

PLANNING FRAMEWORK FOR EXAMINATION ACTIONS FOR GRADUATION CEREMONIES IN DECEMBER 2024 AND MARCH 2025

The official deadlines indicated in the General Calendar for the dispatch of theses/dissertations for the two graduation ceremonies are:

1 September for candidates for the **December graduation**, and
1 November for candidates for the **March graduation**.

In order to keep to abovementioned deadlines, and taking the logistics of processes into account, the following guidelines apply with regards to finalising examination actions in the Faculty of Science.

- The starting point for the planning of the examination actions should be the **two fixed deadlines** by which the master's and doctoral examination documentation respectively should be submitted to the Vice-Dean: Research's Office for a specific graduation ceremony (these two dates are therefore non-negotiable).

PhD - The departments then need to allow *at least* **7 weeks (6 weeks for examination and at least 1 week** for all the actions that need to be completed before the dates for submission to the Vice-Dean: Research's Office) and a "backdated" date needs to be fixed in order to determine a realistic dispatch date for a thesis/dissertation.

MSc - The departments then need to allow *at least* **5 weeks (4 weeks for examination and at least 1 week** for all the actions that need to be completed before the dates for submission to the Vice-Dean: Research's Office) and a "backdated" date needs to be fixed in order to determine a realistic dispatch date for a thesis/dissertation.

- During the period 16 December to 14 January, many academic and administrative staff take leave, which place a great deal of pressure on the examination process. Therefore, dissertations for the March graduation ceremonies should preferably be dispatched even EARLIER than the dates indicated on the attached planning framework.

Attached is a planning framework for the examination actions, based on the above-mentioned guidelines. The departments may use this *framework* for their own internal planning.

Planning framework for examination

Deadline in **YELLOW**/**GREEN** = **FINAL SU/Faculty deadline**

Candidates for March 2024 graduation

A. NOMINATION OF EXAMINERS (MSc & PhD)

ACTION	DEADLINE
Departmental actions for finalisation by 6 Oct: Contact people who are to be nominated for the unattached examination panel; obtain their agreement	As from 4 <u>Sept</u>
Submission of nominations (PhD and MSc) for examiners to Ms Hayley Du Plessis No late examiners nominations will be accepted. By closing date for Agenda, documentations must be ready for Faculty Committee and Faculty Board meeting	16 Oct

Dispatch of examination documents for Theses/Dissertations to Hayley by no later than:

MSc – 12 January 2024 (4 weeks for examination process)

PhD – 1 December 2023 (6 weeks for examination process)

Submission of examination documentation for PhD candidates to Ms Hayley Du Plessis No late examiner's reports will be accepted. By closing date for Agenda, documentation must be ready for Faculty Committee and Faculty Board meeting	12 Febr 2024
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Loading of MSc marks on the system – 1 March 2024

[For students] Load dissertation onto SunScholar – 5 March 2024

Candidates for December 2024 graduation

A. NOMINATION OF EXAMINERS (MSc & PhD)

ACTION	DEADLINE
Departmental actions for finalisation by 18 July: Contact the people who are to be nominated for the unattached examination panel; obtain their agreement	As from 5 <u>June</u>
Submission of nominations (PhD and MSc) for examiners sent to Ms Hayley Du Plessis No late nominations will be accepted. By closing date for Agenda, documentation must be ready for Faculty Committee and Faculty Board meeting.	29 July

B. EXAMINATION OF THESIS/DISSERTATION

NOTE: For actions that are not marked in yellow or green, the supervisors/promoters must determine the deadlines themselves (the deadlines could even be earlier than those indicated for these actions), but with due allowance for all actions that need to be finalised by the two *final* deadlines of **14 Oct (for doctorates)** and **26 Nov (for master's)**.

Planning route: the final submission date for documentation to the Vice-Dean: Research's Office serves as point of departure (marked in yellow), from which planning is done retroactively on the basis of **4-6 weeks for examination and at least 1 week for departmental administration for the finalisation of the examination results.**

ACTION	DEADLINE
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DOCTORATE

Dispatch of dissertation , together with monitoring form, Turnitin report and examination forms to Ms H Du Plessis, who then dispatches to examiners	Before 19 Aug
Receipt of examiners' reports from examiners at Vice-Dean: Research's office, Ms H Du Plessis	19 Aug - 1 Oct [6 weeks]
Departmental actions for finalisation of the examination results of D candidates: Final corrections to dissertation, oral presentation, and finalisation of recommendation report for final D examination results, as well as graduation ceremony information and summaries of the doctorate	1 Oct - 14 Oct [1 weeks]
Submission of examination documentation for D candidates to Ms Hayley Du Plessis, including: Covering memo, reports of the unattached internal and external examiners, recommendation report for final D examination results and the graduation ceremony information, together with 2 summaries of the doctorate No late examiner's reports will be accepted. By closing date for Agenda, documentation must be ready for Faculty Committee and Faculty Board meeting. (Ms H du Plessis archives all documents on the Teams site for access by Ms S Ruiters)	14 Oct
[For student] Load dissertation onto SunScholar	28 Nov

MASTER'S

Dispatch of thesis , together with monitoring form, Turnitin report and examination forms to Ms H Du Plessis, who then dispatches to examiners	Before 4 Oct
Receipt of examination documentation at Vice-Dean: Research's office, Ms H Du Plessis: (i) <i>from examiners:</i> examiners' reports (ii) <i>from supervisor:</i> supervisor's report	4 Oct - 18 Nov [4 weeks]
Departmental actions for finalisation of examination results of MSc candidates: Final corrections to thesis, oral presentation and finalisation of MSc mark	18 Nov - 22 Nov [1 week]
Departments load MSc marks onto SU system (Ms H du Plessis archives all documents on the Teams site for access by Ms S Ruiters)	26 Nov
[For student] Load thesis onto SunScholar	28 Nov

Candidates for March 2025 graduation

A. NOMINATION OF EXAMINERS (MSc & PhD)

ACTION	DEADLINE
<p><i>Departmental actions for finalisation by 4 Oct:</i> Contact people who are to be nominated for the unattached examination panel; obtain their agreement</p>	As from <u>2 Sept</u>
<p>Submission of nominations (PhD and MSc) for examiners to Ms Hayley Du Plessis <u>No late examiners nominations will be accepted. By closing date for Agenda, documentations must be ready for Faculty Committee and Faculty Board meeting</u></p>	14 Oct

Dispatch of examination documents for Theses/Dissertations to Hayley by:

MSc – 13 December 2024 (4 weeks for examination process)

PhD – 1 November 2024 (6 weeks for examination process)

<p>Submission of examination documentation for PhD candidates to Ms Hayley Du Plessis <u>No late examiner's reports will be accepted. By closing date for Agenda, documentation must be ready for Faculty Committee and Faculty Board meeting</u></p>	TBC
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