standards.

A thesis is considered to be a report on a scholarly project based on or manifested in rigorous experimental, theoretical, creative, empirical and/or design inquiry.

Candidates are encouraged to publish results of their research during candidature and may include one or more papers in the body of the thesis. The thesis preparation guidelines detail the requirements for [inclusion of papers within the thesis](http://www.griffith.edu.au/higher-degrees-research/current-research-students/thesis/preparation/inclusion-of-papers-within-the-thesis) (<http://www.griffith.edu.au/higher-degrees-research/current-research-students/thesis/preparation/inclusion-of-papers-within-the-thesis>).

THE EXAMINATION BOARD

At least two external expert examiners of international standing are appointed to assess the thesis. A member of staff of the University is appointed as Chairperson of Examiners. The Chairperson of Examiners will not act as an examiner.

The thesis examination process is conducted online through the Examiner's Evaluation Workcentre located in the Griffith University home page: www.griffith.edu.au>Griffith Portal>Research>Academic Resources>Evaluation Workcentre:

- Examiners are asked to provide their recommendation on results of examination.
- Examiners are asked to provide a justification for their recommendation and a general evaluation of the thesis. Please note that in the case of competing recommendations, a recommendation may need to be set aside if not supported by a report detailing the justification for the recommendation.

Examiners must make an independent report and recommendation and are asked not to communicate directly with the candidate, the candidate's supervisor/s or each other. Candidates are provided with copies of reports of the examiners and **Chairperson of Examiners**, with their identity expunged. The identity of the examiners and Chairperson of Examiners will be revealed to the candidate when the examination is concluded. If this policy causes you concern, you are asked not to accept the task of Chairperson of Examiners.

THE EXAMINATION

In summary, the University's Higher Degree Research Policy enables an examiner to recommend that;

- 1 the degree be awarded to the candidate; or
- 2 the degree be awarded to the candidate subject to minor amendments, including typographical errors, being completed; or
- 3 additional work be undertaken, the thesis revised and then resubmitted; or
- 4 the candidate be considered for a masters degree of the University; or
- 5 the degree be not awarded to the candidate.

Where there is substantial disagreement between the examiners, the University may appoint an additional examiner either to act as a third examiner or as an adjudicator examiner to consider and report on the thesis and any other work submitted and on the reports of the examiners.

ROLE OF CHAIRPERSON OF EXAMINERS

The task of the Chairperson of Examiners is to consider the reports of the examiners and make a recommendation to the Dean, Griffith Graduate Research School on the outcome of the examination. The Chairperson of Examiners does not undertake an independent examination of the thesis, although he/she may need to consult the thesis in order to make judgements about the comments of the examiners.

The Chairperson's report to the Dean, Griffith Graduate Research School should include a number of sections:

1. **A brief summary/overview of the examination reports.**
2. **A collation of the examination reports.** The collation may be provided under the headings in the examiners summary form (ie significance of substantial contribution to the knowledge of the topic, standard of literacy presentation; methodology; survey of literature and documentation of statements; suitability for publication).
3. **Recommendation on the outcome of the examination,** including:
 - description of the extent and nature of any new work/revisions/corrections that **must** be completed in order for the degree to be awarded;
 - description of what new work/revisions/corrections are optional or desirable;
 - a recommendation on who should oversee and assess any new work/revisions/corrections. In most circumstances, it is expected that the Chairperson of Examiners will verify minor revisions and corrections; and
 - a timeframe for completion of any new work/revisions/corrections.

When the reports of the examiners cannot be sufficiently reconciled, a recommendation should be made on whether:

- a third examiner should be appointed;
- an adjudicator examiner should be appointed to consider and report on the thesis and on the reports of the examiners.

FURTHER INFORMATION

A copy of an example report or further advice on the role of the Chairperson of Examiners or the examination procedure may be obtained from:

Thesis Examinations Office
Griffith Graduate Research School
Griffith University
Bray (N54) 0.21
Nathan QLD 4111
Australia

Email: thesisexams@griffith.edu.au
Phone: +61 7 373 53817
