

FACULTY OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

MSc Dissertation/ PhD Thesis Oral Examination Guide

NB: The Chair of the Board of Examiners is to circulate this guide, or an appropriately modified version of it, to local members of the Board of Examiners, Visiting External Examiners, and to the candidate when the date of the candidate's Oral Examination is announced.

Student name:

Date, time, and location of oral examination:

Max. duration of presentation (normally 30-45 mins):

During the oral examination the candidate is to deliver a presentation of his/her research. (Any special instructions about the presentation for the candidate can be provided here).

Following the presentation, the examiners will ask the candidate questions. The examiners will ask as many questions as they deem appropriate. The supervisor may be present during the candidate's presentation and oral examination, and may contribute only if asked to do so by the examiners.

Following the oral examination, the examiners shall deliberate. The candidate and supervisor are not permitted to attend the examiners' deliberation.

If the Board of Examiners requires any corrections to the dissertation, irrespective of whether the corrections are minor or major, the changes shall i) be agreed to by the members of the Board of Examiners, and ii) be communicated by the Chair to the candidate and copied to the supervisor in writing within 10 working days of the oral examination. It is recommended that if the candidate requests a verbal clarification of the changes required that the candidate is met by at least two members of the Board of Examiners together with the candidate's supervisor.

A student who has minor corrections only is encouraged to submit the corrected dissertation/thesis as quickly as possible and in any case within three months, as the result can be published only once the corrections have been carried out to the satisfaction of the Board of Examiners.

A candidate who, following the oral examination, fails the dissertation/thesis may:

- i) be given a maximum of six months modify it and re-submit it for re-examination,
or
- ii) be failed without the option to re-submit the thesis/dissertation for examination,
and not be awarded the degree.

The Board of Examiners report shall always be submitted to the Faculty Office as soon as practicable, indicating the recommended grade and any associated conditions (e.g., that minor corrections are required; or, that major corrections are required in the event of a failed dissertation that may be resubmitted for examination; and the amount of time allowed for the corrections to be done).