

## THE MASTERS THESIS PROCESS IN OUTLINE

### **Preliminaries**

- Student initiates enquiries with Department, in person or by email
- Student should be made aware of the Masters Handbook - in hard copy or from [www.otago.ac.nz/study/masters](http://www.otago.ac.nz/study/masters)

### **Admission**

- Student initiates process with Department
- Proposal drawn up (including provisional title, supervisory arrangements, etc.)
- Student fills out application form and submits to Division, with proposal
- Division sends application to HoD for recommendation of approval or otherwise
- With HoD's recommendation, Division notifies student and Department/Faculty/School regarding decision

### **Enrolment**

- Student completes Registration and Course Approval form
- Student pays fees (if not receiving a fee-paying Scholarship)

### **Study**

- Work begins
- Six monthly progress reports to HoD and Associate Dean (Graduate Studies)
- Re-enrol as necessary
- Students may apply for temporary withdrawal from study for periods of 6 weeks or more (forms available from Student Records)
- Most Masters degrees have a time limit within which the degree must be completed. Any extensions must be sought from Associate Dean (Graduate Studies) with request supported by HoD

### **Notification of examiners**

- Supervisor advises HoD (or Departmental Postgrad Committee) that thesis is nearing completion
- HoD nominates examiners – arranged informally by Department/Faculty/School and then sent to Associate Dean (Graduate Studies). Usually organized about one month before thesis is expected to be submitted
- Examiners approved by Associate Dean (Graduate Studies), who informs Department/Faculty/School
- Letters to internal and external examiners sent by Departments, cc'd to Division. Letter to external examiner includes information on payment
- When external examiner returns forms for payment, these are forwarded to Student Records

### **Submission of thesis**

- Student submits thesis to Department, soft bound and with forms attached as per Master's Handbook (pp 66-67)
- Master's Thesis Submission Form (on Divisional website) completed by Department and sent to Student Records within three days following thesis submission by candidate
- Department sends thesis to examiners, with pink result form to external examiner
- Department reminds "tardy" examiners

### **Examination**

- Examiners submit results, complete pink form and sign off
- Examination convenor (usually HoD) makes final recommendation, then sends on to Associate Dean Graduate Studies
  - *If corrections need to be made, the HoD is responsible for ensuring this occurs (students may be sent appropriate section of examiners' reports at this stage)*
  - *If major problems, student can be required to resubmit*
  - *If major conflict between examiners, HoD (or nominee) is to moderate and examiners must not negotiate directly. If cannot be resolved, this must be reported to the Associate Dean (Graduate Studies) who will decide the outcome after consulting a referee*

### **Result**

- Result confirmed by Associate Dean (Graduate Studies)
- Associate Dean (Graduate Studies) informs Student Records
- Student Records informs candidate
- After this, Department can make copies of examiners' comments available to students (examiners should not be identified)
- Degree cannot be conferred until two bound copies of thesis are submitted to Student Records