





**PROCEDURE: Postgraduate Examination**

Document Number	RSP0102		
Inception Date	19 January 2018		
Procedure Owner	Dean: Research		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	31/05/2018	Name: Louise Fuller Signature: 
Approved by MANCO	MANCO Chairperson	31/05/2018	Name: Benjamin Anderson Signature: 
Revision Frequency	Annually		
Review Date	June 2019		
Review History			
<b>Related documents</b>			
<b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"><li>Policy: Research</li><li>Policy: Examination</li></ul>		<b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"><li>Constitution of the Republic of South Africa: 1996</li><li>Higher Education Act (Act 101 of 1997)</li><li>CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004</li><li>Labour Relations Act (Act 66 of 1995) as amended</li><li>CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014</li><li>SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017</li></ul>	
<b>Website address of this document:</b>		<b><a href="http://www.davinci.ac.za">www.davinci.ac.za</a></b>	

## Procedure Description

This procedure document will be followed during a postgraduate examination.

Step	Description	Notes
1	Student to submit final dissertation/thesis on the Online Learning Management System	Final submission to include declaration and proof of editing
2	Programme Convener to ensure Turnitin report and other relevant documents are verified	
3	Programme Convener to submit final dissertation/thesis to the Academic Supervisor and/or Subject Matter Expert(SME) with the consent to submit documentation	
4	Academic and/or SME supervisor to sign and submit Supervisor/s consent form to Programme Convener within 10 working days	If consent not granted supervisors must motivate
5	Programme Convener to send final dissertation/thesis to Research Office for Internal Quality Assurance	
6	Research Office to ensure final dissertation/thesis is sent for Internal Quality Assurance	
7	Quality Assurer to provide Quality Assurance (QA) report to the Research Office within 7 working days	
8	Research Office to return Internal Quality Assurance report to Programme Convener within 7 working days	
9	If amendments are required the QA report and dissertation/thesis is returned to the Academic Supervisor for corrections	
10	Once corrections are made to the satisfaction of the Academic supervisor the Research office source and appoint an internal and external examiner(s)	
11	If no changes required the Research Office source and appoint internal and external examiner(s)	
12	Programme Convener to send final dissertation/thesis for internal and external	

	examination as per the examination policy and guidelines	
13	Both Internal and external examiners to send marksheet and feedback report to Programme convener within 28 working days	
14	Should any minor corrections be required examination reports are sent to the Academic Supervisor for correction(s)	
15	Programme Convener to ensure moderation takes place in accordance with the assessment and moderation policy	
16	In addition to the standard process moderation in postgraduate programmes is initiated when major discrepancies are shown between marks or when a dispute arises	
17	Marks meeting to confirm reports and marks	
18	Student and Academic and/or Subject Matter Expert(SME) invited to Oral defence	
19	Examination reports are sent to the Academic Supervisor to assist student in preparing for the Oral defence	
20	Oral defence panel is formally convened, chaired by the Dean: Research or suitable alternate	
21	Student presents dissertation/thesis to panel	
22	Panel has opportunity to request further information for clarification	
23	Dean: Research, Academic and/or SME Supervisors deliberate and student is informed of outcome	
24	If the outcome is not positive the Academic Supervisor and student are instructed to undertake major corrections and student will be given the opportunity for resubmission for examination or defence	
25	If the outcome is positive, comments re minor corrections are given where required	
26	Programme Convenor to record all results on the examination list and have a marks meeting to confirm reports and final mark	

27	Examination and Assessment Committee to deliberate and recommend final marks to the Academic board	
28	Academic board to sign off final marks	
29	Council to ratify	
30	Student invited to graduation ceremony	

## Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Research
3	Research Office
4	Academic Supervisor
5	SME Supervisor
6	Quality Assurer
7	Internal examiner
8	External Examiner
9	Programme Co-ordinator
10	Programme Convener

## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Dean: Research	001	31 May 2018	