**PART 1 INSTRUCTIONS:** PGR Coordinator to email the form to pgr@uws.ac.uk for Part 1 approval within 1 week.

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| **PART 1: NOMINATION OF INDEPENDENT CHAIR (Completed by relevant PGR Coordinator)** |
| **Chairperson’s name** |  |
| **Number of Doctoral examinations as Chair** |  |
| **Date Training Attended (if no previous doctoral examinations as Chair)** |  |
| **PART 2: APPROVAL ON BEHALF OF DOCTORAL COLLEGE BOARD (completed by Chair of Doctoral College Board C-DB)** |
| **Name** |  | **Signature** |  | **Date:** |   |

**Report of the independent non-examining Chair on the oral examination of a postgraduate research degree candidate.**

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| **PART 3: CANDIDATE AND THESIS – Completed by Doctoral College before sending to PGR Coordinator** |
| **Candidate’s name** |  | **Banner ID** |  |
| **School** | Business and Creative Industries | **Campus** | London | **Degree** | DBA |
| **Title of submitted thesis*****(Sentence case)*** |  |

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| **PART 4a: DOCUMENT CHECK LIST** |
| Preliminary examiners reports (PER forms) available and discussed by examiners. | [ ] **Yes** | [ ] **No** |
| Completed Joint Examiners Report (JER form) submitted to the Doctoral College. | [ ] **Yes** | [ ] **No** |
| Copies of completed Joint Examiners Report (JER form) given to Candidate and Lead Supervisor. | [ ] **Yes** | [ ] **No** |

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| **PART 4b: THE ORAL EXAMINATION – VIVA VOCE (Section 1)** |
| Date of Viva Voce |  | Start time |  | End time |  |

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| **PART 4c: THE ORAL EXAMINATION – VIVA VOCE (Section 2)*****The following questions are intended to confirm to the Doctoral College Board that the oral examination process was conducted appropriately and in accordance with the University’s regulations.*** |
| Was the oral examination conducted rigorously, equitably, appropriately, fairly and consistently and was the process transparent and supportive? | [ ] **Yes** | [ ] **No** |
| Was the oral examination conducted according to the University’s research degree regulations, procedures, policy and practice? | [ ] **Yes** | [ ] **No** |
| Did the Examiners reach a consensus as to the recommended outcome of the examination? | [ ] **Yes** | [ ] **No** |
| In facilitating this consensus, did you have any causes for concern?  | [ ] **Yes** | [ ] **No** |
| if Yes, please provide further details: |
| Please provide further details, if you answered NO to any of the **first three** questions above: |

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| **PART 5: INDEPENDENT CHAIR** |
| **Name** |  | **School** |  |
| **Signature** |  | **Date** |  |

**INSTRUCTIONS:** Independent Chair to submit completed form along with completed PER and JER forms and returned theses to Doctoral College **within 3 days** of Viva.