



ETHIOPIAN CIVIL SERVICE UNIVERSITY
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School of Graduate Studies (SGS)
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Procedures and Rules of Conduct for Master Thesis Defence 2017 (Quick Reference)

Role of Members of Examiners

The role of the Chairperson (CP) of the Board of Examiners is to moderate the oral examination, manage the allocated time, set an appropriate tone for the proceedings and ensure the procedures and rules of conduct for the defence are adhered to properly. Main role of the CP is to conduct the defence session in a professional and fair way.

Advisor of the candidate is not a member of the Board of Examiners. His/her presence in the defence is not mandatory. However it is to the advantage of the candidate if her/his advisor attends and gives a brief explanation on an aspect s/he has insisted to include without the candidate's conviction. The advisor can also give a brief oral report on how the advisee was progressing during the consultation sessions. The advisor does this, in no way to influence the judgment of the examiners and only after securing permission from the CP.

Oral Presentation

The candidate first presents the thesis orally with whatever aids are required. S/he would be given 10 – to - 15 minutes.

Should one of the examiners raise issue of plagiarism or copied thesis, the Board of Examiners adjourns further examination of the thesis and postpones its decision, referring the thesis back to the Department of the candidate.

Having passed this eligibility test, the candidate is then questioned on the thesis. This might take about 15-20 minutes. The

CP will first invite the External and then the Internal Examiner to forward comments and raise questions. The candidate will be allowed few minutes to respond. The CP adjourns the examination when the Board of Examiners decides that further questioning is unnecessary. The examining members then proceed to begin their deliberations while the candidate and other audiences leave the room.

Marking

The share of the mark weight by the External is 50%, while that of the Internal Examiner is 35%. The share of the mark weight by the CP is 15% and is limited only to evaluation of the presentation aspect (part 3). *Mark filled previously by the Advisor for the candidate's proposal is annulled and therefore should not be considered.*

Without jeopardizing the capacity of the External Examiner it is advisable that the Board of Examiners brainstorm in which category of quality (rank) the thesis fails before mechanically adding the marks.

The CP collects all the completed evaluation forms after making sure that all Examiners have duly signed in their respective places. *The copy used by the chairperson serves to summarize the marks given by the examiners and put the consensual verdict of the Board of Examiners.*

Announcing the result

The Internal Examiner will invite in the candidate and the CP announces the results to the candidate. Then the candidate collects the manuscripts with comments of the external and internal examiners to improve her/his thesis for final submission to Department. The CP shall submit all completed forms to the respective Department.