

## Joint Degree Reports - Guidelines

Section	Common Issues
<p><b>Overall Degree Report</b> The Joint Degree Report must contain a high-level summary of the thesis and examination. All sections of the report form must be completed. The report must be submitted as a joint report and refer to the collective analysis of the examination committee.</p> <p>Report Length - the report must be 500 words minimum for Doctoral Theses and 200 words for a Research Masters.</p>	<p>The degree report should be a summary and not contain excessive technical detail.</p> <p>Use of singular pronouns such as I, my etc. should not appear in the report.</p> <p>The word count does not meet the threshold.</p>
<p><b>Award Recommendation:</b> When, in the view of the Examination Committee, the examination is complete and they are in agreement, an award recommendation is entered. See <a href="#">Academic Regulations 7.68</a> The recommendation of the Examination Committee must reflect the contents of the report.</p>	<p>The Recommendation does not match the content of the report. For example : “Award Degree - No Revisions Required”, where corrections are described in the report or “Award Degree – revisions required” where a re-examination is needed. The ACCE may decide to not approve the award or recommendation (Academic Regulation 7.69). For example : instruct the committee to conduct a second viva.</p>
<p><b>Brief Summary of the thesis:</b> This must be a brief summary, in non-technical terms, of the thesis and an outline of its principal conclusions</p>	<p>This must be a summary of thesis, rather than an evaluation of thesis.</p>
<p><b>Have any Academic Papers been published?</b> Yes / No - indicate whether any academic papers have been published arising from the research.</p>	<p>The Exam Committee should be aware from the thesis and viva if papers have been published.</p>
<p><b>Strengths of the thesis:</b> This must outline the strengths of the thesis based upon an analysis of its academic quality.</p>	<p>Reports which include nothing but generic comments which apply to any research.</p> <p>The report contradicts the recommendation. For example; if the recommendation is to award the degree but the weaknesses significantly outweigh the strengths.</p>
<p><b>Weaknesses of the Thesis</b> This must outline the weaknesses of the thesis based upon an analysis of its academic quality.</p>	<p>Reports which include nothing but generic comments which apply to any research.</p> <p>The report contradicts the recommendation. For example; if the recommendation is to award the degree but the weaknesses significantly outweigh the strengths.</p>
<p><b>Corrections Required:</b> This must contain a high-level summary of any corrections that may be required by the candidate. A detailed list of typographical corrections should not be included and can be shared directly with the candidate.</p>	<p>The report contains no high-level summary, or quite detailed corrections.</p> <p>Reports which require corrections and yet are submitted within a very short timeframe will be queried.</p>
<p><b>Rationale for Recommendation:</b> This must provide a clear rationale for the outcome of the examination and the recommendation to award the degree or otherwise.</p>	<p>This must contain the reasoning behind the recommendation – and not just a restatement of that recommendation or a summary of the thesis.</p>
<p><b>Publication Outcome:</b> This must state whether the thesis is publishable either in whole or in part.</p>	<p>Doctoral level 10 degrees must be at least partly worthy of publication if the degree is to be awarded; Masters level 9 degrees need not be worthy of publication.</p>
<p><b>Analysis of the Viva performance:</b> This must contain a summary of how the student performed in the viva voce, where it is required.</p>	<p>This must contain an analysis of the student’s academic performance at the viva, personal comments regarding the student should not be included.</p>