



MASSEY UNIVERSITY
GRADUATE RESEARCH SCHOOL

Doctoral Examination Information

Things you need to know

- The GRS will advise you of your examination panel once all the reports have been received, the date has been finalised and a Convenor appointed. Normally two Examiners will attend your exam, but the Overseas Examiner may attend by video conference.
- The process for Creative Arts exams will vary slightly, but the GRS will work closely with you, your Supervisor and Academic Unit to ensure a schedule is agreed on and met by all the parties.
- If you wish to give a PowerPoint presentation please let the GRS know as soon as possible. If the exam is being held at the Albany or Wellington campus this could affect the room that will be booked for the exam.
- You are welcome to view the room prior to your exam, if in Palmerston North please contact doctoral.exams@massey.ac.nz to book the exam room. The two rooms we use are quite busy and may not be available if you haven't booked a session.
- A maximum of two Supervisors are permitted to attend the exam, it would be appreciated if you could please advise which of your Co-supervisor(s) will be attending so that they can be included in exam correspondence.
- The Convenor is responsible for facilitating the examination, and ensuring that the process is carried out in a fair and equitable way. They are also responsible for ensuring that any emendations are completed and approved in a timely manner after the oral examination.
- While the Supervisor(s) do not have an active role in the examination process, the Convenor may invite participation in discussions or seek comment on particular issues. Your Supervisor(s) are there as support only.
- If a confidentiality agreement or contract applied to your research, you may wish to consider placing an [Embargo](#) on your thesis.
- Now is a good time to consider any [Copyright implications](#) for your thesis.
- The Examiners reports will be released to you and your supervisors 5-10 working days prior to your oral exam. The exact timing may vary depending on when reports are submitted by your examiners. Should any of your reports not be received 5 working days prior to your exam we will have to postpone all arrangements to the next date everyone is available.

What will happen on the day?

- The Examiners and Convenor will meet first to discuss the examination reports, and agree on who will address the Overseas Examiner's questions.
- You and your Supervisor(s) will then be invited into the exam room, and you will be asked to begin the exam with a brief presentation.
- If you are giving a PowerPoint presentation, please bring a copy of your presentation on a USB drive, which we will connect to our laptop. NB some rooms may require you to bring your own laptop to connect to a projector.
- At the end of your presentation the Examiners will present you with their questions, and a discussion may ensue.
- Once the Examiners are satisfied that their questions have been answered, you and your Supervisor(s) will be asked to leave the room whilst they deliberate and decide your examination result, and any emendations that you may need to complete.
- You and your Supervisor(s) will then be asked to rejoin the exam, at which point the Convenor should advise you verbally of the examination outcome, what additional work is required to be completed, who will be checking the emendations, and when you are expected to submit the final approved copies of your thesis.
- You are not considered to have passed your examination until all the required emendations have been approved – so don't be discouraged if you are not congratulated at the end of the exam.

After the exam

- You should not have any contact with your Examiners whilst you are under examination; if they are required to check your emendations they should be sent through the Convenor.
- Once your emendations have been checked (by either your Supervisor or Examiner(s)), the Convenor should be notified, and they will then notify yourself and the GRS.
- You then need to prepare the final requirements to complete your doctoral degree:
 - 2 hardbound copies of your thesis
 - The following should be emailed to Doctoral.Office@massey.ac.nz:
 - 1 PDF copy of your thesis
 - A completed [Copyright and Digital Declaration form](#)
 - Your [citation](#)
 - [DRC16 Statement of Contribution](#) for each publication in your thesis
- The DRC will then approve your completion at their next meeting, provided the GRS is in receipt of everything in time to be included on the Agenda (generally closes 10 days prior to the meeting)
- After the DRC meeting you will be emailed a letter confirming you have completed the requirements for your doctoral degree, and are eligible to graduate
- If you haven't already, you then need to apply to [graduate](#).
- Please be careful not to use the honorific "Dr" until you have your degree certificate in your hand – it is only to be used once the degree has been awarded.

More information about the examination process can be found in the [Doctoral Web Book](#)