

What happens after you have submitted your Doctoral Thesis: The examination process explained

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1. After Thesis Submission:

- You will receive an acknowledgement from Te Kura Tāura | UC Graduate School to say that your thesis has been received (usually to your pg email account). You should hear within two working days. If you have not, then please contact the office by email at graduateschool@canterbury.ac.nz
- You may receive follow up emails and so please ensure that you check your Postgraduate email account regularly. The entire examination process can take **3-9 months** (depending on if amendments are required following the oral examination) so there may be a number of emails sent during this time.
- Te Kura Tāura will contact your Senior Supervisor to request submission of the Examiner Nomination Form and the Supervisor's Certificate (if these have not already been received). Your thesis cannot be sent for examination until these forms have been received. Te Kura Tāura will send reminders to the department until these have been received.
- You will be asked to complete a "Notification of Nominated Examiners" Form either by your Department/School or by Te Kura Tāura once examiners are identified. This form lists your nominated examiners and provides you with the opportunity to indicate that you agree to have these examiners or to raise any concerns that you may have about the examiners with the Dean of Postgraduate Research. If you do raise concerns about your examiners the Dean will contact you to discuss these further. Your thesis **cannot** be sent out for examination until this form has been completed and returned.
- If you wish to graduate in one of the graduation ceremonies and have not already applied, then it is your responsibility to check the Graduation website <http://www.canterbury.ac.nz/graduation/> for information on when to apply. You must make an application in advance. You can do this before the completion of the examination process.
- International Students: For international Doctoral students, you are able to apply for a Post Study Work Visa on submission on your thesis. Te Kura Tāura will supply a letter for this along with confirmation of receiving your thesis. Students are responsible for ensuring they have a valid visa if they wish to stay in NZ after submission of their thesis. The examination process cannot be rushed due to visa concerns. If you would like to discuss your visa with a staff member, you can contact the Student Visa Team (student-visa@canterbury.ac.nz).

2. Written Thesis Examination:

- The written thesis examination takes approximately 10-12 weeks from submission of thesis to approval of recommendations. This time may be extended for various reasons, such as delays in

receiving paperwork or examiner illness. Following the Dean's approval of the written reports and recommendations, the oral examination process will commence.

- A PDF of the thesis will be sent to both examiners for examination along with the Supervisors Certificate and any submitted appendices.
- The examiners are given eight weeks to examine the thesis. They are asked to acknowledge receipt of the thesis and to inform Te Kura Tāura if there will be any expected difficulties in completing the examination in the given timeframe. Examiners will also be informed of the intended oral examination date if one has already been proposed.
- Once both examiners have acknowledged receipt you will be notified by Te Kura Tāura that your thesis is being examined. You will also be informed of the expected oral examination date and who the Examination Chair will be. Please note that this notification could take a couple of weeks.
- You will *not* hear from Te Kura Tāura during the examination process except in the unlikely event that a problem has occurred with the examination process. If a change needs to be made to the oral examination date, the Examination Chair will be in touch with you about this and to discuss possible new dates.
- Your examiners receive an email reminder from Te Kura Tāura a week before the report is due and examiners are then sent overdue reminders if the report has not been sent by then.
- You *must not* contact your examiners while they are examining your thesis. If you have any questions during this period please direct them Te Kura Tāura in the first instance.

3. Pre-Oral Exam:

- You (and your supervisor) will receive your examiner reports from the Examination Chair between 5 and 10 days before the oral examination. Make sure that your Examination Chair has your most up-to-date email address.
- Once you have received your examiners' reports, discuss them with your supervisor in order to prepare for the oral examination. The examiners probably will have specified questions/issues that will be raised in the oral, so make sure that you think about these issues. Note, however, that examiners can raise additional issues in the examination too.

4. Post-Oral Exam:

- The Examination Chair will complete the Oral Exam Report, which will include any recommendations discussed, and this will be sent to Te Kura Tāura.
- The most common outcome is that the candidate is asked to make amendments to their thesis. In these cases, Te Kura Tāura will send you the Oral Exam Report (including the list of required amendments) and the date by which these are required to be completed. Amendments typically take between 1 and 3 months, although in some cases may take longer.
 - If you have not heard from Te Kura Tāura within a week of your oral examination please contact them at graduateschool@canterbury.ac.nz
 - Once you have received details of the amendments that are required please discuss these with your supervisory team.
- Once you have completed the required amendments you will need to submit your amended thesis (in PDF format) to Te Kura Tāura along with a cover letter of changes made. Te Kura Tāura will then forward this to the nominated evaluator (usually the Senior Supervisor) for their approval.
- The evaluator is given two weeks to send their approval of the amendments to Te Kura Tāura. If, during the approval process, further changes are made to the final version of the thesis, then this needs to also be sent to Te Kura Tāura.

- If the outcome from the oral examination is that no amendments are required, then Te Kura Tāura will move directly to processing the final completion of your Doctoral degree.

5. Awarding of the Doctoral Degree:

- Once Te Kura Tāura has received either approval of amendments or confirmation that no amendments are required, they will submit the final version of your thesis to the library. Once any requested embargo period has ended your thesis will become available in the UC Research Repository.
- Te Kura Tāura will send you an email confirming the results of your examination and advising that you are now eligible to graduate.
- There are graduation ceremonies twice a year. If you wish to graduate at one of these ceremonies you need to apply in advance. Please take a look at the Graduation website <http://www.canterbury.ac.nz/graduation/>
- If you do not wish to graduate in person you are able to graduate *in absentia*. This occurs at the monthly meetings of the University Council. Again further information is available at <http://www.canterbury.ac.nz/graduation/>

Throughout the period of the examination and grade determination you should regularly check your University of Canterbury Postgraduate email. Notification of any problems or changes of process will be sent to you at this email address. If you will not be able to check this email address during the examination process please discuss an alternative means of communication with Te Kura Tāura.

Distribution of examiner reports and recommendations

Please be aware that the reports and recommendations from your examiners may be shared with several people during the examination process in order to determine the outcomes at each stage of the examination.

Documents relating to your examination may be made available to the following people:

- Administrative staff at Te Kura Tāura.
- The Dean, Associate Dean, and/or Manager of Postgraduate Research.
- Your Examination Chair.
- The examiners, including any adjudicator or third examiner.
- The Graduation team, to confirm that you are eligible to graduate.
- Once the examination process is fully concluded, we will provide you with copies of some examination documents which show the progression of the examination. These are your examiner reports, the Oral Examination Recommendation Form, and the Amendments Approval Form (if amendments were required). Your Senior Supervisor, Examination Chair, department/school Graduate Research Coordinator, and department/school postgraduate administrator(s) will also be copied into this correspondence, so they will be able to view your reports. The Faculty of Arts have requested that Te Kura Tāura also copy in the Executive Dean of Arts to result notifications.