

**Appendix 2.5**

**Notes of Guidance for the Convener of a Committee of Examiners (EdD)**

**Notification of Intention to Submit Form**

The College/Graduate School Office will send a copy of the Intention to Submit form to the Convener. It is important that the Convener checks whether the Supervisor has indicated at this stage any specific concerns of special circumstances which relate to the dissertation.

**Oral Examination Arrangements**

The Convener is responsible for arranging the date of the oral examination which should be no later than 3 months after the date on which the dissertation was submitted. The date should be convenient for the candidate and both the Internal and External Examiners as well as at least one of the Supervisors who might be required to answer questions concerning the project. The College/Graduate School Office should be informed of the date of the oral examination.

**Pre-Oral Reports**

Examiners are requested to submit a report to the College or Graduate School Office no later than 8 weeks following the receipt of the dissertation and no later than one week prior to the date of the oral examination. The College/Graduate School office will copy the reports to the Convener.

**Conduct of the Oral Examination**

The Convener is responsible for ensuring that the oral is conducted in a fair manner and in view of this, the Convener should be present of the duration of the examination. The Convener may ask questions of a general nature but will not participate in a detailed examination of the candidate.

The Convener is responsible for assisting the examiners to reach a consensus. Is it the Convener who will arrange for the joint recommendation of the examiners to be signed at the conclusion of the examination. Where difficulties arise, the Convener shall decide whether an adjournment is required. Where agreement has not been reached or in other circumstances where appropriate, the Convener may recommend to the Higher Degrees Committee the appointment of a third examiner who will normally be an External Examiner.

The Convener may inform the candidate verbally of the outcome of the examination, normally by inviting the candidate to return to the examination room.

**Post-Oral Reports**

The Convener is responsible for co-ordinating the preparation of the joint statement of requirements for revision or recommendation for resubmission. The statement should be produced without delay and provided to the candidate and the College/Graduate School Administrators with the signed joint report of the Committee of Examiners.

An individual report is not normally required from the Convenor except in the following circumstances:

* The appointment of a third Examiner is required.
* The Committee of Examiners recommend the appointment of a new committee for the examination of the resubmission.
* The Committee of Examiners wish to waive the requirements for a second oral examination after resubmission.

**Post-Oral Examination Results (B or C only)**

When the appropriate Examiners have received the revisions from the candidate and informed the Convener of their final decision(s), the Convenor should complete the form – Appendix 2.9, attached – and return it to the Graduate School Office.