

The purpose of this document is to:

- a) describe the role of the adjudicator; and
- b) explain the examination recommendations available to you.

Please complete your adjudication within four weeks of receiving this document.

Section 1. Role of the adjudicator

In accordance with the RMIT Higher degrees by research submission and examination procedure, you have been asked to adjudicate on an examination classification.

This examination classification has previously been referred by the Associate Deputy Vice-Chancellor, Research Training and Development (ADVC, RT&D), in the School of Graduate Research to a College HDR Examination Advisory Committee (CHEAC). The outcome of the CHEAC was to refer to an adjudicator.

An adjudicator is not an additional examiner, but a judge requested to pronounce on the relative soundness, correctness and appropriateness of the initial two examiners' recommendations.

To this end, please assess whether the examiners have:

- appropriately assessed the substance of the candidate's submission;
- erred in their judgement of the submission;
- reviewed the work at a level appropriate to the degree; and
- made their recommendation in a way which accords with the RMIT guidelines for examiners they received.

You are not being asked to set new requirements for the candidate.

Section 2. Adjudicator's recommendation

The range of classification outcomes available to you is limited according to the specific recommendations that the original two examiners proposed. A matrix of this is available in section 6.

Definitions of those recommendations are as follows:

Adjudicator's Recommendation	Definition
Passed (C1):	The candidate should be awarded the degree with no requirements for amendments other than corrections of an editorial nature. Amendments are to be made within four weeks of classification and certified by an RMIT academic delegate.
Passed subject to minor amendments (C2):	The candidate should be awarded the degree subject to minor amendments. Recommended amendments may include re-writing small sections of text. Amendments are to be made within six weeks of classification and certified by an RMIT academic delegate.
Passed subject to major amendments (C3):	The candidate should be awarded the degree subject to major amendments. Recommended amendments may involve substantial re-writing of parts of the thesis. Amendments are to be made within six months of classification and certified by an RMIT academic delegate.
Revise and resubmit (C4):	The candidate should <u>not yet</u> be awarded the degree. Substantial revisions and a re-examination (by an approved external examiner) are required before a pass can be considered. Resubmission for re-examination to take place within 12 months of initial classification.
Failed (C5):	The research does not meet the criteria for the degree as specified by the University and a significant amount of additional research work and/or major substantive revision will not raise it to an acceptable standard.

Section 3. Adjudicator's report

In assessing the examination please complete the *Adjudicator’s report* form, and prepare a written report providing the grounds for your recommendation by detailing, as fully as possible, the strengths and weaknesses of the examination reports. This feedback will be used by the ADVC, RT&D to provide the candidate with a classification.

If you make a recommendation of C5 please keep in mind that candidates may appeal against a final examination classification at RMIT and your examination report should provide clear evidence of the failure of the candidate to meet the required standards of the degree and your reasoning behind not recommending a classification of C4.

Section 4. Integrity of the adjudication process

The same conditions of confidentiality are applied to the adjudicator as are applied to the appointment of examiners. The identities of the examiners and the adjudicator are not revealed to each other.

During the adjudication process, there should not be any direct contact between the adjudicator and the candidate or supervisors. Only the ADVC, RT&D (or nominee) may communicate with the adjudicator, and the submission should be treated as a confidential document.

The name of the adjudicator is only disclosed to the candidate after the adjudication has concluded, if the adjudicator has given their approval.

Section 5. Material provided

The candidate has been invited to submit a written defence in response to the criticisms and comments of the examiner/s who recommended a classification of ‘Revise and resubmit’ or ‘Failed’ at the initial examination. In addition to this response, you will have also received the following:

- copy of the submission,
- the de-identified examiners’ reports,
- the *RMIT guidelines for examiners - Doctor of Philosophy (PhD)*; and, if appropriate
- supplementary information on thesis with creative component submissions for the candidate’s specific discipline.

Section 6. Matrix – recommendations available to adjudicators

		Examiner 1 recommendation				
		Passed (R1)	Passed subject to minor amendments (R2)	Passed subject to major amendments (R3)	Revise and resubmit (R4)	Failed (R5)
Examiner 2 recommendation	Passed (R1)				C1, C2, C3 or C4	C1, C2, C3, C4 or C5
	Passed subject to minor amendments (R2)				C2, C3 or C4	C2, C3, C4 or C5
	Passed subject to major amendments (R3)				C3 or C4	C3, C4 or C5
	Revise and resubmit (R4)	C1, C2, C3 or C4	C2, C3 or C4	C3 or C4		
	Failed (R5)	C1, C2, C3, C4 or C5	C2, C3 or C4	C3, C4 or C5		