

Thesis Submission and Exam Outcome – RAO Guide 280922

- Once GRS has received all Examiner reports, the e-form will be progressed to the RAO review stage on RM. Open the *Thesis Submission and Exam Outcome* e-form for the student and navigate to the *RAO Review Results* page
 - Note: if necessary you can review the Student's background information on the *Candidature Details* page

The screenshot shows a vertical menu titled "Thesis Examination Reports and Final Resolution". The menu items are: "TEC Instructions", "Candidature Details", "RAO Review Results", "FRDC Review Results", "Results Summary", and "Resolution Summary". Red boxes highlight "Candidature Details" and "RAO Review Results". Red arrows point from callout boxes to these items. The callout for "Candidature Details" says "Review Student's background info here". The callout for "RAO Review Results" says "Review Student's Examination Results here".

- On the *RAO Review Results* scroll down to view the Combined examiner reports. You can download the combined examiner reports for your review
 - Note: If the Examiners provided an annotated thesis as part of their assessment, it will be uploaded below the combined examiner reports

The screenshot shows the "RAO Review Results" page with several document upload fields. Red boxes highlight these fields, and red arrows point to callout boxes. The callouts are: "Thesis title Original copy of Thesis (If applicable) Other documents related to Thesis" pointing to the "Thesis title" field; "iThenticate report (if applicable to your faculty)" pointing to the "Additional documents for RAO (such as iThenticate report, if applicable)" field; "Combined Examiner Reports" pointing to the "Combined examiner reports" field; and "Annotated Thesis (If applicable)" pointing to the "Annotated thesis from examiners (if applicable)" field. The "Thesis title" field contains "****Test Thesis Title****". The "Student's original thesis" field contains a link to "TEST for RM.pdf". The "Additional documents for RAO" field contains "No file". The "Combined examiner reports" field contains a link to "Test for rm.docx". The "Annotated thesis from examiners" field contains "No file".

- After reviewing the assessment recommendations from each examiner, you will need to assign examination outcome to the appropriate delegation for review:
 - Where examiner recommendations are **ALL 1s**, **OR** a 1 and a 2: **1. Responsible Academic Officer (RAO)**
 - Note: where 3 examiners are used, a combination of two 1s and a 2 assessment outcomes are required for RAO review

Thesis Submission and Exam Outcome – RAO Guide 280922

- Where examiner recommendations are 1, 2 or 3: **2. Faculty Research Degrees Committee (FRDC)**
- Where **ANY** examiner recommendation includes a 4, 5 or 6: **3. Thesis Examination Committee (TEC)**

Delegation guidelines

Recommendations 1 or 1 and 2

When examiner recommendations are ALL 1 or a 1 and a 2.

For Faculty of Design, Architecture and Building and Institute of Sustainable Futures a combination of 2 x 1s and 1 x 2.

The RAO has delegation. In this case, please select '1 - Responsible Academic Officer (RAO)'.

Recommendations 1, 2 or 3

When all examiner recommendations are 1, 2 or 3, the Faculty Research Degree Committee (FRDC) will consider/approve the draft resolution prepared by the faculty RAO. The faculty will communicate the outcome to the student and supervisory panel following FRDC process.

In this case, please select '2 - Faculty Research Degrees Committee (FRDC)'.

Recommendations 4, 5 or 6

When any examiner recommendation includes a 4, 5 or 6, the FRDC must review the reports and provide a resolution to the TEC via GRS.

If your student received recommendation includes a 4, 5 or 6, please select '3 - Thesis Examination Committee' from the drop down below.

The TEC via GRS will then communicate the decision to the RAO. The RAO will communicate the outcome to the student and supervisory panel on behalf of FRDC.

As per the instructions above select the appropriate delegation: *

-- Please select --
-- Please select --
1 - Responsible Academic Officer (RAO)
2 - Faculty Research Degrees Committee (FRDC)
3 - Thesis Examination Committee (TEC)

RAO's draft resolution:

Reviewing RAO name *

Question is mandatory

RAO Additional document

No file

Select file or Drop file here

Select appropriate delegation here

Input your draft resolution

Record your name here

(If applicable) Upload any additional documentation

The next steps are different, depending on which delegation has been selected, please refer to the relevant section.

1. Responsible Academic Officer (RAO)

- Please select FRDC Resolution 1 in the Draft Resolution

As per the instructions above select the appropriate delegation: *

1 - Responsible Academic Officer (RAO)

1 - Responsible Academic Officer (RAO)

- RAO has delegated authority to approve resolution when all examiner recommendations included only 1s; or a 1 and a 2 or 2 x 1s and 1 x 2.

Please select FRDC Resolution 1

Draft resolution *

FRDC Resolution 1

That the student be admitted to the degree, subject to the correction of typographic errors without any amendments.

===== **Student instructions for the final resolution of this thesis examination**=====

Date results released to student *

Enter date Results are released to the student

- Next select *Approve Resolution*, then refresh the page and select *Release to Student* to conclude the process

1 Save

Send Results to Supervisor

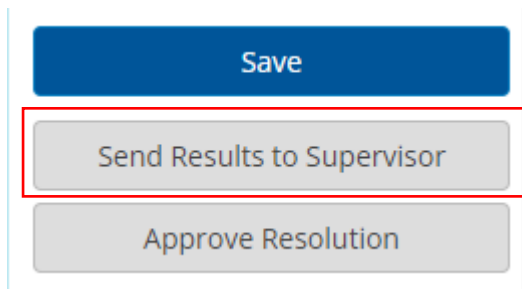
Approve Resolution

2 Save

Release to Student

2. Faculty Research Degrees Committee (FRDC)

- After assigning the FRDC as the appropriate delegation, select *Send Results to Supervisor* for their action



Save

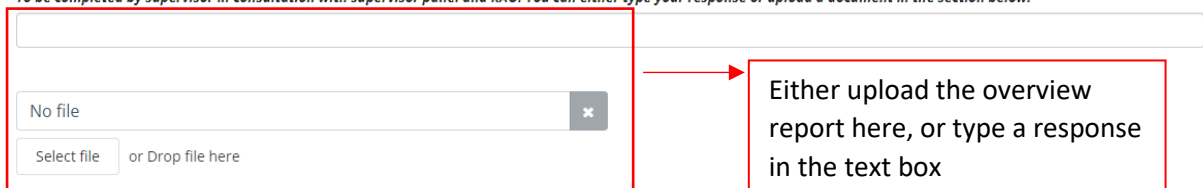
Send Results to Supervisor

Approve Resolution

- The **Supervisor**, in consultation with the supervisor panel and the RAO will then complete an overview of the examiner reports and an action plan for the student and upload it to RM, please navigate to the *Examination Results Page* to upload the documentation.
 - If necessary, the panel and RAO can also complete an “identification and justification of exemptions to examiner recommendations” report in the event where the examiner’s critique is based on factual error. (Please note: The student should be encouraged to engage with criticism in good faith and provide their own justification).

Overview of examiner reports and action plan for student

To be completed by supervisor in consultation with supervisor panel and RAO. You can either type your response or upload a document in the section below:



Either upload the overview report here, or type a response in the text box

Identification and justification of exemptions to examiner recommendations

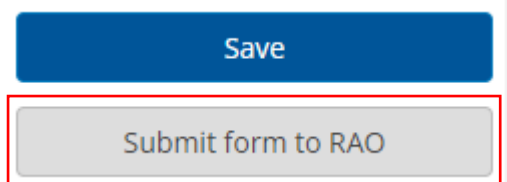
To be completed by supervisor in consultation with supervisor panel and RAO. You can either type your response or upload a document in the section below:

This section should be used when examiners have provided a critique based on a factual error or to exclude offensive comments (i.e. this section must not include difference of opinions, these should be addressed by the student). Before completing this part, please note that students should be encouraged to engage with examiners' criticism and provided justification for their rationale, as part of the rigorous academic discussion which is part of the PhD/MRes process.



If necessary: either upload the exemption justification report here, or type a response in the text box

- Once the necessary reports are complete select *Submit Form to RAO*



Save

Submit form to RAO

Thesis Submission and Exam Outcome – RAO Guide 280922

- Once the Supervisor has submitted all necessary reports, and the FRDC review is underway (offline process), navigate to the *FRDC Review Results* page to download and review any reports.

Overview of examiner reports and action plan for student
To be completed by supervisor in consultation with supervisor panel and RAO. You can either type your response or upload a document in the section below:

Supervisor response

No file

Select file

Supervisor's response to the examination

Identification and justification of exemptions to examiner recommendations
To be completed by supervisor in consultation with supervisor panel and RAO. You can either type your response or upload a document in the section below:

This section should be used when examiners have provided a critique based on a factual error or to exclude offensive comments (i.e. this section must not include difference of opinions, these should be addressed by the student). Before completing this part, please note that students should be encouraged to engage with examiners' criticism and provided justification for their rationale, as part of the rigorous academic discussion which is part of the PhD/MRes process.

No file

Supervisor's exemptions to examiner

After reviewing the reports, communicate with the FRDC and after the FRDC you need to:

- Select the appropriate FRDC Resolution from the drop box, and enter name of the FRDC Chair under *FRDC outcome released by*, then if the outcome is ready to be released enter the date under *Date results released to student*.
 - Note, a description of each Resolution will appear below the *FRDC Resolution* text box as each option is selected

FRDC Resolution *

-- Please select --

FRDC Resolution 1
FRDC Resolution 2
FRDC Resolution 3
TEC Resolution 1
TEC Resolution 2
TEC Resolution 3
TEC Resolution 4
TEC Resolution 5

==== **Final resolution** ====

Select correct FRDC Resolution from the drop box

As RAO, I confirm the above as the FRDC's final resolution

FRDC outcome released by *

Additional document after FRDC

No file

Select file or Drop file here

Enter the name of the FRDC chair and then upload any additional documentation from the FRDC (If applicable)

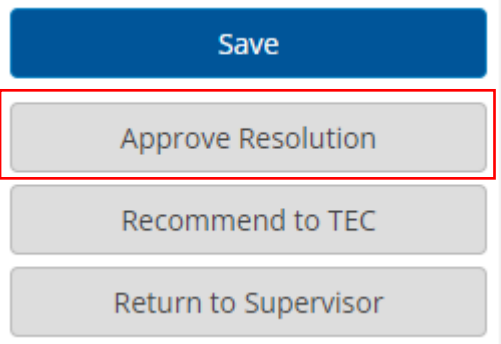
==== **Student instructions for the final resolution of this thesis examination** ====

Date results released to student *

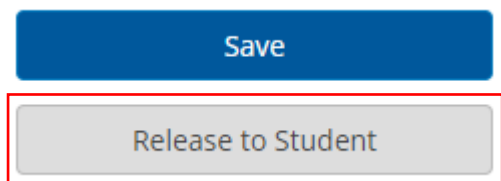
Enter date Results are released to the student

Thesis Submission and Exam Outcome – RAO Guide 280922

- Once everything is complete select *Approve Resolution*

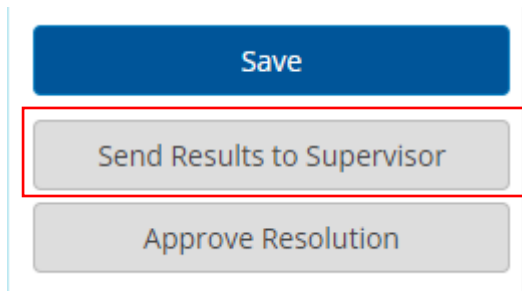


- After approving the resolution, you can review the Resolution Summary to ensure it is correct, and then select *Release to Student* to finalise the process.

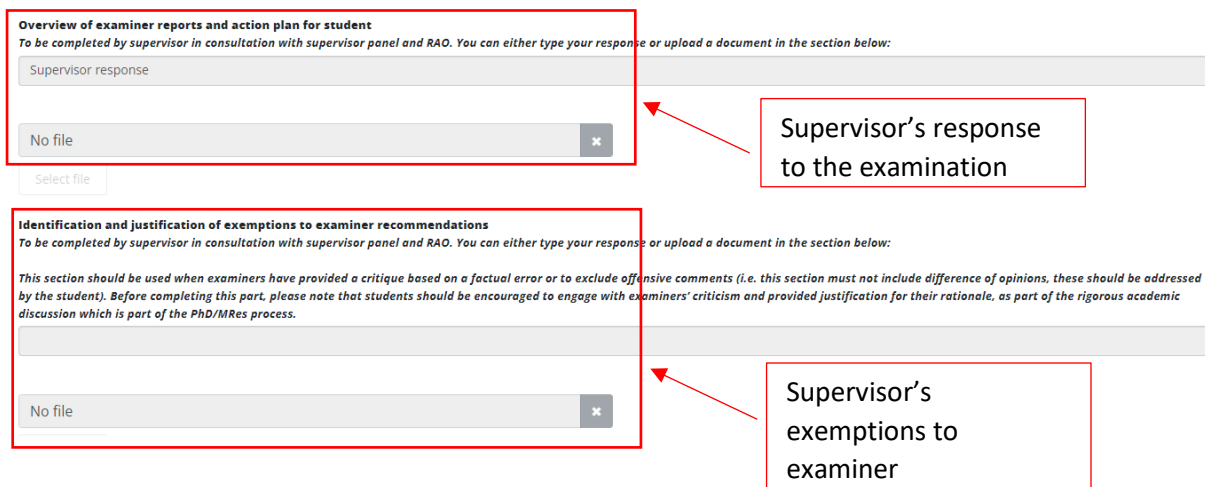


3. Thesis Examination Committee (TEC)

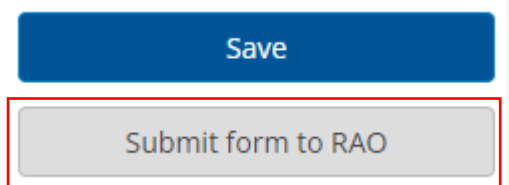
- After assigning the TEC as the appropriate delegation, select *Send Results to Supervisor* for their action



- The **Supervisor**, in consultation with the supervisor panel and the RAO will then complete an overview of the examiner reports and an action plan for the student and upload it to RM, please navigate to the *Examination Results Page* to upload the documentation
 - If necessary, the panel and RAO can also complete an “identification and justification of exemptions to examiner recommendations” report in the event where the examiner’s critique is based on factual error. (Please note: The student should be encourage to engage with criticism in good faith and provide their own justification)



- Once the necessary reports are complete select *Submit Form to RAO*



Thesis Submission and Exam Outcome – RAO Guide 280922

- Once the Supervisor has submitted all necessary reports, and the FRDC review is underway (offline process), navigate to the *FRDC Review Results* page to download and review any reports.

Overview of examiner reports and action plan for student
To be completed by supervisor in consultation with supervisor panel and RAO. You can either type your response or upload a document in the section below:

Supervisor response

No file

Supervisor's response to the examination

Identification and justification of exemptions to examiner recommendations
To be completed by supervisor in consultation with supervisor panel and RAO. You can either type your response or upload a document in the section below:

This section should be used when examiners have provided a critique based on a factual error or to exclude offensive comments (i.e. this section must not include difference of opinions, these should be addressed by the student). Before completing this part, please note that students should be encouraged to engage with examiners' criticism and provided justification for their rationale, as part of the rigorous academic discussion which is part of the PhD/MRes process.

No file

Supervisor's exemptions to examiner

Thesis Submission and Exam Outcome – RAO Guide 280922

- Upon reviewing the reports, select the appropriate option from the drop box below *FRDC Resolution to TEC*, and the FRCD chair name under *FRDC Chair Name*, then confirm that the correct date of the Meeting is entered. Once everything is complete select *Approve Resolution*
 - Note, a description of each Resolution will appear below the *FRDC Resolution Options to TEC* text box as each option is selected.

Appropriate delegation for final decision:
3 - Thesis Examination Committee (TEC) ▼

Please check '**Resolution Summary**' page for any comments and action '**FRDC Resolution options to TEC**' and select '**Recommend to TEC**' in the next TEC meeting. The form will be sent back to you with the TEC report.

FRDC Resolution options to TEC *
-- Please select -- ▼

Additional comments from the FRDC:

FRDC chair name *

Date of FRDC meeting
21/09/2022

==== **Final resolution** =====

As RAO, I confirm the above as the FRDC's final resolution

FRDC outcome released by *
RAO name

Additional document after FRDC
No file

or Drop file here

==== **Student instructions for the final resolution of this thesis examination** =====

Date results released to student *

Select correct FRDC Resolution from the drop box and add in any additional comments

Enter the name of the FRDC chair and then check the correct date is

Enter RAO's name here and upload any additional documentation from the FRDC meeting

Enter date Results are released to the student

Thesis Submission and Exam Outcome – RAO Guide 280922

- Select *Recommend to TEC* to send the form to GRS for the next TEC meeting

A vertical stack of four buttons. The top button is blue with the text 'Save'. The second button is grey with 'Approve Resolution'. The third button is grey with 'Recommend to TEC' and is highlighted with a red border. The bottom button is grey with 'Return to Supervisor'.

- After the TEC meeting has approved the resolution, the e-form will be returned to the RAO. The RAO can review the Resolution Summary to ensure it is correct, and then select *Release to Student* to finalise the process.

A form section with three main input areas. The first is a dropdown menu labeled 'TEC resolution *' with 'TEC Resolution 1' selected; a callout box labeled 'TEC Resolution' points to it. Below is a text area for 'Additional comments from the TEC:' containing two bullet points: 'That the student be admitted to the degree subject to criticisms as specified by the examiners being addressed to the satisfaction of the RAO, and any rewriting not changing the substantive conclusions of the thesis.' and 'All examiner recommendations are to be addressed in the revision unless identified under 'identification and justification of exemptions to examiner recommendations'. All revisions must be made and approved by the RAO and final thesis must be submitted for graduation within 6 months from date of notification [refer Student Rules 11.20.5].'. A callout box labeled 'TEC Resolution' points to this area. The second input is a text field for 'TEC chair name *' with 'Farukh Anjum' entered; a callout box labeled 'TEC chair' points to it. The third is a date picker for 'Date of TEC meeting' with '16/05/2022' selected; a callout box labeled 'Date of TEC' points to it. A separate callout box labeled 'TEC Resolution' has an arrow pointing up towards the right side of the form.

A vertical stack of two buttons. The top button is blue with the text 'Save'. The bottom button is grey with 'Release to Student' and is highlighted with a red border.

- However, if the TEC recommends re-examination, you need to enter the re-examination deadline before releasing the report to the Student.

===== Thesis resubmission for re-examination deadline =====

Please record the thesis resubmission for re-examination deadline as per the TEC's decision

A date picker field labeled 'Thesis resubmission for re-examination deadline *'. A callout box labeled 'Enter resubmission deadline here' has an arrow pointing to the field.