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## **Role of the Internal and External Examiners**

1. To respond to the Convener who will contact the examiners to make arrangements for a suitable viva date and location. A viva is obligatory on first submission of a PhD/MD and should be held within 3 months of thesis submission date.
2. Complete your own individual [Examiner Report](https://www.gla.ac.uk/media/Media_808808_smxx.pdf) form downloaded from the [PGR Exam Committee Hub](https://www.gla.ac.uk/colleges/mvls/graduateschool/pgr_exam_committee_hub/#internalexaminers). Email it directly to the Exam Convener at least 1 week prior to the viva date.
3. Do not copy your report to the supervisor of the examination candidate.
4. Immediately after the viva has taken place, consult with the Convener and Internal Examiner and recommend a final joint decision which will be recorded on the Joint Examiner Report form held by the Convener.

Available outcomes are:

**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.

**E** - That the thesis is substantially deficient to the extent that it cannot be revised for resubmission for the award of a PhD, but with revision may satisfy requirements for the award of the degree of MSc. The candidate should be invited to resubmit the thesis for a MSc within a further period, in a substantially revised form along the lines specified by the examiners. **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.

1. If completion of corrections is recommended, both examiners will provide the Convener with a list of their required revisions. The Graduate School will issue a formal letter to the candidate stipulating the time limit specified by the Examining Committee for corrections. This time limit will include making the corrections, approval of corrections and lodging a hardbound version of the thesis in the Graduate School office. The candidate will send the revised thesis to the Convener of the Examining Committee in the first instance. The Convener will then pass the thesis to the examiner(s) to confirm that the changes made are satisfactory. Unless specified by the Examining Committee, the revised thesis will normally be checked and approved by the Internal Examiner.
2. If a resubmission is recommended, both examiners will receive a copy of the resubmitted thesis and the examination process will be repeated. A second viva will normally also be held, however the PhD regulations do allow the viva to be waived:

*University Calendar*

*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.*

*Guidance notes:*

*The regulations provide a procedure for agreeing an exception to the rule regarding the right to a second or subsequent oral. It is anticipated that exceptions will principally relate to personal or practical difficulties facing the candidate. The University would not normally expect to award a PhD/MD without a second oral examination in the case of a resubmission. Where a thesis has been resubmitted, and where the first Committee of Examiners found the oral examination to be satisfactory, the examiners may recommend to the Dean of Graduate Studies that exceptionally, the requirement for an oral after resubmission is waived but they are not bound to do so.*

## **For External Examiners only:**

* Right to work checks are no longer required for external examiners.
* Visit the PGR Exam Committee Hub to [download your payment forms](https://www.gla.ac.uk/colleges/mvls/graduateschool/pgr_exam_committee_hub/#externalexaminers) and email back to: [mvls-gradschool@glasgow.ac.uk](mailto:mvls-gradschool@glasgow.ac.uk) with your receipts and proof of your bank account. No proof means no payment.
* Attach a redacted copy of your **personal** bank details required to make payments **as supplied by your bank**.

This can be either:

* a pre-printed account pay-in slip,
* a copy of cheque (scored through) or,
* a partial bank statement (details visible, no financial information).

**\*\*\* IMPORTANT – your bank account evidence must show your name, account and sort code numbers \*\*\***

* The University is subject to both the Freedom of Information (Scotland) Act 2002 and the Data Protection Act 1998. As an external examiner, you will be acting in an official capacity for the University of Glasgow. The University may therefore be required to release an external examiner's report, together with the identity and institutional affiliation of the external examiner, when requested.