**Summary of NAC duties (2019)**

Drawn from Higher Degrees Administration: Structures and Processes document

[with Additional Regulations for the Faculty of Humanities]

In the Faculty of Humanities, an NAC and a back-up assessor are nominated via the One-Stop Form at the same time as the assessors. The NAC and HoD must both be aware of and support the nomination of the NAC. The NAC is appointed by including the person’s full name, surname and staff number on the One-Stop Form, plus acknowledgement in the form of a signature or the person’s typed initials/name and surname. The latter functions as acknowledgment by the NAC both that s/he accepts the role of NAC and that s/he is familiar with Faculty and University policies regarding higher degrees (or undertake to become familiar with these policies in the fulfilment of his/her duties as NAC). The NAC must be a staff member in the department concerned (or a cognate department) who is uninvolved in the particular study. The NAC serves as the interface between the supervisor(s), assessors and Faculty. The NAC, as a subject expert, is responsible to scrutinise the assessment reports and results and recommend study outcomes to the FHDC.

Once the assessment of the thesis or (minor) dissertation is complete, the NAC compiles a composite and comprehensive report which contains:

- A summary of the most positive and negative comments of the examiners, thereby indicating the strengths and weaknesses of the thesis;

- Information on the completion of one or more academic articles ready for submission to an accredited journal, as required for the degree in question;

- Information on the completion of the oral examination (viva) for doctoral and some master’s degrees;

- A recommendation, based on the assessors’ reports, indicating whether:

\* the degree should be awarded without corrections (in the case of [minor] dissertations, a mark is recommended);

\* the degree should be awarded subject to final revisions of a minor nature (in the case of [minor] dissertations, a mark is recommended);

\* the thesis or (minor) dissertation should be resubmitted to one or more of the assessors for reassessment;

\* an additional assessor or expert advisor should be appointed;

\* the thesis or (minor) dissertation should be failed.

An NAC cannot unilaterally overrule the recommendations of one or more assessors. The NAC report carries no decision-making authority, but is a recommendation to FHDC.

The further functions of the NAC are to:

- Follow up with assessors who do not submit their assessment reports within one week of the due date, at the written request of the designated Faculty Officer;

- Act as chair of the oral examination (viva) of doctoral and some master’s studies;

- Where there are discrepancies of marks or results, act as convenor and chair of a discussion between assessors and/or convening and chairing a viva in which the student presents the research with the hope of reaching consensus regarding the marks/outcome;

- Ensure that minor corrections or major revisions, as specified by the assessors, are carried out satisfactorily.

After receiving the results from Faculty, the NAC has seven days within which to complete the review and integration of results. The following documents must be included on the FHDC agenda:

- An NAC Summary Report Form;

- An NAC narrative report;

- An Assessor’s Report Form for each assessor;

- A narrative report by each assessor;

- A supervisor’s narrative report.

Minor corrections suggested by assessors may only be communicated to the supervisor(s) and/or student(s) by the NAC or the Faculty Office if none of the assessors failed the submission or required a resubmission and the marks do not differ by more than 15% (in the case of a master’s degree), and only after the Faculty Office has received the NAC form and report.