## MMed protocol committee

# Approval of examinators for MMed dissertations

The SOM expanded the mandate of the MMed protocol committee to include the following:

1. Approve examiners for MMed dissertations.
2. Compile eligibility criteria for acting as examiner of dissertations for MMed students.

The MMed protocol committee, however, are not in a position to do the administration of submission and distribution of MMed dissertations to examiners. The committee is not able to find and contract examiners. Further, the committee cannot ensure and police that examiner reports are submitted and acted on.

## Approve examiners for MMed dissertations

**When and How:**

When a registrar has completed the dissertation according to the satisfaction of the supervisor and the HOD of the relevant department the HOD should identify potential examiners for the dissertation. The potential examiners should then be approached to submit a CV with CV cover. The abstract of the dissertation and the CVs and CV covers of both the internal and external examiner should then be submitted for approval by the MMed protocol committee at protocol.medicine@up.ac.za. Submission should be made 1 week prior to the committee’s monthly meeting. The approval process will then be attended to at the first committee meeting after the timeous submission. A letter of approval of examiners will be issued to the HOD of the student within 1 week of the committee meeting, where after the HOD can appoint the examiners.

The CVs of approved examiners will be kept and a list of such examiners will be kept and updated by the administrative officer of the MMed protocol committee. A CV of an examiner will therefore only be required only once if approved.

**Number of examiners:**

Every MMed dissertation should be adjudicated by at least 2 examiners of which one must be an external examiner (as defined by the University of Pretoria regulations). It is recommended that an junior staff member act as a internal co-examiner, however, this should be considered as gaining experience in examining dissertations.

At least one of the examiners should be from the same specialty for which the student are registered. If the research topic are in an overlapping field between clinical disciplines or include a significant laboratory component, the second examiner, whether Internal or external may be from the overlapping discipline or a laboratory based discipline.

## Eligibility criteria for acting as examiner

The suggested criteria for eligibility to act as an examiner are as follows:

1. The examiner must have a degree equivalent or higher to that what the student is enrolled for. For most MMed dissertations the minimum qualification will be either a MMed or equivalent College Fellowship. In cases where an examiner does not belong to a clinical discipline a Laboratory based examiner should preferably have at least a Master’s degree.
2. All examiners, except internal co-examiners should have a MMed or equivalent qualification for at least 3 years.
3. The examiners should have an adequate topic related expertize. This does not mean a subspecialist.
4. All examiners should have at least some degree of research experience or experience in marking at least 2 dissertations as co-examiner.