**Dean of Postgraduate Research**

**Vice-Chancellor’s Office**

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| Supervisors’ checklist for students who are about to submit |

*Who decides when to submit the thesis?*

1. Each student has a final thesis submission date. To submit at a later date a student must have requested, and been granted, permission from the Dean of Postgraduate Research (<https://www.canterbury.ac.nz/postgraduate/forms/>).
2. Apart from 1, and a requirement that student must have completed a minimum number of points for a degree, it is the student’s decision when to submit.
3. You can advise a student that you do not believe the thesis is ready for submission, but you cannot veto submission against the students will. If you have real concerns that a student will not pass, you should advise the student and your PG co-ordinator in writing.

*People I need to contact*

1. Identify two potential examiners – discuss them with your student.
   1. The examiners should normally have doctoral qualifications.
   2. If possible, choose examiners you know (but with whom neither you nor the student have conflicts of interest).
   3. Ideally they will have examined a New Zealand thesis before.
   4. Ensure they understand, and are comfortable with, the type of thesis that they will be examining -- e.g. thesis with publication or a more traditional thesis.
   5. Check that they can examine the thesis in a timely fashion.
2. Approach an Examination Chair –
   1. Chairs should, ideally, be senior academics (e.g. Associate Professor and above).
   2. Usually, they will be from your Department/School, but they don’t have to be.
   3. They should have either observed or run an oral exams previously.
   4. Do not ask a less-experienced person to chair an exam that you believe might difficult.
   5. Make sure the Chair is going to be available before and immediately after the exam (not going on leave).
   6. Check that the Chair is happy to do all the required tasks of the exam, which can be considerable depending on examiners’ recommendations.

*Forms I need to fill in*

1. Examiner request form – we need full contact details for the examiner. Although we will generally email the thesis to examiners, on occasions we need to chase them up, so full contact information is useful. In consultation with the student, you need to decide on an exam date. This date can be changed, but experience shows us that we need to give examiners a hard deadline and we may need to book air travel.
2. Supervisor’s certificate – this is your statement of the assistance that the student received from yourself and other supervisors during completion of the thesis. You might mention any unusual issues that effected the thesis or the student. You ***should not*** make any comment on your views about the quality of the thesis on this form (which will be seen by the examiners).
3. Thesis embargo form – the student should initially fill this in, but you will also need to sign it. You should discuss with the student whether an embargo is necessary or useful, for example to enable publication of the student’s work.

*Discuss with your student*

1. Explain the examination process
   1. The role of examiners, the recommendations they can give and what those recommendations mean.
   2. Explain the oral exam’s intention and process.
   3. Discuss any VISA or fees issues. Explain that doctoral students are entitled to 6 months of fees-free post-submission enrolment, but if the process goes longer, they will have to pay fees.