

**'If a man does not keep pace with his companions, perhaps it is because he hears a different drummer. Let him step to the music which he hears, however measured or far away'**

**— Henry David Thoreau**

## **A Guide to PhD Research at AIT**

**'Bricks and mortar are mortar and bricks until the architect can make them something else....is the same bricks that builds castles as builds huts'**

**— Thomas Carlyle**

## **THE PHD DEGREE- GENERAL DEFINITIONS, OBJECTIVES AND EXPECTATIONS**

### **The PhD Degree --- Definition**

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The Doctor of Philosophy (PhD) degree signifies that the holder has undertaken a substantial piece of original research which has been conducted and reported on by the holder under proper academic supervision and in a research environment for a prescribed period of time. In scope, the thesis differs from a research for a Master's thesis chiefly by its deeper and more comprehensive treatment of its subject.

The length of a PhD thesis varies from discipline to discipline with 80,000 words being the norm at AIT. The thesis should not exceed 100,000 words (or equivalent) without special permission from the Dean of Graduate Studies.

The PhD thesis demonstrates authority in the candidate's field and shows evidence of command of knowledge in relevant fields. It confirms that the candidate has a thorough grasp of the appropriate methods and techniques and an awareness of their limitations.

The PhD thesis makes a distinct contribution to knowledge. This contribution is determined by originality of approach and/or coherent interpretation of the findings and, in some cases, the discovery of new facts. It demonstrates an ability to communicate research findings effectively in the professional arena and in an international context.

It is a careful, rigorous and coherent piece of work demonstrating that a research "apprenticeship" is complete and the holder is admitted to the community of scholars in the discipline.

### **The PhD Degree - Expectations**

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Doctoral degree programs at AIT seek to develop graduates who demonstrate academic leadership, increasing independence, creativity and innovation in their research and encourage the acquisition of a wide range of advanced and transferable skills. In addition, doctoral studies at AIT provide advanced training designed to enhance professional knowledge in a specialist area.

The University expects its doctoral graduates to have the following qualities and skills:

- an ability to initiate research and to formulate viable research questions;
- a demonstrated capacity to design, conduct and report sustained and original research;
- the capacity to contextualize research within an international corpus of specialist knowledge;
- a developed ability to evaluate and synthesize research based on scholarly literature;



- a deep understanding of key disciplinary and multi-disciplinary norms and perspectives relevant to the field;
- highly developed problem-solving abilities and flexibility of approach;
- the ability to analyze critically within and across a changing disciplinary environment;
- the capacity to disseminate the results of research and scholarship by oral and written communication to a variety of audiences;
- a capacity to cooperate with and respect the contributions of fellow researchers and scholars;
- a respect for truth and intellectual integrity, and for the ethics of research and scholarship;
- knowledge in the management of information, including the application of computer systems and software where appropriate to the student's field of study;
- an understanding of the relevance and value of their research to national and international communities of scholars and collaborators;
- an awareness where appropriate of issues related to intellectual property management and the commercialization of innovation; and
- an ability to write persuasive applications/proposals to relevant agencies, such as funding bodies

## **More on Expectations**

To obtain the PhD degree it is necessary for the candidate to demonstrate that he/she has mastered the skills necessary to carry out research to *professional* standards. The point of the PhD is not to demonstrate one's brilliance (although this might also occur), but to demonstrate that you have mastered a set of research skills.

Professional research standards mean that the PhD student:

- Has the ability to present a coherent argument in support of his/her position
- Is able to evaluate the worth of what others are doing. Literature surveys should demonstrate that he/she has the maturity, critical and analytical skills to compare his/her work to previous and contemporary research and to point out the limitations.
- Have the astuteness to discover where to make a contribution and the ability to evaluate and re-evaluate his/her contribution.
- Can communicate effectively to the world-wide peer group by writing clear, precise, logical conference and journal articles and making presentations at international conferences, workshops and seminars. He/she can demonstrate the importance/interest of his/her research to expert and non-expert visitors.
- Have mastered the appropriate experimental, mathematical, and computational research skills. He/she is able to conduct literature searches, review conference and journal submissions.
- Is able to formulate plans to meet short-term and long-term goals. He/she is able to meet deadlines.



## **The History of the PhD Degree**

The use of the title ‘doctor’ seems to have originated at the University of Bologna in the early twelfth century, but the Master’s degree is the older of these two higher degrees. Nor did the ‘doctorate’ begin as the senior degree of the two. In medieval times the titles of ‘master’, ‘doctor’ and ‘professor’ were roughly equal in status. English teachers of law were doctors, those of theology masters.

It was in Germany that the doctorate came to acquire special status as a research degree, and it was from Germany that the degree ‘Doctor of Philosophy’ was taken to the United States. The University of Yale was the first American university to adopt it, in 1860, and other American universities soon followed suit.

With the PhD well established in the United States and on the Continent, existing English research qualifications such as the Cambridge Certificate for Research came to appear inadequate, and the PhD was seen, even in England, as the hallmark of respectability in research. Nevertheless, it was not until the first two or three years after the First World War that the degree as it was known in Europe and the United States was adopted in England. The University of Oxford led the way, followed shortly after by the University of Cambridge.

## **The PhD Thesis – In a Nutshell**

The PhD thesis aims to allow the examiners to judge whether the candidate has succeeded in mastering the skills of carrying out research that meets established *professional* standards and as such warrants the award of the PhD degree .

The thesis as the final output of a professional standard supervised research work should be structured to include:

1. Identification of unsolved problem and reason for solving it. - The nature and purpose/motivation for the investigation should be clearly stated. The thesis approach/standpoint and whether the purpose was substantially achieved should also be made clear.
2. Status of research in direction of solution. - The relevant background material and limitations of existing methods. The candidate must show that he/she has an adequate knowledge of the subject and of the literature and can critically place his/her work in a wider context. The literature survey should not be encyclopedic.
3. Find a solution. ---Development of own ideas and theoretical framework backed with mathematical analysis (where appropriate).
4. Demonstration that it is a solution. -This should involve the implementation, justification for assumptions, and evaluation of evidence.
5. Demonstrate analytical skills.
6. Assess the suitability of the solution
7. Evaluate the importance of the contribution
8. Identify directions for future work
9. Appendices
10. Complete bibliography with numbered list of references.

## **The PhD Process - Some Successful Outcomes**

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1. PhD thesis of quality completed and submitted on time (3-4 years)
2. A couple of academic journal articles published during the PhD research work
3. Presentation at local and international conferences
4. Stimulating experience for student and supervisor.
5. A PhD Degree and an international recognition by peers.



**ACADEMIC PROGRESSION TO THE PHD DEGREE**

**‘The gem cannot be polished without friction,  
nor man perfected without trials’  
—Chinese Proverb**

The following are the proposed stages in the progression towards the PhD degree. The student is required to complete these steps to the satisfaction of the appropriate body of the University.

**The First Year of PhD at AIT**

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**Stage 1. Admission**

Suitably qualified students apply for admission to pursue their PhD at AIT following the clearly laid down University procedures and admission requirement.

**Stage 2. Year One Evaluation – ‘The First Year in the PhD’ Evaluation**

This is not intended to be an in-depth investigation but rather a brief assessment. It is an important aspect of overall research quality control within the University. The Supervisor(s) and the relevant PRC working in consultation with the HoD/DoS should carry out the evaluation and report to the Dean of Graduate Studies.

The evaluation should be carryout as soon as possible but not later than twelve months of studies. The purpose of the evaluation is to determine if the student is making satisfactory progress and has completed his/her PhD Research Proposal and the stipulated relevant chapters of the thesis. The student by the time of this evaluation is expected to produce a detailed research proposal and is expected to successfully defend the proposal.

The first twelve months of doctoral research are probationary. To proceed to PhD candidature in the 2<sup>nd</sup> Year, the PhD student must achieve the goals set for the probationary (first) year of his/her PhD and have a full research (thesis) proposal approved. The following goals are compulsory for all PhD students.

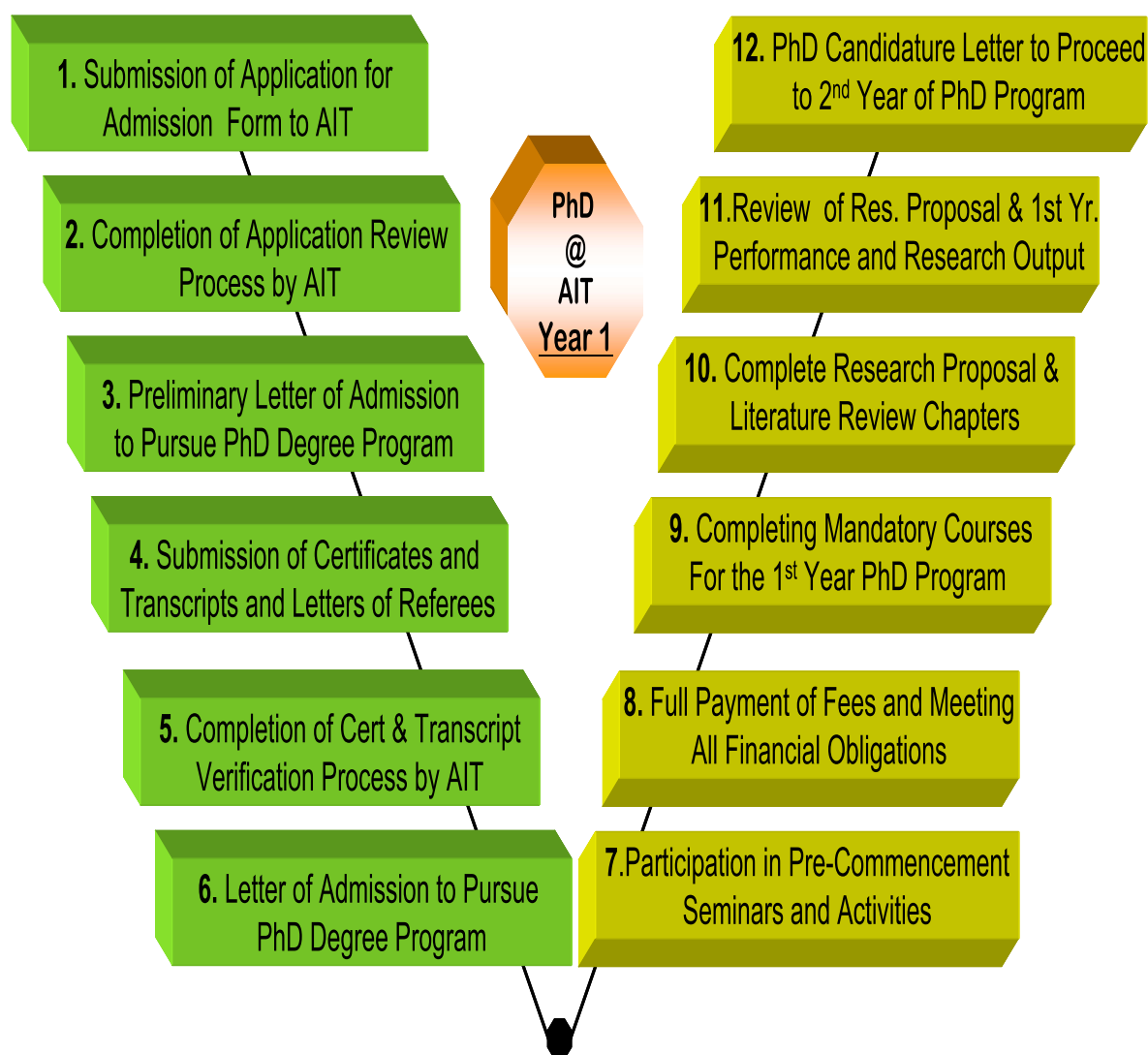
- Completion of a full Research Proposal.
- Completion of a substantial piece of written work, e.g. the literature review chapters.
- Presentation of the Research Proposal and work-in-progress report to an appropriate forum, e.g. a seminar, to the satisfaction of appropriate research support/supervision bodies of the University.
- Approval of the Research Proposal by the appropriate research support/supervision bodies of the University.
- Other goals might include developing the research methodology and working out a provisional thesis structure.



The form of the ‘first year in the PhD’ evaluation may include an interview and/or a seminar presentation. At a minimum, the evaluation should include separate reports on progress by both the student and supervisor(s).

In the event of unsatisfactory progress, the supervisor(s) in consultation with the relevant PRC and the Dean of Graduate Studies should recommend means of improving progress.

PhD registered students who successfully passed the first year review and evaluation will move on to the PhD candidature status and proceed to the 2<sup>nd</sup> Year of the Program. The diagram below illustrates the 12 steps of the 1<sup>st</sup> Year of PhD at AIT.



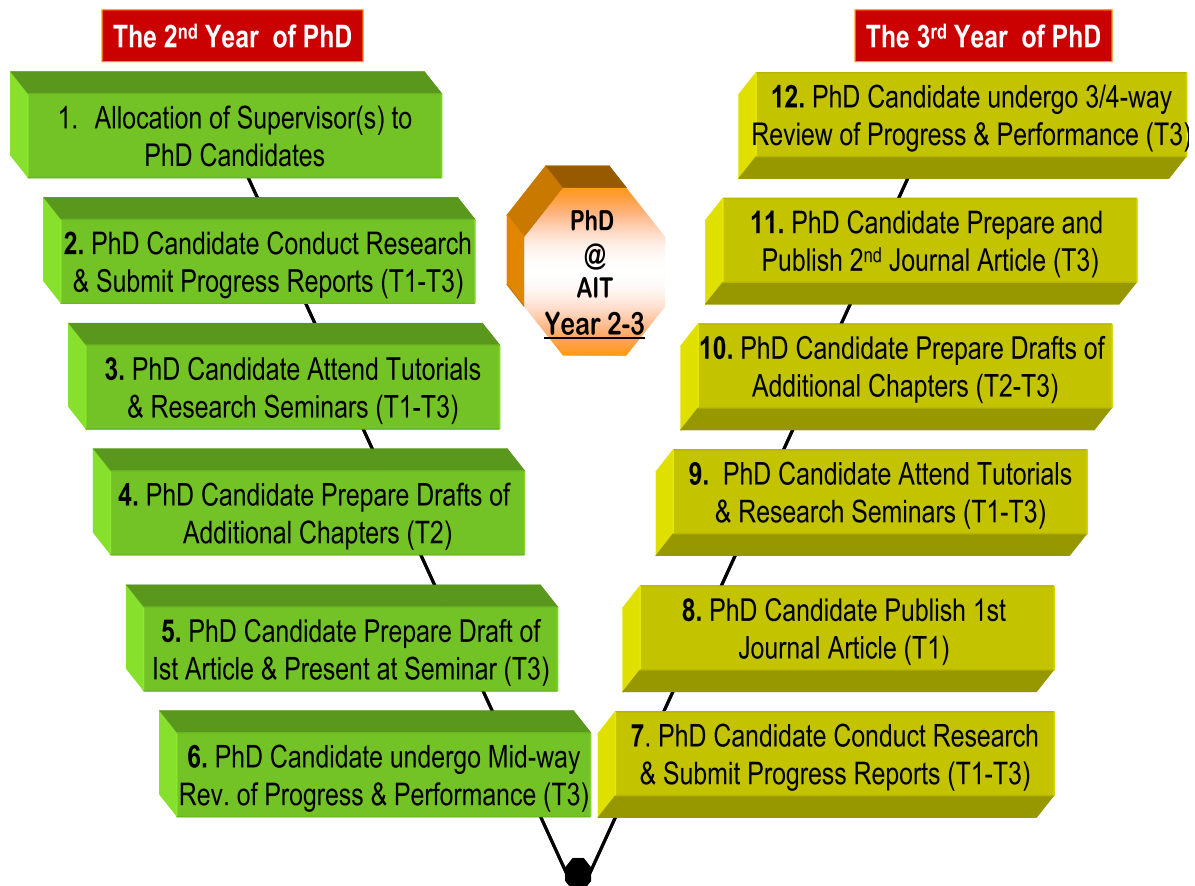
## The Subsequent Years of PhD at AIT

**‘I hate to see things done by halves. If it be right,  
do it boldly,—if it be wrong leave it undone’  
— Bernard Gilpin**

### Stage 3. The Mid-Way Evaluation

This evaluation is held mid-way into the PhD Program (typically about 18 to 24 months into the PhD). The Supervisor(s) and the relevant PRC working in consultation with the HoD/DoS should carry out this mid-way evaluation and report to the Dean of Graduate Studies. It consists of a formal presentation by the PhD candidate.

The purpose of this evaluation is: to examine the PhD candidate’s progress; to ensure that the candidate has sufficient knowledge of the fundamentals of the chosen discipline; to ensure that the candidate has developed and implemented a clear plan of research and has completed or at least drafted additional chapters in addition to those written in the first year; and to assess the likelihood of successful completion within an acceptable timeframe.

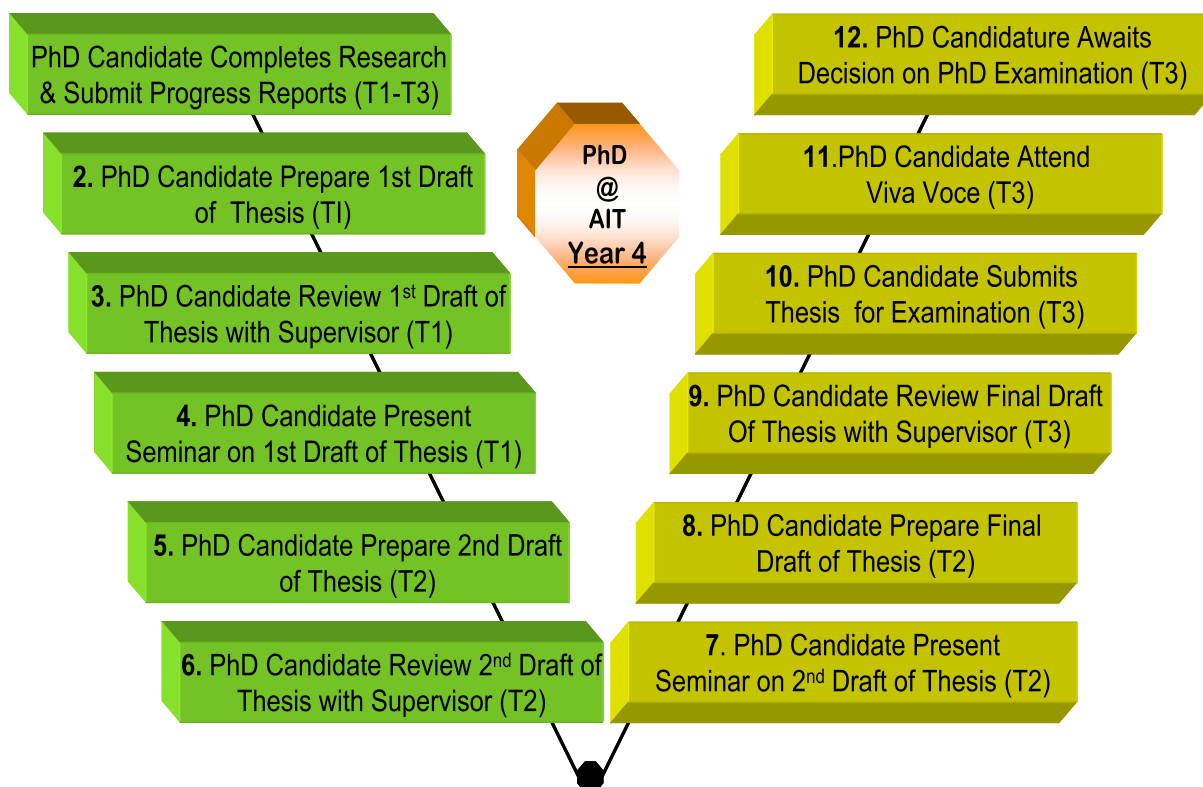




## Stage 4. Thesis Submission and Viva Voce Examination

‘Men do less than they ought, unless they do all that they can’  
— *Thomas Carlyle*

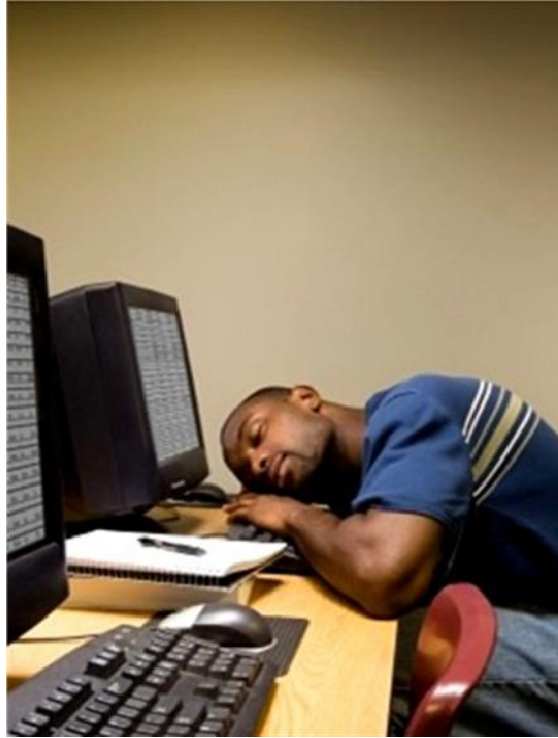
PhD candidates are to consult the relevant University Guidelines on the preparation of thesis for submission and for the *viva voce* examinations. The Office of Graduate Studies informs the External Examiner of requirements expected of the PhD. and the deadlines for receipt of External Examiner’s report.



## Stage 5. Decision on the Award of the PhD degree

The decision on the award of the PhD degree is made by the relevant University bodies on the advice of the Dean of Graduate Studies based on the report of the Examiners. Those involved at each stage:

	PhD Candidate	Supervisor	HoD/DoS	DGS	OGS	PRC	GSB	Examiners
Stage 1	*		*	*	*		*	
Stage 2	*	*	*	*	*	*		
Stage 3	*	*	*	*	*	*		
Stage 4	*	*	*	*	*	*	*	*
Stage 5				*	*		*	*



**'Every human mind is a great slumbering power until awakened  
by a keen desire and by definite resolution to do'  
— Edgar F. Roberts**





## THE PHD EXAMINATION PROCESS

**‘Undertake something that is difficult; it will do you good.  
Unless you try to do something beyond what you have already  
mastered, you will never grow’  
— Ronald E. Osborn**

### The Stages of the Process

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The PhD examination process includes the following main stages:

**Step 1:** The PhD candidate advises the Office of Graduate Studies after seeking the approval of his/her supervisor(s) of his/her intention to submit.

**Step 2:** Three examiners are nominated by the HoD/DoS and formally approved by the Dean of Graduate Studies in consultation with the Supervisor(s) and the HoD/DoS

**Step 3:** A copy of the thesis is sent to each of the examiners by the Office of Graduate Studies on the advice of the DGS in consultation with the HoD/DoS

**Step 4:** The Examiners:

- read the thesis
- write their reports (independently)
- submit their reports

**Step 5:** Once all three examiners’ reports are in, the Dean of Graduate Studies considers the reports

**Step 6:** The Dean of Graduate Studies arranges and chairs *viva voce* examination

**Step 7:** The Dean of Graduate Studies facilitates a consensus decision amongst the examiners

**Step 8:** The Dean of Graduate Studies advises the Office of Graduate Studies of the initial outcome

**Step 9:** The Office of Graduate Studies advises the candidate of the initial outcome

**Step 10:** If applicable, the candidate makes the required amendments/revisions

**Step 11:** In the case of amendments, the Dean of Graduate Studies and Internal Examiner(s) (where applicable) check the amended thesis. In the case of a “revise and resubmit” decision, the examination process begins again (the same examination panel is normally used)



**Step 12:** The Dean of Graduate Studies advises the Office of Graduate Studies of the final outcome

**Step 13:** The Office of Graduate Studies advises the candidate of that final outcome

**Step 14:** The candidate submits the final three hard-bound copies and an electronic version of the thesis

**Step 15:** The candidate graduates with a PhD degree!

## **The PhD Examination Process - Details**

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**‘They are able because they think they are able’  
—Vergil**

The degree of Doctor of Philosophy (PhD) at the AIT is acquired doing (mainly in the first year of registration) a number of credit-based mandatory courses and the submission of a thesis prepared under supervision.

A successful PhD thesis will demonstrate the candidate's ability to conduct original research and to present the findings of that research to a professional standard. The thesis should give evidence that the candidate has made a significant contribution to knowledge in the particular field.

On the award of the degree, the graduate should be a person capable of conceiving, designing and carrying out high-quality research in the area of their expertise without supervision. As the highest degree awarded for research supervised by members of the academic staff, the PhD requires a high degree of scholarly acumen, independence and perseverance.

Described below are the policies and procedures for the examination of PhD theses as required by the regulations for the PhD degree.

### **Advice of Intention to Submit**

PhD candidates are requested to advise their supervisor(s) of their intention to submit their thesis at least two months prior to submission. This will prompt the supervisor(s) to initiate the process for the nomination of examiners for the thesis.

### **Nomination of Examiners**

PhD theses are normally examined by three examiners:

- one from outside Ghana (“Overseas External”);
- one from within Ghana but external to the University (“Ghana External”); and
- one internal to the University (“Internal”).

Normal patterns for examiners may be varied in exceptional circumstances. For instance, where no suitably qualified examiner is available to fulfill the role of “Ghana External”, a

further “Overseas External” will be appointed. Where no suitably qualified examiner can be found to fulfill the role of “Internal”, a further “Ghana External” (or, in exceptional circumstances, an “Overseas External”) will be appointed. A supervisor or an ex-supervisor will not be appointed as an examiner.

Examiners should be suitably qualified to undertake the task. Suitably qualified examiners:

- preferably have a PhD (or if not, some other higher degree but with appropriate research experience at a high level. It is unusual, however, for someone without a PhD to be nominated to examine a PhD thesis);
- should be knowledgeable in the area/field/discipline of the topic of the thesis to be examined (i.e. the examiner should have the necessary background to be able to make an informed judgement about the thesis); and should be active in research work.

When nominating examiners, consideration should also be given to the examining experience of the examiners. It is recommended that a mix of both experienced and inexperienced examiners should be nominated where a panel of three experienced examiners is not feasible.

The Dean of Graduate Studies (‘the Convener’) - convenes the examination. The Convener is not an examiner of the thesis but is a person who coordinates the examiners’ reports and submits a report on the recommendation of the examiners. If a *viva voce* examination is held, the Convener prepares for, and chairs it.

It is essential that the process of selecting potential examiners is started before the thesis is submitted so that the examination process is not unnecessarily protracted. The nominations for examiners are made by the HoD/DoS after consultation with the supervisor(s) and the Dean of Graduate Studies. The Nomination of Examiners form is submitted to the Dean of Graduate Studies for approval. The Office of Graduate Studies under the delegated authority of the University, appoints examiners on the advice of the DGS.

The identities of the examiners are not divulged to one another until after their reports have been submitted, nor are their identities released to the candidate until after the examination result is made known by the Office of Graduate Studies. If a *viva voce* examination is held, however, their identities will be divulged at that time.

### **Submission of the Thesis**

Before submitting the thesis, the candidate should discuss the thesis with the supervisor(s). Approval is required from the supervisor(s), HoD and DoS (where applicable) that the thesis is ready to be submitted for examination.

PhD candidates are advised to submit copies of the thesis in a soft-bound format because this is relatively inexpensive and means that any required corrections or amendments can be made before the hard binding of the final copies. Soft-bound copies of the thesis must include a signed declaration that the research work was done by the candidate personally and that the material has not previously been accepted in whole, or in part, for any other degree or diploma. A copy of the standard format of this declaration is available from the Office of Graduate Studies.



For the purposes of the examination, **four (4) copies** of the thesis should be submitted to the Office of Graduate Studies.

Candidates should also ensure that they have further copies of the thesis available for use by themselves and their supervisors for the purpose of the *viva voce* examination. Submission of the thesis is acknowledged by the Office of Graduate Studies by a letter to the candidate.

### **Report by the Supervisors**

When the thesis is submitted for examination, the supervisor(s) shall provide a brief report on the work of the candidate. The report should:

- confirm that the work has been done under their immediate supervision and outline the part played by all involved in the supervision;
- attest that the supervisor(s) have read the thesis in its entirety in a final draft and state whether the supervisor(s) agree that the thesis is suitable for submission;
- if parts of the thesis are based on published work under joint authorship, provide a statement about the extent to which this is the candidate's own work; and
- provide any other relevant information on the candidate's work.

The report should be signed by the supervisor(s) and sent to the Office of Graduate Studies, who will release a copy to the Dean of Graduate Studies. At the discretion of the Dean, the report may be released to the examiners and then only after the examiners' reports have been submitted.

### **Written Reports from Examiners**

Each of the examiners is requested to furnish a written report on the thesis together with an assessment of its acceptability in line with the University's five-point scale:

- Accept, or accept with minor editorial corrections* (the corrections required are minor and can be completed in a short period of time, normally not longer than a few weeks. The Dean of Graduate Studies (or his/her nominee) will check that the corrections have been made satisfactorily)
- Accept after amendments have been made to the satisfaction of the Dean of Graduate Studies in consultation with the internal examiner* (the amendments required can be completed within a few months, normally not longer than two or three months. The amendments will be made to the satisfaction of the Dean of Graduate Studies in consultation with the internal examiner).
- Revise and resubmit for examination* (the thesis is not of the required PhD standard and requires substantial revision involving up to six months of work or possibly a little longer. The revised thesis will be resubmitted formally to all three examiners for a repeat examination).
- Reject and refer to the appropriate authority within the University for consideration of the award of another degree* (the thesis is not of the required PhD standard and there is no likelihood that revisions will bring it up to that standard. However, the thesis may meet the standards required of an alternative degree, possibly a Master's degree).

e) *Reject with no right of resubmission* (the thesis is not of the required PhD standard and there is no likelihood that revisions will bring it up to that standard, nor does the thesis meet the standards required of an alternative degree).

The examiners are asked to comment on the thesis with reference to the description of the degree (see above).

Examiners are requested to respond to the following questions:

- Does the thesis comprise a coherent investigation of the chosen topic?
- Does the thesis deal with a topic of sufficient range and depth to meet the requirements of the degree?
- Does the thesis make an original contribution to knowledge in its field and contain material suitable for publication in an appropriate academic journal?
- Does the thesis meet internationally recognized standards for the conduct and presentation of research in the field?
- Does the thesis demonstrate both a thorough knowledge of the literature relevant to its subject and general field and the candidate's ability to exercise critical and analytical judgement of that literature?
- Does the thesis display mastery of appropriate methodology and/or theoretical material?
- The reports should also contain specific comments on those parts of the thesis that the examiners believe to require correction or amendment.

The examiners form their own independent assessments of the thesis without discussion amongst themselves or with the candidate. Should discussion be necessary amongst the examiners, it will be co-ordinated by the Dean of Graduate Studies.

The examiners send their reports directly to the Office of Graduate Studies. From there, they are forwarded to the Convener of Examiners, namely the Dean of Graduate Studies. The examiners normally retain their copies of the thesis.

## **The Viva Voce Examination**

A *viva voce* examination is mandatory for the award of the PhD degree. It is held after the examiners' reports have been submitted. The aim of the *viva voce* examination is to provide an opportunity for the examiners to question the candidate on aspects of the thesis. It should be designed to elicit information on any or all of the following issues:

The Convener of Examiners – (the Dean of Graduate Studies) - chairs the *viva voce* examination session and it is attended by the candidate, the Supervisor(s), members of the PRC, the Internal Examiner, the Ghana External Examiner, and the Overseas External Examiner. In cases when this arrangement proves impracticable, at the discretion of the Dean of Graduate Studies the *viva voce* examination will be conducted by audio/video conferencing.

Under these circumstances, the Internal Examiner and at least one of the other examiners will be involved in the examination. At the discretion and invitation of the Dean of Graduate Studies, the HoD and the DoS may contribute to the *viva voce* examination. After





consultation with the examiners, the Dean of Graduate Studies may approve the attendance of others .

If appropriate, the Convener may arrange for copies of the examiners' reports to be made available to each of the participating examiners before the *viva voce* examination. Correspondence between the examiners should take place only via the Convener. The Convener should make arrangements for the *viva voce* examination. The candidate and supervisors should be notified in reasonable time on the substantive issues to be raised in the oral examination. These issues will be drawn from the examiners' reports and agreed upon through consultation with the examiners. The Convener should also outline the format for the *viva voce* examination and determine who will be present, and advise the candidate and examiners accordingly.

To assist the candidate to prepare for his/her *viva voce*, the Dean of Graduate Studies should supply the candidate with copies of the examiners' reports (without their names or any confidential sections).

The main objectives of the *viva voce* examination are to:

- establish that the candidate fully understands the work and its wider implications;
- provide the candidate with an opportunity to reply to criticism or challenge
- provide the candidate with an opportunity to:
  - defend the thesis
  - provide justification for the inclusion or exclusion of material
  - provide explanation for and justification of the use of particular research methods and techniques
  - provide defense of the originality of the thesis
  - clarify any points of ambiguity within the thesis
  - justify the conceptual approach taken in the thesis
- enable the examiners to clarify issues in the thesis which may be unclear
- assist in determining the final result of the examination; and
- help the examiners to decide on the nature and extent of any corrections or revisions which may be required.

The format of the *viva voce* examination will vary from case to case. Normally, it will include the following: a brief overview of the thesis by the candidate; questions from the examiners on the substantive issues communicated to the candidate beforehand; other questions and "free" discussion. The demonstration of the research output may form part of the *viva voce*.

Questions may also be addressed to the supervisors.

Once the oral examination has concluded, the Convener and the examiners will confer in private.

## **The Result**

The result of the examination is decided by the Graduate Studies Board under delegated authority of the University after receipt of the examiners' recommendation from the Convener –the Dean of Graduate Studies. In cases where the examiners are unable to reach a unanimous recommendation on a thesis, the Convener should report this to the Graduate Studies Board which will initiate arrangements to appoint a referee to make a final recommendation. The referee will normally be a person of international academic standing.

### ***Communication of the Result to the Candidate***

Once the result is decided, the Office of Graduate Studies will officially communicate same to the candidate. Where the examiners have requested amendments or require more fundamental revision of the thesis, these will be outlined in an accompanying letter written by the Dean of Graduate Studies in consultation with the examiners. The candidate and the HoD/DoS will also receive copies of the supervisors' and examiners' reports at this time, and the supervisors will receive copies of the examiners' reports. These reports will reveal the identity of their writers.

### ***After the Result is Received***

After the candidate has been informed of the result, he/she will follow the instructions set out in the letter from the Convener of the examination – The Dean of Graduate Studies.

If the result is

(i) **“Accept, or accept with minor editorial corrections”**, the corrected thesis should be submitted to the Convener, who will check that the corrections have been done satisfactorily.

If the result is

(ii) **“Accept after amendments have been made to the satisfaction of the Convener of Examiners in consultation with the Internal Examiner”**, the amended thesis should be submitted to the Convener, who will check that the amendments have been done satisfactorily in consultation with the Internal Examiner.

If the result is

(iii) **“Revise and resubmit for examination”**, the candidate should revise the thesis substantially in line with the recommendations of the examiners under the guidance of his/her supervisor(s). Once the revised thesis is complete, it should be resubmitted for examination as described above. The revised thesis will normally be examined by the same examiners as the original thesis. The process will be the same as for the original examination except that a revised thesis shall not be recommended for further revision and resubmission. In other words, after the candidate has resubmitted a revised thesis, the examiners have four, and not five, possible examination results to select from. In the case of a revise and resubmit result after a *viva voce* examination has been held, a further *viva voce* examination is permissible after the candidate has revised and resubmitted the thesis.

If the revised thesis is recommended for acceptance – (i) *“Accept, or accept with minor editorial corrections”*, or (ii) *“Accept after amendments have been made to the satisfaction of the Convener of Examiners in consultation with the Internal Examiner”* - minor corrections



or amendments should be made in accordance with the process outlined above. If the thesis is not recommended for acceptance, the result (iv) *“Reject and refer to the appropriate authority of the University for consideration of the award of another degree”*, or (v) *“Reject with no right of resubmission”*, will be recommended.

If the result is

(iv) *“Recommend for another degree and refer to the appropriate authority within the University”*, the examiners may recommend that amendments be made to the thesis before it is submitted for the award of another degree (typically, a Master’s degree). The thesis, together with the examiners’ reports and recommendations, will then be forwarded to the appropriate authority for action and the candidate notified accordingly.

If the result is

(v) *“Reject with no right of resubmission”*, no further action is required.

### **Contact with Examiners**

*Under no circumstances should a candidate enter into direct contact with the examiners during the examination process (including the amending and revising process), apart from during the viva voce examination.*

### **Timing of Amendments and Revisions**

If a thesis requires minor editorial corrections (i) or amendments (ii), the candidate is expected to complete this work within two months of notification of the result of the examination.

If a thesis requires revision (iii), the candidate is expected to complete this work within six months of notification of the result of the examination. If the candidate exceeds these time limits, the University reserves the right to require the candidate to re-enroll with or without the payment of tuition fees.

### **Leave to Appeal**

A PhD candidate may seek leave to appeal the decision of the examiners under the University’s “Regulations Relating to Student Appeals to the Academic Appeals Board”

### **Final Arrangements**

Once the examination process is completed, the candidate will be notified of the final result. Should the result be to award the PhD degree, the candidate will be required to:

- forward **three** permanently bound hard copies and the electronic copy of the final version of the thesis to the Office of Graduate Studies; and
- complete a standard Library Declaration Form concerning the thesis. A copy of this form is available at the Office of Graduate Studies. Any variations to this standard form require special approval.

Notification of the successful result will be sent to the Office of Graduate Studies who would advise about graduation arrangements.



A wide-angle photograph of Niagara Falls, showing the American Falls in the foreground and the Horseshoe Falls in the background. The water is a vibrant blue-green, and the surrounding cliffs are covered in lush green trees. A person is visible on a walkway in the bottom left corner, looking out over the falls.

**'Most of the things worth doing in  
the world had been declared impossible  
before they were done'**

**— *Louis D. Brandeis***