

RECS THESIS EXAMINATION QUICK REFERENCE GUIDE FOR EXAMINERS

November 2022 Version 1.2



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VERSION CONTROL

Version	Date	Notes
1.0	9/9/2022	Initial version
1,1	12/9/2022	Incorporated feedback from review
1.2	25/11/2022	Added section Navigating to the thesis



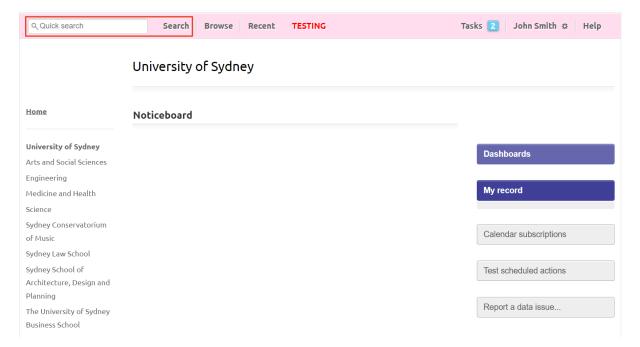
1 LOGGING INTO RECS

The URL for RECS is: https://recs.sydney.edu.au

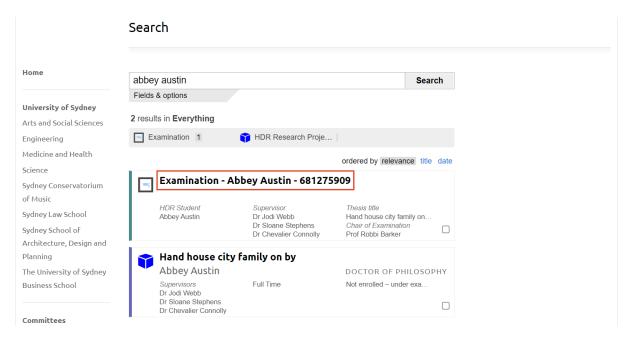
Log into RECS with your Username and Password. If you are unable to log in with these details, please contact the University Service Desk on 9351 2000.

2 NAVIGATING IN RECS

To navigate to a student examination record in RECS,

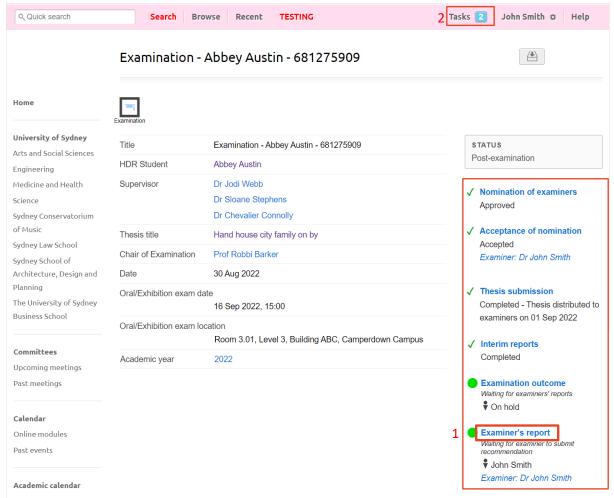


Enter the student name or student ID number and click on search





Click on the student examination record



 The list of items displayed on the right is dependent on the phase of the examination. In this example the items with ticks have been completed and the current item is 'Waiting for the examiner to submit recommendation' under Examiner's report.

Click on Examiner's report to begin the task.

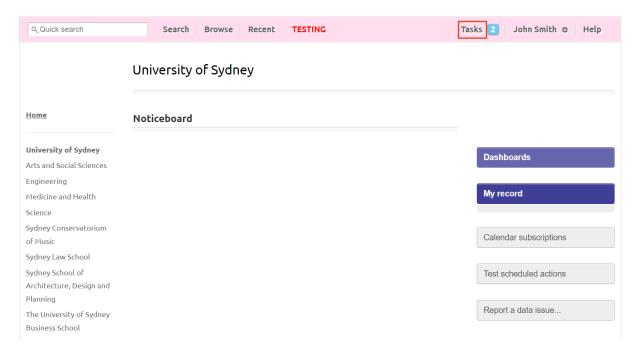
2. An alternative method of getting to the Examiner report task is to click on Tasks and select the relevant task OR the email notification that you received will have a link that navigates directly to the task that needs to be completed. See the next section for more information on this method.



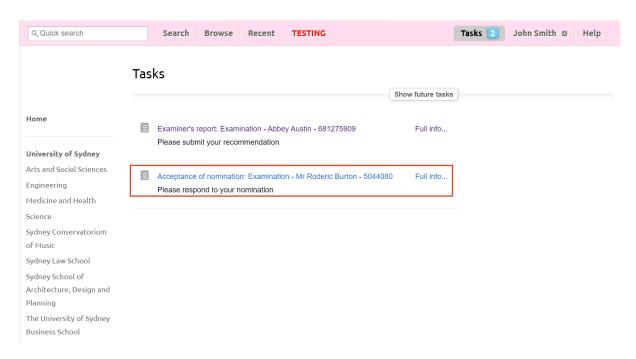
3 ACCEPTING EXAMINATION APPOINTMENT

For more information on thesis examination policy please refer to the <u>Thesis and Examination</u> of Higher Degrees by Research Policy 2015 and for thesis examination procedure refer to <u>Thesis</u> and Examination of Higher Degrees by Research Procedures 2020

After setting up your account in RECS by creating a password, the first task assigned to the examiner is to accept the nomination as examiner for the student.

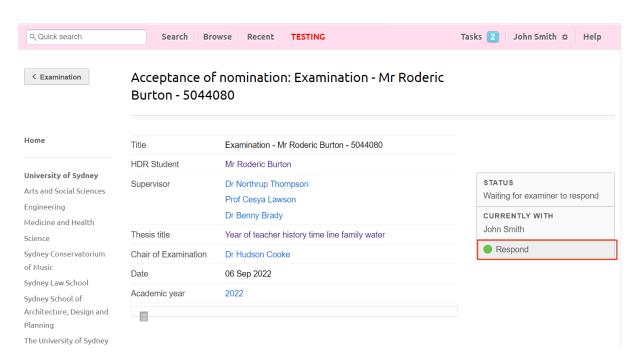


Click on Tasks to display the task list

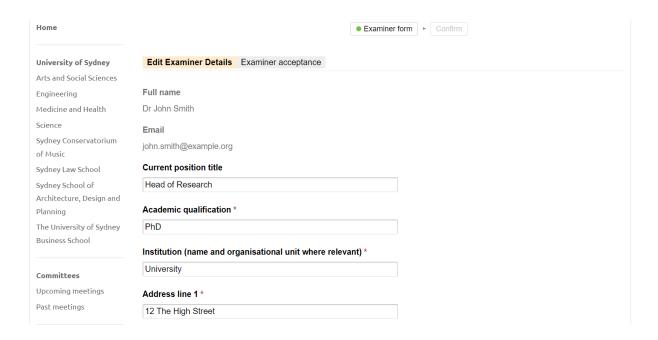


Click on the relevant task

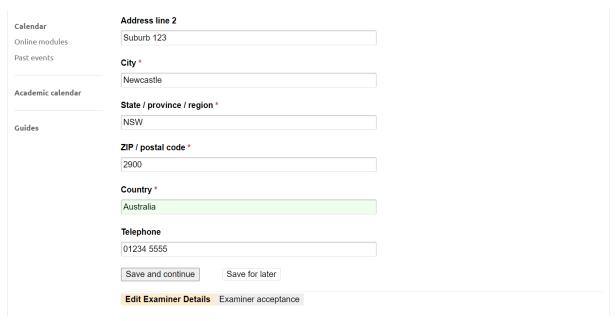




Click on Respond

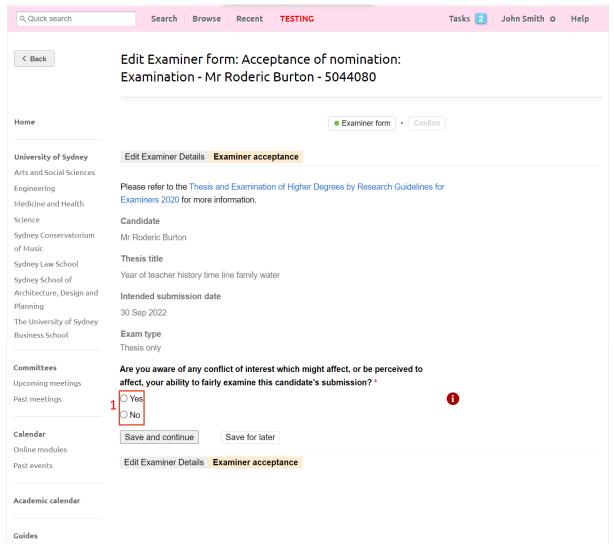






- 1. Review the details that have been entered for you by the Lead Supervisor and amend if required.
- 2. Click on Save and continue to move to the next tab

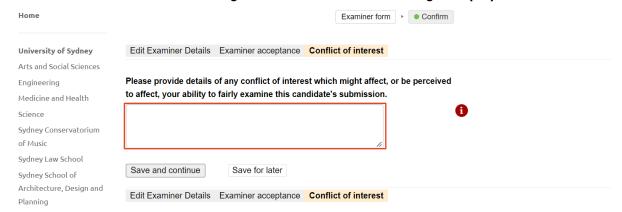




1. Enter Yes or No in response to the question regarding awareness of a conflict of interest

Note: For further details concerning potential conflict of interest, please see the <u>Thesis and Examination of Higher Degrees by Research Policy 2015</u>, Clause 15 (7-9) and the <u>Conflict of Interest Guidelines</u>

If Yes is entered after clicking Save and continue the following is displayed



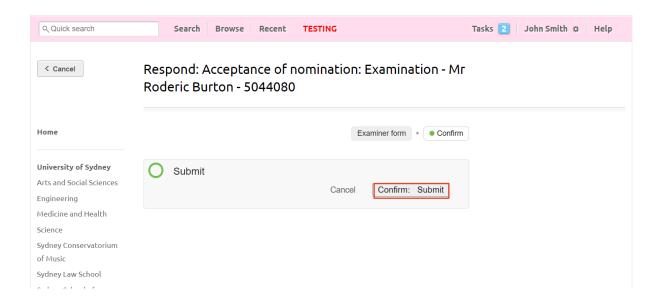
Provide details of the conflict of interest and select Save and Continue



If No is entered the following is displayed,



- 2. Select Yes to accept the appointment as examiner, select No if you do not wish to accept the appointment
- 3. Click on Save and continue



Click on Confirm: Submit to complete the step

If a conflict of interest issue was raised a review is performed by the relevant committee at the University, followed by a decision whether to continue with the nomination offer or withdraw the offer.

If the appointment was accepted the next step will be a notification informing the examiner when the thesis is ready to be examined. If the exam type is oral or exhibition details will be sent regarding the date, time and location etc. of the examination.

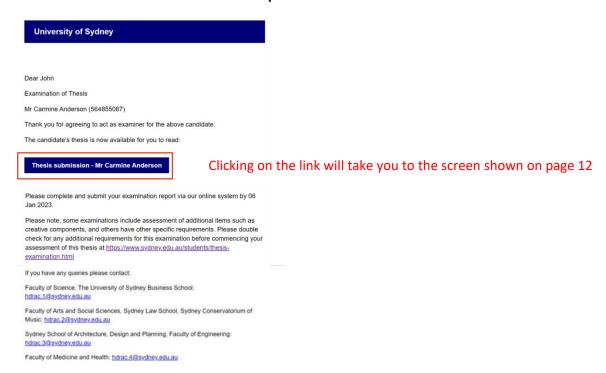
Note: For a thesis only examination the examiner's report is due 6 weeks from the thesis distribution date. For an oral examination or exhibition the examiner's interim report is due 4 weeks from the thesis distribution date.

If the appointment was not accepted by the examiner, a notification is sent to the Supervisor to trigger the replace examiner process.

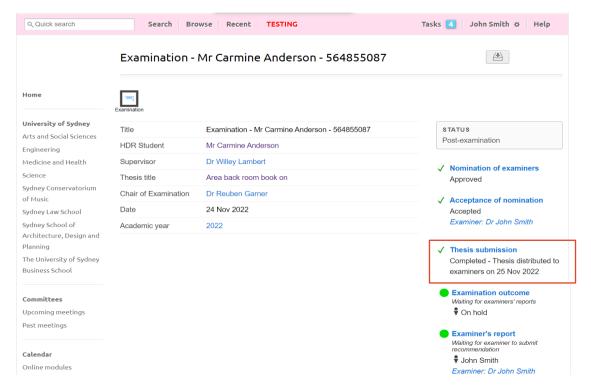


4 NAVIGATING TO THE THESIS

When the thesis is available for examination the examiner receives an email notification. The examiner can either click on the link provided in the email — see below.

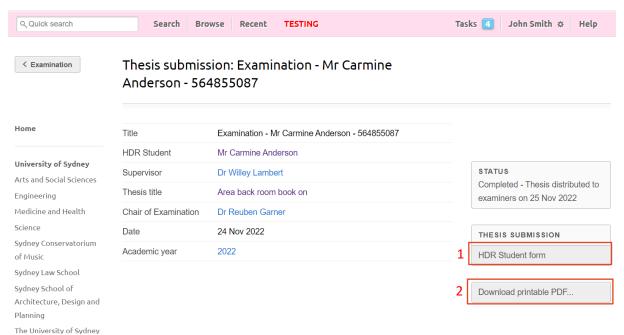


Or login to RECS and navigate to the examination record NOTE: See Section 2 'Navigating in RECS' for guidance on navigating to the screen shown below



Click on Thesis submission to access the thesis

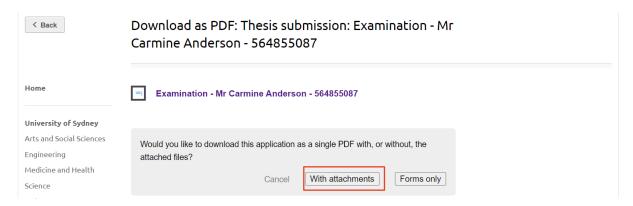




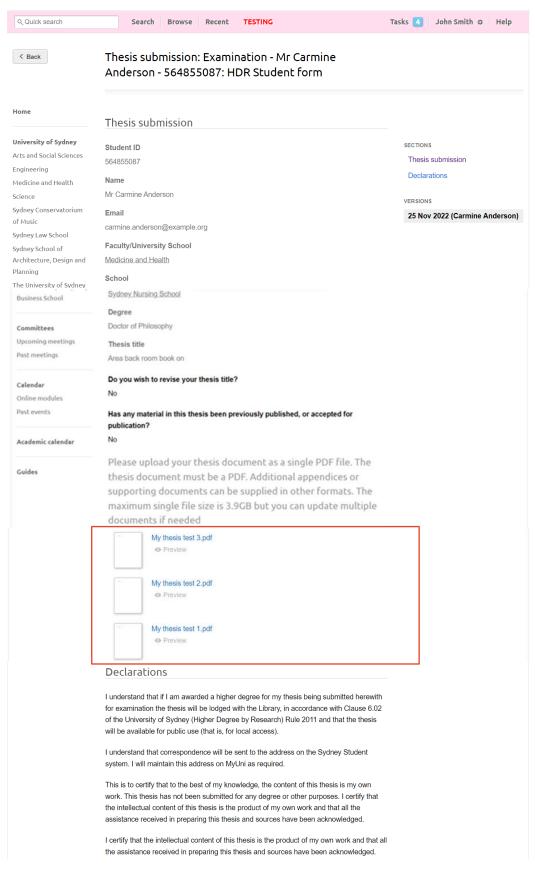
1. Click on HDR Student form to view the student submission with attached thesis (see next page). From the thesis submission screen you can download the thesis

OR

 Click on Download printable PDF to download the student submission as a PDF file, make sure you select the with attachments option as shown below to include the thesis itself





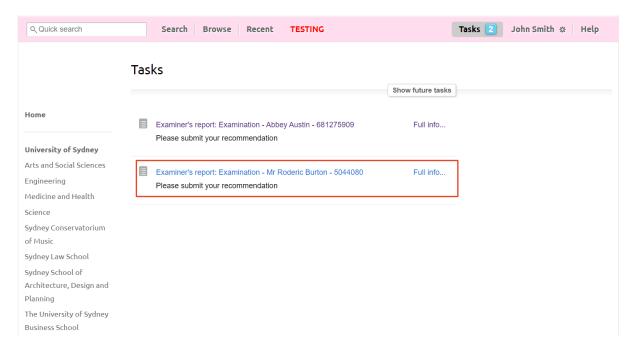


The thesis may be broken down into a number of files, click on each attached file to download it.

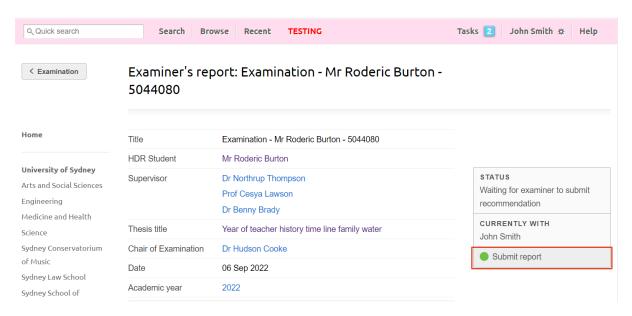


5 COMPLETEING THE EXAMINER'S REPORT – THESIS ONLY

A notification email will be sent when the thesis is ready to be examined. Log into RECS and click on Tasks to enter the report.

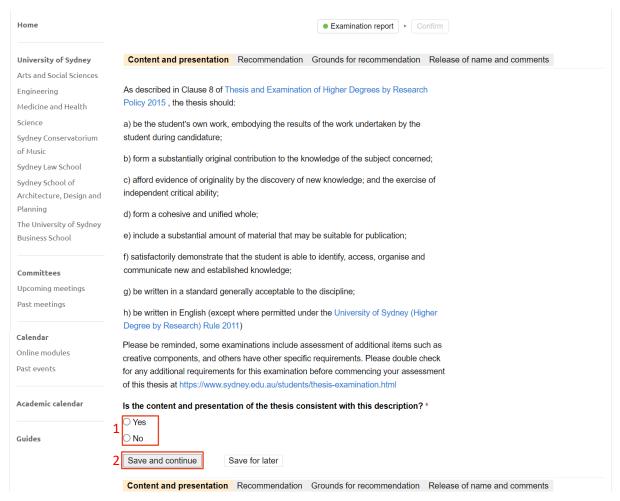


Click on the relevant task



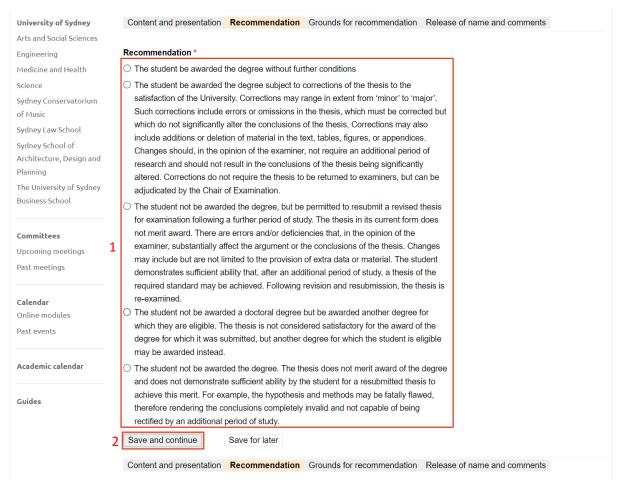
Click on Submit report





- Enter Yes if the thesis is consistent with the description in points a) to h) above or enter
 No if it is not
- 2. Click on Save and continue to move to the next tab





- 1. Select the recommended outcome
- 2. Click on Save and continue to move to the next tab

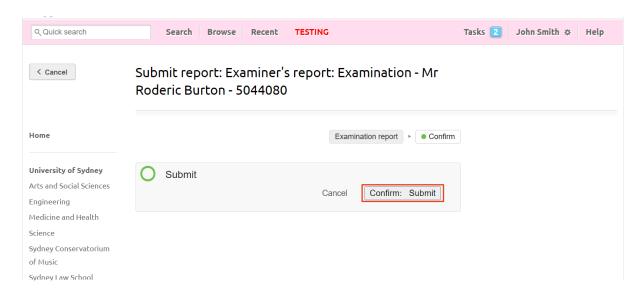
Complete the Grounds for the recommendation on the next tab. Note the information required is dependent on the selected recommended outcome. Refer to the Appendix for the information required based on the recommended outcome.

After completing the Grounds for Recommendation tab the following is displayed,



- Confirm agreement to the release of your name and report to student if necessary Note: In exceptional circumstances, the University may withhold information about the examiner.
- 2. Click on Save and continue





Click on Confirm: Submit to submit the report

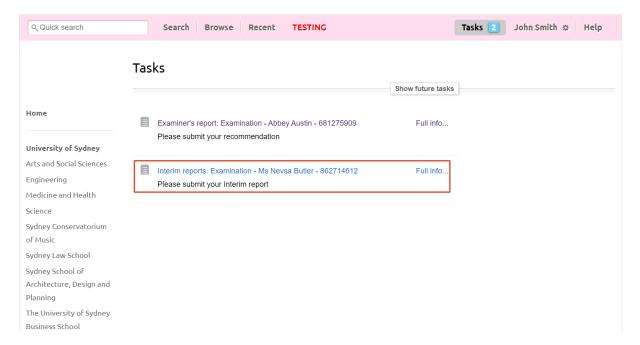
A notification is sent to the Chair of Examinations and the student's supervisor informing them that the report has been submitted.



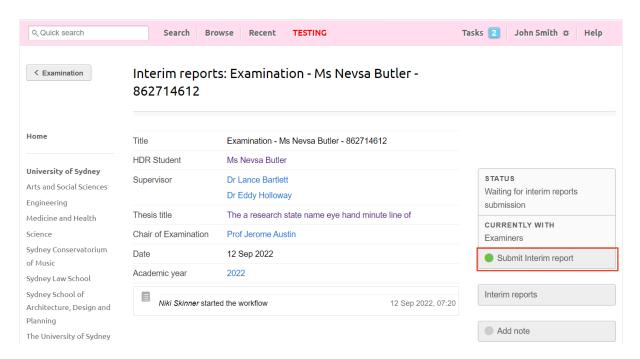
6 COMPLETEING THE EXAMINER'S REPORT – ORAL EXAMINATION & EXHIBITION

A notification email will be sent when the thesis is ready to be examined. Log into RECS and click on Tasks to complete the interim report.

Note: The interim report should be submitted at least two weeks before the scheduled oral examination or exhibition.

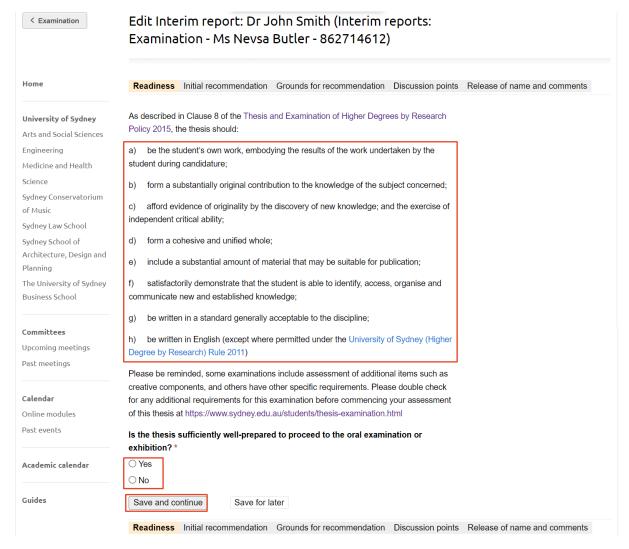


Click on the relevant task



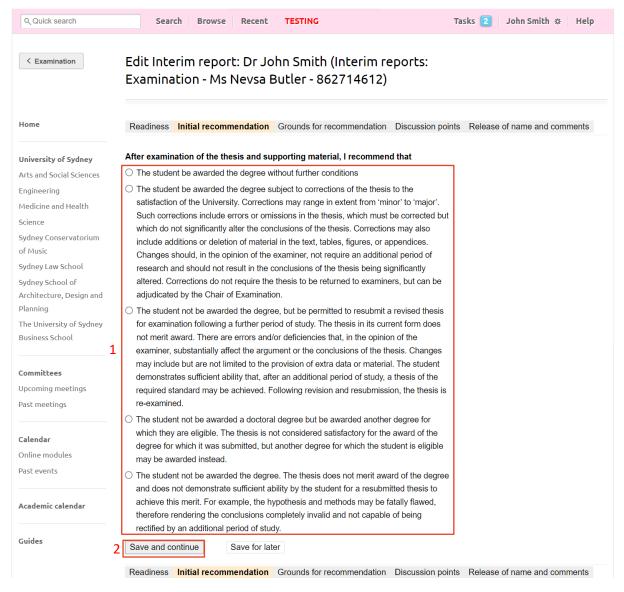
Click on Submit Interim report





- 1. Review the thesis with respect to points a) to h) described above
- 2. Determine if the thesis is ready to proceed to the oral examination/exhibition
- 3. Click on Save and continue to enter the recommended outcome





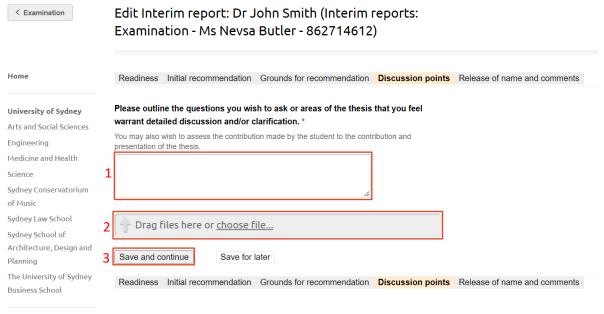
1. Select the recommended outcome

2. Click on Save and continue to move to the next tab

Complete the Grounds for the recommendation on the next tab. Note the information required is dependent on the selected recommended outcome. Refer to the Appendix for the information required based on the recommended outcome.



After completing the Grounds for Recommendation tab the following is displayed,

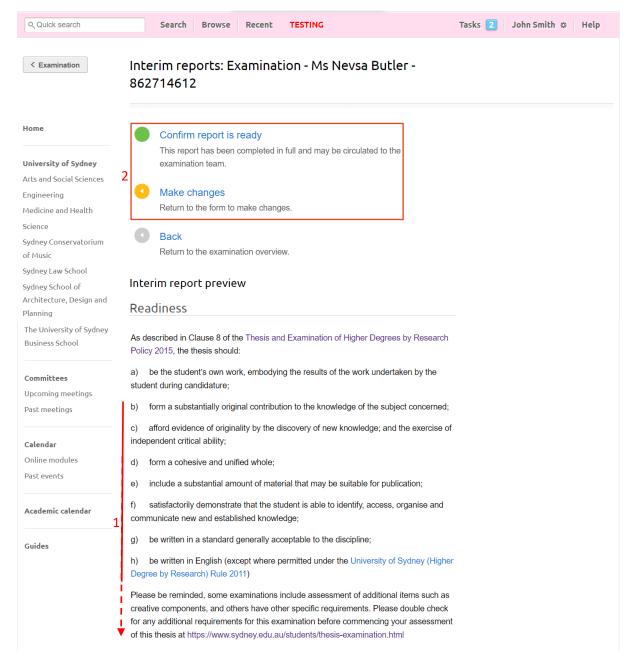


- 1. As preparation for the oral examination or exhibition provide commentary on questions you wish to ask or areas of the thesis that you feel warrant detailed discussion and/or clarification
- 2. If required upload supporting documentation
- 3. Click on Save and continue to move to the next tab



- Confirm agreement to the release of your name and report to student if necessary Note: In exceptional circumstances, the University may withhold information about the examiner.
- 2. Click on Save and continue





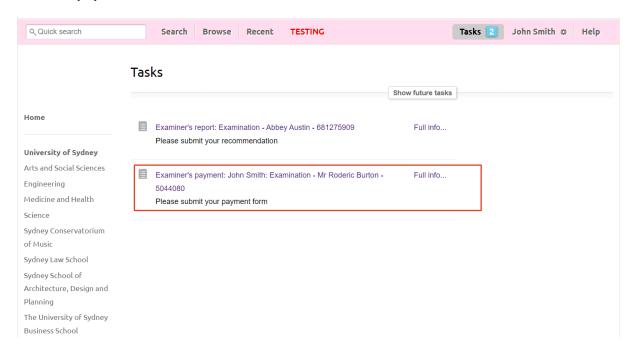
- 1. Scroll down the page to review the completed interim report
- Click on Confirm Report is ready to submit the report, or click on Make Changes to update the report

If the report is submitted the next step will review by the Chair of Examinations

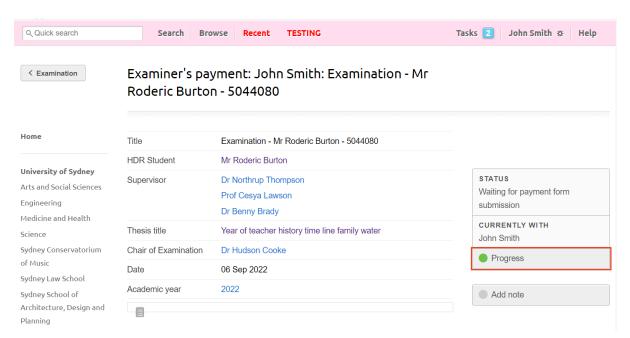


7 ENTERING EXAMINER PAYMENT DETAILS

After submission of the report for a thesis only examination or after the oral or exhibition examination has taken place, a notification and task is assigned to the examiner to provide their payment details.

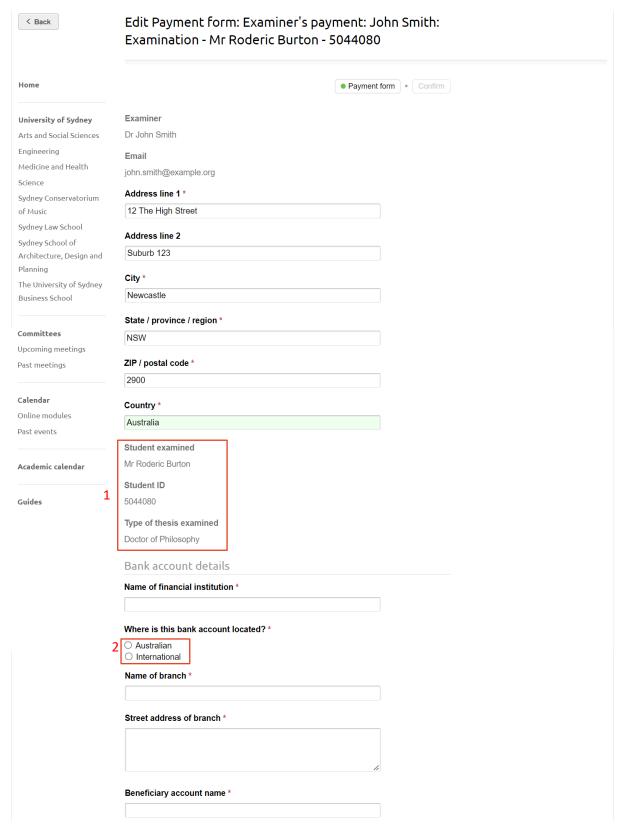


Click on the relevant task



Click on Progress







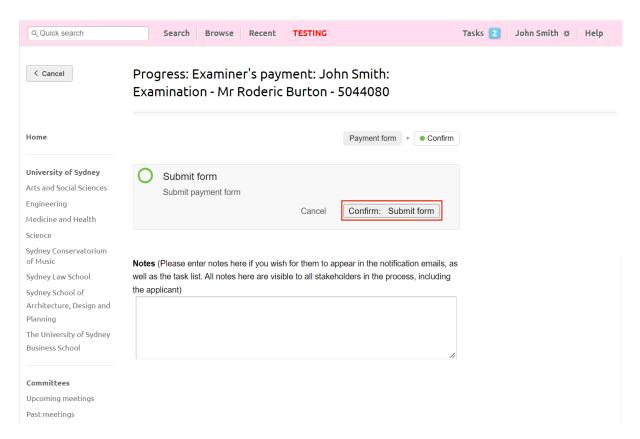
Australian accounts
BSB
Account number
International accounts
Account number
SWIFT/BIC code
Bank name, bank address, beneficiary account name and SWIFT/BIC code must be provided for all International Accounts
Currency *
For funds in CNY or RMB currency we also require a CNAP code
O Australian Dollar (AUD)
O US Dollar (USD)
O Euro (EUR)
O Pound Sterling (GBP)
Canadian Dollar (CAD)
Chinese Renminbi (CNY/RMB) New Zealand Dollar (NZD)
Other
select
IBAN
IBAN must be provided for banks located in the European Union and other countries that have implemented IBAN
Further credit to
If you wish to receive payment via an intermediary account (if your account does not accept foreign transactions), please provide notice for further credit here. Check with your bank for more information.
Save and continue Save for later

- 1. Check it is the correct student examaintion
- 2. If the country where account is located is Australia complete the fields in the Australian Accounts section, if International complete the details in the International Accounts section

Ensure you complete all the required fields on the form.

Note: For international accounts additional fields may be displayed in subsequent pages based on currency and/or SWIFT/BIC code.



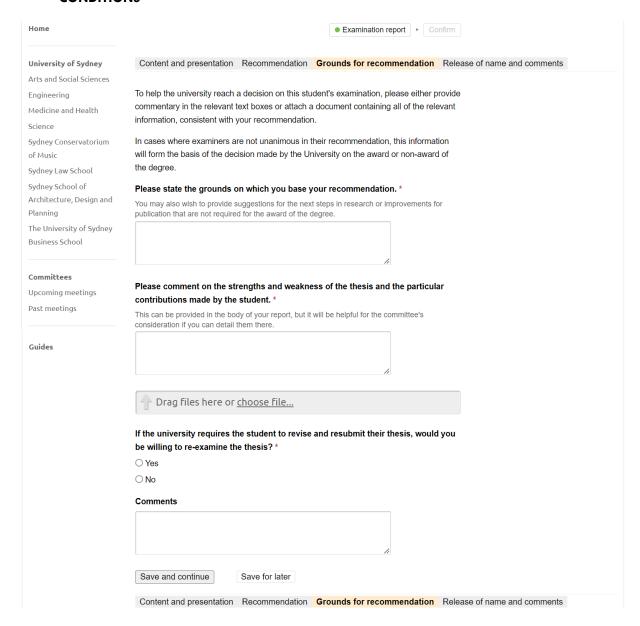


Click on Confirm: Submit form to complete the submission of the payment form



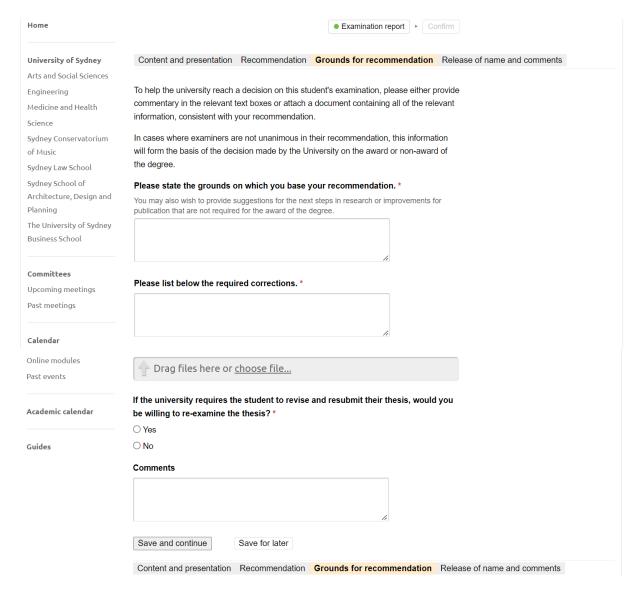
8 APPENDIX: RECOMMENDED OUTCOME - GROUNDS FOR RECOMMENDATION

8.1 RECOMMENDED OUTCOME: THE STUDENT BE AWARDED THE DEGREE WITHOUT FURTHER CONDITIONS



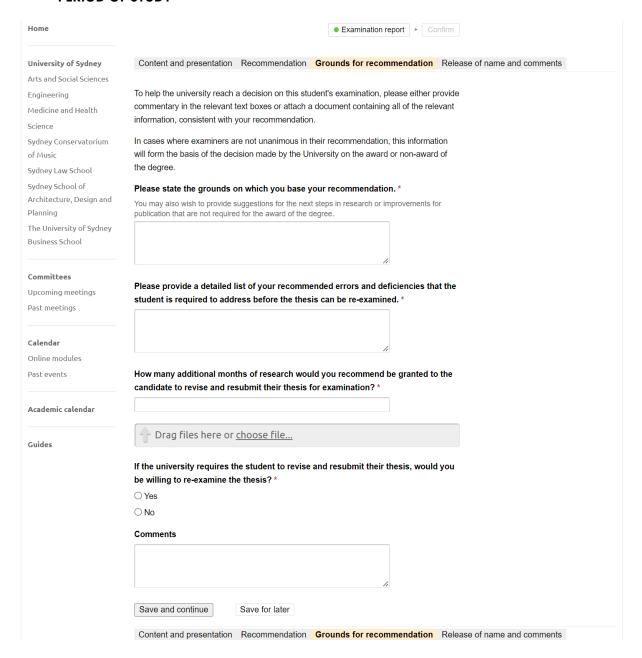


8.2 RECOMMENDED OUTCOME: THE STUDENT BE AWARDED THE DEGREE SUBJECT TO CORRECTIONS



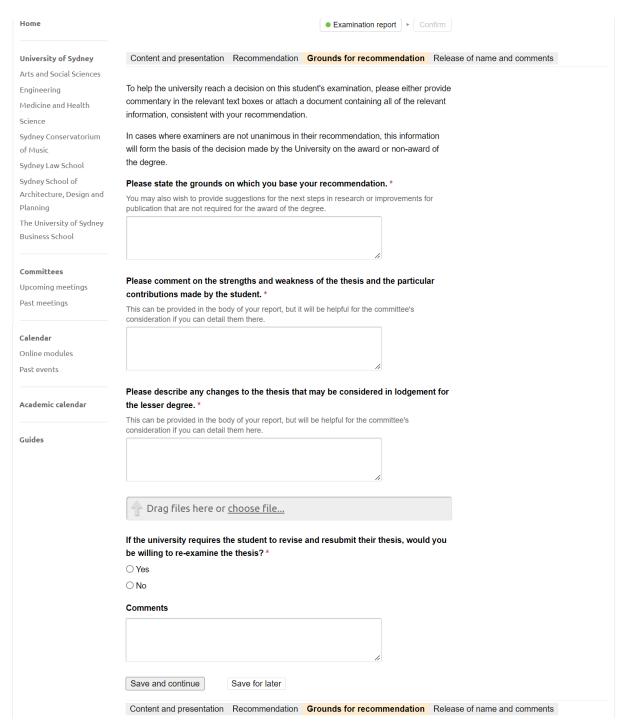


8.3 RECOMMENDED OUTCOME: THE STUDENT NOT BE AWARDED THE DEGREE, BUT BE PERMITTED TO RESUBMIT A REVISED THESIS FOR EXAMINATION FOLLOWING A FURTHER PERIOD OF STUDY





8.4 RECOMMENDED OUTCOME: THE STUDENT NOT BE AWARDED A DOCTORAL DEGREE BUT BE AWARDED ANOTHER DEGREE FOR WHICH THEY ARE ELIGIBLE





8.5 RECOMMENDED OUTCOME: THE STUDENT NOT BE AWARDED THE DEGREE

University of Sydney	Content and presentation Recommendation Grounds for recommendation Release of name and comments			
Arts and Social Sciences				
Engineering	To help the university reach a decision on this student's examination, please either provide			
Medicine and Health	commentary in the relevant text boxes or attach a document containing all of the relevant			
Science	information, consistent with your recommendation.			
Sydney Conservatorium	In cases where examiners are not unanimous in their recommendation, this information			
of Music	will form the basis of the decision made by the University on the award or non-award of			
Sydney Law School	the degree.			
Sydney School of	Explain why you do not consider this thesis worthy of the award of the degree for			
Architecture, Design and	which it is submitted. *			
Planning	You may also wish to provide suggestions for the next steps in research or improvements for			
The University of Sydney	publication that are not required for the award of the degree.			
Business School				
Committees				
Upcoming meetings				
Past meetings	Please comment on the strengths and weakness of the thesis and the particular			
	contributions made by the student. * This can be provided in the body of your report, but it will be helpful for the committee's			
Calendar	consideration if you can detail them there.			
Online modules	х			
Past events				
Past events				
Academic calendar	Plane was an and a superference to the standard or the standard or the superference the			
Academic catendar	Please propose any subsequent work by the student which would improve the thesis. *			
c.tt.	This can be provided in the body of your report, but it will be helpful for the committee's			
Guides	consideration if you can detail them here.			
	Trag files here or choose file			
	If the university requires the student to revise and resubmit their thesis, would you			
	be willing to re-examine the thesis?*			
	Yes			
	○ No			
	Comments			
	Save and continue Save for later			
	Content and presentation Recommendation Grounds for recommendation Release of name and comments			