

Research Degree Oral Examination

Report of the Independent Chair

(to be returned to the Research Degrees Administrator)

The role of the independent chair is outlined in the *Research Degree Regulations*^{*} and more fully described in the *Guidance Notes for the Oral Examination of Research Degree Candidates*. The Postgraduate Research Manager or the Research Degrees Administrator can provide further guidance if required.

The Candidate	Surname	
	First names	
Faculty/Institute		
Name of Independent chair		
Name(s) of External Examiner(s) present		
Name(s) of Internal Examiner(s) present		
Name(s) of Supervisor(s) present		
Name(s) of any other observer(s) present		
Title of Degree		
Date of Oral Examination		

^{*} Wherever applicable, the term *Research Degree Regulations* used in this form also encompasses the *Regulations and Procedures Governing the Award of the Degrees of Doctor of Philosophy by Published Work and Doctor of Philosophy by Practice*.

ARRANGEMENTS FOR THE ORAL EXAMINATION

State whether these were satisfactory or which aspects were less so and why:

Where boxes are provided, please tick to confirm that the requirement has been fulfilled.

PRELIMINARY MEETING OF THE EXAMINERS PRIOR TO THE ORAL EXAMINATION

State which supervisors (if any) were present at the **preliminary meeting of examiners**:

and, if so, whether they were asked to provide clarification of any aspects of the research programme or the conditions under which it took place (in which case a **brief** note of such should be provided):

Confirm that agreement was reached on the range of issues upon which the candidate should be questioned and on an outline plan for the conduct of the oral examination

INTRODUCTION AT THE START OF THE EXAMINATION

Welcome the candidate Introduce yourself and the examiners

Refer to any other persons invited to observe the proceedings and confirm that the candidate is comfortable with their presence

Explain that the examiners have been appointed in accordance with the *Research Degree Regulations**

Explain that your role as independent chair is to:

- Ensure that the examination is conducted fairly and in accordance with the *Research Degree Regulations** and the *Guidance Notes for the Oral Examination of Research Degree Candidates*
- Ensure that all examiners are given the opportunity to question the candidate

Further explain that you have a neutral role in the assessment process itself, take no part in the actual assessment of the thesis and cannot offer specialist discipline knowledge but only knowledge of regulations, procedures, policy and practice

Ensure that the examiners and the candidate have seen a copy of the *Research Degree Regulations** and the *Guidance Notes for the Oral Examination of Research Degree Candidates* and explain that they govern the conduct of the examination process

Describe the agreed plan for the conduct of the oral examination

THE ORAL EXAMINATION ITSELF

State whether you needed to interject to provide advice during the examination on regulations, procedures, policy and practice, or when there was any activity that was not fair or in accordance with the *Research Degree Regulations** or the *Guidance Notes for the Oral Examination of Research Degree Candidates* (in which case a **brief** note of such should be provided):

Once the examiners have finished, ask any supervisors and other observers present to leave the room, then ask the candidate whether they wish to make a final statement about their research and if they feel that there are areas which they have not had the chance to fully explain (in which case a **brief** note of such should be provided):

Bring the proceedings to a close and explain to the candidate that the examiners need time to discuss their findings in private before giving feedback to the candidate about the outcome

Inform the candidate when the preliminary oral feedback and recommendation will be made known to them

OUTCOME OF THE ORAL EXAMINATION: RECOMMENDATIONS OF EXAMINERS

State whether, during the examiners' discussion of the outcome, you had to provide advice on regulations, procedures, policy or practice or comment where there was any activity which was not fair or in accordance with the *Research Degree Regulations** or the *Guidance Notes for the Oral Examination of Research Degree Candidates* (in which case a **brief** note of such should be provided):

Confirm that the agreed outcome conforms to the *Research Degree Regulations**

Agree the approach and assist the examiners in delivering the agreed outcome to the candidate

Once the candidate has received the oral recommendation, explain that the examiners will produce a written report of the outcome of the examination which is, formally, a recommendation to the Board of Studies for Research Degrees

Explain that, following confirmation of the examiners' recommendation by the Board, a letter will be sent to the candidate giving formal notification of the outcome of the examination and, as necessary, information about minor amendments, resubmission, or failure and appeal procedures

If applicable, in exceptional cases where an outcome is not given at the viva, explain to the candidate why this is the case and what will happen to inform them of the result

COMPLETION OF REPORT AND EXPENSES FORMS

Ensure that the examiners complete the appropriate report form(s) or, if this is not possible at the time, that arrangements are made for their completion and return to the Research Degrees Administrator, Research & Graduate School

Ensure that the external examiners (are aware of the need to) complete their expenses form where appropriate and that, unless they are passed to you at the time, they know to return them to the Research Degrees Administrator, Research & Graduate School

Ensure that you have completed all relevant sections of this report and return it to the Research Degrees Administrator, Research & Graduate School

CHAIR'S COMMENTS

Please make any other comments on the examination process or note any incidents of good or bad practice here:

Chair's Name:

(please print clearly)

Chair's Signature:

Date:

Please return this form to the Research Degrees Administrator, Research & Graduate School