

PGR Examination: Examiners

Chapter 4 Examiners

- A. Each research degree or doctoral candidate shall be examined by at least two, but normally not more than three, examiners [subject to the requirements of Chapter 4] of whom at least one shall be an external examiner. Recognised Supervisor of the University (RTUs) may not be appointed as external examiners.
- B. An internal examiner shall not be any member of the candidate's approved supervisory team and shall not be the candidate's Internal Assessor [see Chapter 4]. The internal examiner should be a member of staff or a Recognised Supervisor of the University and experienced in examination of research degrees.
- C. Where the candidate to be examined and the internal examiner are members of the permanent staff of this University, a second external examiner should be appointed. Any person who is employed by the University on a short fixed-term contract, such as a research assistant, shall be exempt from the requirement that a second external examiner be appointed.
- D. The examination team should be selected to ensure that the whole breadth of experience, knowledge and skills required is represented. In relation to practice-based studies, at least one of the examining team must demonstrate a track record of examining such studies.

Role and Responsibilities

Internal Examiner: Examines the thesis and participates in the Viva Voce Examination as an examiner independent of the examined work (i.e. internal examiner shall not be any member of the candidate's approved supervisory team and shall not be the candidate's Internal Assessor; see Chapter 4 of the University regulations). The Internal Examiner is responsible for forwarding a copy of the Joint Examiners Report (JER) and any correction lists to the student and their Lead Supervisor, either on the day of the viva or shortly afterwards.

External Examiner(s): Examines the thesis and participates in the Viva Voce Examination as an examiner independent of the University (see Chapter 4 of the University regulations).

Nomination

The academic Schools nominate the Internal and External Examiners to the Chair of the Doctoral College Board using the following criteria in line with the Regulation 8:

- Internal Examiner has to be:
 - an academic member of staff (including Emeritus Professors) or a Recognised Supervisor of the University with previous experience of examining research students and knowledge of the University's Research Degree Regulations;
- External examiner has to be:
 1. independent of the University and of any collaborating establishment(s) and shall not have acted previously as the candidate's supervisor or adviser;
 2. not normally be either a supervisor of another candidate or an external examiner on a taught programme in the same School of the University;
 3. not normally have been a member of staff of the University during the past three years and
 4. not have acted as an external examiner of research degree candidates in the School within the previous 12 months.
 5. have the Right to Work in the United Kingdom

OVERALL EXAMINERS RESPONSIBILITIES

- Conduct examination rigorously: detailed and challenging questions
- Conduct examination fairly: student is given opportunity to defend the work
- Conduct examination equitably: cover all areas of work and thesis chapters within an agreed format
- Conduct examination without bias: culture, gender, background, context.

PRE-VIVA EXAMINERS: DUTIES

- Read the thesis to be examined
- Complete Preliminary Examiner's Report (PER)
- Discuss PER's in peropd prior to student attending VIVA, or exchange in advance of meeting for more in depth discussion.

VIVA EXAMINATION EXAMINERS: DUTIES

- Ext. Examiners starts with questions after Chair introduction
- Allow candidate to give short presentation (10min) if agreed
- When and if required provide constructive and supportive feedback
- Examiners may ask questions intermittently if so agreed
- Announce end of examination.

POST-VIVA EXAMINERS: DUTIES

- Chairperson helps complete "Joint Examiners' Report" & immediately submit to Doctoral College
- Internal Examiner forwards the JER and any other corrections on to the Student and their Lead Supervisor day of VIVA or shortly afterward
- Return any other documentation to Doctoral College (e.g. expenses form)

INTERVENTION: POSSIBLE ACTIONS

CHAIRPERSON: DUTIES (In case of bias, misconduct or unfairness, or examiners divert from agreed format that can disadvantage the candidate) (1) Temporary halt and private discussion with examiners or the candidate and (2) Ending the examination (most exceptionally).