

Faculty of Health Sciences, Postgraduate Office

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Guidelines for supervisors when nominating examiners for higher degree student research reports, dissertations and theses

As supervisor(s) you are required to liaise with potential examiners whom you would like to approach to examine your student(s) research project(s). This should be done at **least two months before** the submission of the student's research for examination.

Examiners should be informed about:

- i. The title or preferably abstract of the research to be examined;
- ii. When to expect the research project, i.e. the proposed date of submission of the research project by the student;
- iii. The period allocated for - the examination, preparation of the examiner's written report and submission to the Postgraduate Office. The period allocated for all research projects is six weeks;
- iv. Percentage of research in fulfilment / partial fulfilment of the degree:
 - Research Reports
MMed and MDents 25%
MSc Meds and MSc Dent - (Crsewrk & Res Rep) 30%
MPH, MSc in the fields of Nursing, OT, Physio, Epi & Biostats and Pop-Based Field Epi 50%
 - Dissertations (pure research masters) 100%
 - PhDs theses 100%;

Supervisors should obtain **confirmation in writing** from the examiners that they are prepared to mark the research report, dissertation or thesis at the time of proposed submission [see point (ii.) above] and in the time frame indicated [see point (iii.)], which should be submitted with the nomination of examiners form and CVs to the PG Office (see details below for the requirements of the nomination of examiners form).

Nomination of examiner's form the completed form and supporting documentation must be submitted to the PG Office:

- i. To be completed by supervisors and signed off by HOSs / HODs or their designate(s)
- ii. Number of examiners that should be nominated:
 - a. Masters programs (research reports and dissertations) – One internal and one external;
 - b. MMed Community Health – the exception to this rule, requires two external examiners;
 - c. PhD – One internal and two externals, one of which should be local and the other international.
- iii. Complete in full:
 - a. the supervisor details including full names and surname, title, e-mail, fax and telephone number(s) and the physical / departmental address;
 - b. The examiner details including full names and surname, title, physical address (this is required for courier of research purposes), e-mail, fax and telephone number(s) of the examiners. Please ensure that this physical address is that of the institution that the examiner is affiliated to;
 - c. The qualification(s) of the examiners being nominated (which should be equal to or higher than the qualification that is to be examined);
 - d. A motivation (this motivation should include information on the suitability of the examiner for the line of research, his/her experience in supervising and examining postgraduate research and whether they have published in the area
- iv. An *abridged* CV for each examiner being nominated (this should include information on postgraduate supervision and examination of research they have been involved in).

Definition of internal and external examiners

- o An *internal examiner* is anyone who has an affiliation with the University this includes full-time, part-time, joint, honorary, emeritus and research appointments – this applies to both within the Faculty of Health Sciences as well as any other faculty of the University;
- o An *external examiner* is anyone who is not affiliated to the University whether local or international.

The Faculty Graduate Studies Committee has been delegated by Senate to consider all nomination of examiners of postgraduate research. This approval is done via circulation and usually takes approximately one week to finalise the approval. Where queries are raised by the committee this time may be slightly extended or in the case where the committee recommends appointment of alternate examiner(s) this delay may be considerably longer.

Any additional queries you may have on the nomination of examiners, you may refer them to the Postgraduate office:

- o Tabea Lephuthing (tabea.lephuthing@wits.ac.za) - Clinical disciplines (*MDent/ MMed, MFamMed*)
- o Mpumi Mngapu (mpumi.mngapu@wits.ac.za) - Allied disciplines (*PhD, MSc Med (dissertation only) and (coursework & research report), MSc degrees in Dentistry, Epidemiology, Nursing, O T, Physio (dissertation only) and (coursework & research report, Masters degrees in Pharmacy and Public Health)*)

The *nomination of examiner forms* are attached for completion, signatory and submission to the PG Office – this includes an electronic editable copy to be e-mailed and a hard copy, signed by all required signatories preferably via internal hand delivery.