# Responding to the examiner’s reports

*Read the following instructions carefully and complete the below tables with your responses to the examiners and then upload your report into the eForm.*

## The Process

1. The supervisory panel meets to discuss the examiner's reports, or the supervisor circulates it to the committee as deemed appropriate.
2. The revisions are then agreed upon, and a document is drafted, usually in table format, with a list of the required corrections.
3. Working with the Chair of the Panel and Primary Supervisor, the candidate then addresses the revisions one-by-one, highlighting the revision in the revised thesis (usually in track changes), and pointing to the page number in the corresponding revision document.
4. Once complete, the original and revised theses are uploaded along with the revision document, which details all the changes made.
5. AD then check that document against the original and revised thesis and sign it off.
6. Where a candidate has, for example, passed with no revisions, no revision document is required but rather a statement from the supervisors summing this up. If some revisions are required by as least one of the reviewers, but the supervisory panel wants to recommend no revisions, supervisors need to provide a summary or justification of why the thesis should be accepted with changes even though an examiner request changes.

## Instructions for students

* Add each comment from examiners to the first column
* Add more rows to each table where needed
* If you are responding to more than two examiners, copy and paste one of the tables and edit the first column to read 'Examiner 3 Comment', for example
* Describe what you have changed in the Student Response column
* State the page number where each change can be found
* If you feel unable to address a comment or implement a suggestion, state why
* Provide a summary, summing up your response to the examiner in the row below. For example, you may note what parts of the examiner’s report you have responded to and why, and which sections you have left aside. Your supervisor or supervisory panel needs to agree to your conclusions. You may distinguish what is required for revision and what would be useful for publication.
* Upload this explanation after obtaining the approval of your supervisor

## Tips

* Consider examiner's comments carefully and discuss with your supervisor- don't rush!
* Be positive and constructive
* Keep your comments clear and concise
* Comprehensive updates and responses to examiners' comments will minimize delays in awarding your thesis and the need for future revisions

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