

Practice Oriented Examination Protocol - Doctoral

Summary

When arranging the examination and appointing examiners for creative examinations there are regulations and processes that need to be followed to facilitate a smooth and successful examination. This protocol outlines the timeframe, nomination process, submission, approval of examiners and examination process for creative examinations.

Purpose

This protocol outlines the requirements and process for the examination of creative works for doctoral students.

Scope

This protocol is to be used when appointing doctoral examiners and arranging the examination of theses which follows the format three thesis structure, including, but not limited to, artefacts, performance, or other approved outputs.

Application

Definition of Creative Thesis

Where the thesis contains a creative or practice-oriented component, such as an artefact, performance or other approved outputs, the term 'thesis' encompasses the creative/practice-oriented component and the exegesis as a whole.

Examination Process

Preparation and Planning

Where an in-person exhibition or performance is required as part of the examination, this must be clearly specified in the student's admission proposal. The necessary resources must be approved by the Head of School to ensure that costs associated with the exhibition or performance, as well as examiner travel, can be planned for in advance.

Three to six months prior to the creative examination the supervisors and Postgraduate Head are to correspond with the Graduate Research School Examinations Officer to discuss the logistics of the examination. The following is to be discussed and confirmed:

- What form the examination will take;
- Scheduling, including viewing of the work and oral examination;
- Confirmation of the examiners (The Appointment of Examiners form, having obtained sign-off from the Head of School);
- The School's PhD programme leader is to be included in all communications.
- Nature of Practice-Oriented Examination

Where the student requests an alternative examination process (such as the location of the oral examination), a variation may be considered on application and in consultation with the Graduate Research School.

Form of the Creative Examination

The creative research examination may take one of two forms:

- 1) Where the artefact or other approved outputs are sent to the examiners, along with the exegesis. In such instances, the examination will be managed in a similar way to traditional theses and the examiners do not attend an exhibition/performance.
- 2) Where the examiners are required to attend a performance/exhibition in person
If it's determined that an in-person exhibition is necessary for the research project, both examiners will attend.
If it is pre-determined that an international examiner is critical, then consideration of travel costs must be considered.

Appointment of Examiners

Practice-oriented doctoral theses are normally assessed by two examiners, one New Zealand-based external examiner, and one international examiner. At least one of the examiners must be experienced in doctoral examinations, having examined more than two doctoral theses.

In-person exhibitions/performances

Where the examiners are required to attend a performance/exhibition in-person consideration of the travel costs must be considered when appointing the international examiner.

In some circumstances two domestic examiners may be appointed upon special approval from the University Postgraduate Research Board after review of an application from the supervisors detailing the reasons for the request

Lodgement of Thesis/Exegesis for Examination

A student must lodge one (1) digital copy of the doctoral exegesis for examination with the faculty postgraduate office, accompanied by an electronically completed 'Lodgement of Thesis for Examination' form. Lodgement of the exegesis and form need to be approved by the Associate Dean (Postgraduate), or delegated authority. All copies are then forwarded to the Graduate Research School for examination.

Submission of Exegesis

There are two options for the submission of the exegesis

Option 1: Where the exegesis is completed prior to examining the practice.

The exegesis will be submitted at least four weeks prior to the examination and the examination will normally commence with the viewing of the work. The student will normally be present to provide clarification when necessary. The supervisor(s) may attend the exhibition/performance to provide collegial support for the student.

After the work has been viewed examiners will return home and be given three weeks to write their reports which will be provided to the student and supervisors one week prior to the oral examination.

Option 2: Where a reflection and final refining of the exegesis follows the examined exhibition or performance.

An exegesis summary document will be provided to examiners at least four weeks prior to the examination of the practice. This should be approximately 3000 words, and will comprise an abstract, outline of the research aims and significance, key literature and methodology and may be in the form of an exhibition catalogue. The examination will normally commence with the viewing of the work and the student is required to be present to provide clarification when necessary. The supervisor(s) may attend the exhibition/performance to provide collegial support for the student.

After the work has been viewed examiners will return home and the exegesis will be submitted up to three months later. Once the examiners receive the exegesis they will be given three weeks to complete their reports which will be provided to the student and supervisors one week prior to the oral examination.

This option requires sign-off approval by the student's supervisors and the degree Programme Leader.

Student Oral Examination Briefings

The Convenor is responsible for overseeing the arrangements for an oral examination in conjunction with the GRS. In order to ensure the student is familiar with the format of the examination, an oral examination briefing will be held with the Convenor, supervisor(s) and student, one week prior to the exhibition/performance.

A further oral examination briefing will be held one week prior to the oral examination where the examiner's reports will be provided to the student and supervisors. At this meeting, the Convenor will explain the oral examination process to the student and disclose the identity of the examiners.

Examiner Oral Examination Briefing

The Convenor will meet with the examiners prior to the viewing of the work to discuss and outline the oral examination process.

Outcome and Recommendations of the Performance/Exhibition

Examiners are required to make a recommendation using the standard doctoral examination template, which includes their written report. There are a number of possible outcomes from the examination process, refer to the *Doctoral Examinations Protocol* however, if the Examination Panel is unable to reach agreement on the outcome of the oral examination process, the Convenor will seek approval from the University Postgraduate Board to proceed with other courses of action (including further assessment of the exegesis or creative work) in order to resolve any impasse.

Recommendations on the outcome and/or amendments, either by the examiners or the Examination Panel, will normally be advised to the student and supervisor(s) at the conclusion of the oral examination.

Outcome

The examination of doctoral creative/practice-oriented works be thoroughly planned and executed in a timely and effective manner.

Review

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