





PROCEDURE: Examination of dissertations and theses

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Procedure Owner	Dean: Teaching & Learning		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	28/11/2018	Name: Louise Fuller Signature: 
Approved by MANCO	MANCO Chairperson	28/11/2018	Name: Benjamin Anderson Signature: 
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Related documents			
Da Vinci internal (e.g. Policies)		Other/External	
<ul style="list-style-type: none"> Policy: Examination of dissertations and theses 		(e.g. Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"> Constitution of the Republic of South Africa: 1996 Higher Education Act (Act 101 of 1997) CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017 	
Website address of this document:		www.davinci.ac.za	

Procedure Description

This procedure document will be followed when preparing for student examinations.

Step	Description	Notes
1	Students are issued an 'intent to submit' form which they complete together with their supervisor	The supervisor must sign off agreement that the dissertation or thesis is sufficiently developed to allow for the examination to take place
2	Pre-requisites for examination are confirmed by the Programme Convener	<ol style="list-style-type: none"> 1) Fees to be settled in full 2) Coursework where applicable must be completed 3) Compliance with minimum and maximum duration of study
3	If all pre-requisites are met students are instructed to upload submission to MOODLE for purposes of obtaining a turnitin similarity/plagiarism report	The turnitin report must confirm similarities of no more than 10% of the submission
4	If the above is in order the student is instructed to submit a 'consent to submit' form to the Programme Convener	The consent form must be signed off by the Academic supervisor and be accompanied by the Editor's letter, the turnitin report and a recent copy of the student's Identity document
5	Internal quality assurance is performed on the submission	<ol style="list-style-type: none"> 1) Programme convener submits the dissertation/thesis to the internal quality assurer 2) Quality Assurer is given a week to submit a report confirming that the relevant criteria are met and confirming state of readiness for examination 3) The report is submitted to the Dean: Teaching and Learning and Dean: Research confirming the findings of the internal quality assurance report
6	Outcomes of Internal quality assurance communicated to Academic supervisor and student	<p>Outcome 1: Approved for examination</p> <p>Outcome 2: Approved with minor changes</p>

		Outcome 3: Declined with major changes
7	Appointment of Examiners	In line with field of study Masters: one Internal and one external examiners Doctoral: one internal and two external
8	Programme convener invites examiners to participate and forwards requisite documentation	
9	Examination takes place	
10	Receipt of assessment, tracked manuscript and examiners report from examiner	An examination marks meeting is held with the Dean: Teaching and Learning to confirm the results and determine the possible need for moderation
11	Examination outcome and recommendation is communicated to students	
12	Student addresses the recommendations	The supervisor to confirm that the findings/recommendations of the examiner(s) were satisfactorily addressed
13	Programme Convener books Oral Defence to appear before the examination panel	Programme Convener communicates 'Oral Defence' process/procedure and structure to student
14	Examination marks meeting is reconstituted following the Oral Defense	Examination marks are collated and the final mark allocated
15	Final mark ratified by Council	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Dean: Research
4	Registrar
5	Programme Co-ordinator
6	Programme Convener

7	Assessor
8	Moderator

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching & Learning	001	17/10/ 2018	