

## FORMAT FOR WRITING CONSOLIDATED REPORT

Consolidated report of the board of examiners for – (candidate; name and registration no.)-----  
MSc or MA or PhD Thesis titled ----- held on – (date) ---- at ----- boardroom

- 1 Those present and in attendance
- 2 Examiners reports (discuss)
  - i. External examiner – comments and recommendation
  - ii. 1<sup>st</sup> Internal examiner – comments and recommendation
  - iii. 2<sup>nd</sup> Internal examiner – comments and recommendation
- 3 Oral examination (Interview) of the candidate
  - Question
  - Response by the candidate
  - Comment
- 4 Agreed – board agreement (Deliberations)
- 5 Recommendations
  - For correction- indicate who will oversee the corrections and issue the certificate of correction within a month
  - Revision/re-submission – indicate who will supervise the student and any board of examiners added
- 6 Signed
  - i. Chair
  - ii. 1<sup>st</sup> Internal examiner
  - iii. 2<sup>nd</sup> Internal examiner
  - iv. Board member
  - v. Board member
  - vi. Graduate School representative in case of a PhD
- 7 Summary of the list of corrections (on a separate page)
- 8 **For PhD candidate** – attach published manuscripts or letters of acceptance, if not available comment on the status of the same

**NB:** The consolidated report should be submitted to the Director, Graduate School, within two weeks.