

**Joint Report of Examiners after an Oral Examination of a**

**Thesis presented for the Degree of PhD**

THE CONVENER OF THE EXAMINATION should supervise completion of this report after the oral examination (*viva*) and ensure the Examiners sign it.

The Convener should return all forms to the Graduate School Office along with the internal and external examiner reports as soon as possible, retaining the approval of corrections form (last page) until any required corrections have been checked and approved.

The Internal Examiner and Convener subsequently should sign the approval of corrections form but only when thesis corrections are complete and satisfactory.

*As this report might be required under the Freedom of Information Act, it is recommended that you should write the report on the assumption that it may be disclosed when requested. We would also request that you do not identify individual students within the report.*

PhD word count requirement is a maximum of 80,000 words, there is no minimum requirement.

|  |  |
| --- | --- |
| Name of Candidate |  |
| Student ID |  |
| School |  |
| Title of Thesis |  |

|  |  |
| --- | --- |
| Exam Convenor |  |
| Institute |  |
| Email |  |

|  |  |
| --- | --- |
| Internal Examiner |  |
| Institute |  |
| Email |  |

|  |  |
| --- | --- |
| External Examiner |  |
| Institute |  |
| Email |  |

Please tick indicating the outcome of the examination, which are not grades. These options represent time for corrections only, to be submitted by the student to the Exam Convenor by the due date. The **examiner(s) have two weeks to review and send back to the Exam Convenor**, who then notifies the Graduate School.

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| --- | --- | --- |
| **A** | The degree be awarded unconditionally. |  |
| **B** | The degree be awarded subject to certain minor corrections of detail or of presentation specified by the examiners. These shall not involve changes of substance to the thesis. The corrections shall be carried out within **one month** of receipt of the specifications to the satisfaction of the Internal Examiner. |  |
| **C** | The degree be awarded subject to certain changes of substance in a specific element or elements of the thesis specified by the examiners. These shall not involve a revision of the whole thesis or of a major proportion of it. They may however include a requirement to carry out a further period of research in order to strengthen the thesis. The revisions shall be carried out within a timescale determined by the examiners and shall be confirmed by both the Internal and the External Examiners. |  |
| **D** | The thesis as a whole is unacceptable. The candidate is invited to resubmit the thesis taking account of the comments of the examiners. The resubmitted thesis will be examined on one occasion only. It will be resubmitted within a timescale to be determined by the examiners but normally **no later than 12 months** after the date of the joint report notifying the candidate of the requirements for revision. A resubmission fee will be charged to cover the examining costs.*Additional information - university calendar extract:**3.8 - Where a candidate has been permitted to resubmit a thesis for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.* |  |
| **E** | The thesis as a whole is unacceptable for the award of a doctoral degree. The candidate is invited to revise and resubmit the thesis for a master’s degree. The Examiners may not award a master’s degree on the basis of the original submission or on the basis of a thesis that has been resubmitted for a doctoral degree. The thesis would need to be redrafted as a master’s thesis and submitted for examination as a dissertation for a master’s degree. In the case of a thesis which was originally submitted for a doctoral degree and then resubmitted for a master’s degree, the Committee of Examiners may exceptionally allow one further resubmission for a master’s degree. The Convener must ensure that an appropriate time limit for completion of the work is established and multiple requests for corrections are managed appropriately without repeated extensions of the full timescale where this is not appropriate. **See page 31 of the Code of Practice.****It is recommended that the candidate resubmit the thesis within a period of …. months, including …. months of further study.** (Delete reference to further study if not required. A maximum of 6 months for resubmission is permissible.) |  |
| **F** | no degree be awarded. |  |

Has the candidate been given a written note of any corrections or requirements of the Examination Committee?

**Yes/No**

Date when the required list of corrections was given to the candidate:

Please specify the time limit for completion of corrections required

if outcome C is selected.

Students of the University of Glasgow who are carrying out research are required to adhere to the University’s Code of Good Practice in Research. The outcome of this examination, declared herein, has been agreed by the examiners with these principles in mind.

Exam Committee Signatures:

|  |  |
| --- | --- |
| Date:  | Internal Examiner: |
| Convenor: | External Examiner: |

COMMENTS FOR TRANSMISSION TO THE CANDIDATE

Exam Convenor to send to candidate

If recommendation B, C, D or E has been made, specific criticisms which will assist the candidate in revising the thesis should be made. If recommendation F has been made, please note the reasons for rejecting the thesis for any research degree.

# COMMENTS Continued:

**Approval of Corrections - CONVENER’S NOTES**

**For ALL Outcomes**

On receipt of all outcomes to the Graduate School, an **Outcome of Viva** letter will be sent to the candidate intimating the outcome and the student's next steps.

This examination process ends now.

Outcome B or C

On receipt of the above to the Graduate School, a letter will be sent to the candidate asking them to make the corrections and to return these to you. As Convener you must then ask the Internal Examiner in case of B, and Internal and External Examiner in case of C to approve the corrections and arrange for the section below to be signed and returned to the Graduate School.

When the corrections are complete to the Exam Committee’s satisfaction, the Internal Examiner and Convener should sign below to indicate that any condition set by the Examiner(s) has been approved by them and that the award letter may be issued.

|  |  |
| --- | --- |
| **STUDENT NAME** |  |
| **STUDENT ID** |  |

Signature of Internal Examiner: …………………………………………………………………..

Date of approval of corrections: ….………………………………………………………………

Signature of External Examiner (C outcome only); …………………………………………………

Date of approval of corrections: ….………………………………………………………………

Signature of Convener: ……………………………………………………………………………...

Date: ……………………………..….

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