

RESEARCH DEGREES PROGRESSION AND AWARD BOARD

Examiner's Joint Report

Outline of the examination process

1. Research Degrees Progression and Award Board (RDPAB) appoints examiners
2. Thesis submitted by student and sent to examiners
3. The viva should be held within three months of the submission of the thesis
4. Independent report submitted by each examiner within 8 weeks of receipt of thesis
5. Independent reports exchanged by Assessment & Examinations PGR team
6. *Viva voce* examination held within 1 month of exchange of reports
7. Joint report completed by examiners immediately following the viva
8. Examiners' recommendation considered by RDPAB
9. Candidate informed of outcome by Assessment & Examinations PGR team

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| Candidate Name | |
| Degree Programme | |
| Thesis Title | |

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| Internal Examiner | |
| External Examiner | |
| Third Examiner | |
| Date of <i>viva voce</i> Examination | |

Report on candidate's performance during *viva voce*:

Click or tap here to enter text.

Basis for recommendation:

Click or tap here to enter text.

Was the *viva voce* held remotely?

No

Yes

Was an **independent** chair required for the *viva voce* examination?

No – viva held onsite

Yes – Independent Chair was appointed for remote viva

No – internal Examiner acted as Chair for remote viva

Yes – other reason detailed below

Name of Chair: Click or tap here to enter text.

Chair's report – to be completed by the internal examiner where internal examiner acted as Chair for remote viva.

Click or tap here to enter text.

Recommendation of Examiners

Please tick the relevant box

Pass Categories (recommendations for the award of PhD)

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| 1) <input type="checkbox"/> | <p>Unconditional pass</p> <p>The thesis is of doctoral quality and may be awarded the degree of Doctor of Philosophy unconditionally. A very small number of minor typographical errors (max. 10), which can be corrected immediately but do not require checking by the examiners, are permitted.</p> <p><input type="checkbox"/> Tick here to confirm that the candidate has been informed that these typographical corrections must be made in the final version of the thesis submitted to the Assessment & Examinations PGR team</p> |
| 2) <input type="checkbox"/> | <p>Pass with minor corrections</p> <p>That the degree should be awarded subject to minor corrections to the thesis, to be completed within three months (for full-time PGRs) or six months (for part-time PGRs) of the PGR receiving the list of corrections, to the satisfaction of the internal (where the internal examiner is unavailable or in instances where all examiners are external, another of the examiners). The following are considered types of minor corrections: spelling/typing errors, textual errors, reordering of material, correction of citations, and correction of figures, tables and diagrams, and the addition of a small number of paragraphs for clarification or qualification).</p> |
| 3) <input type="checkbox"/> | <p>Pass with major corrections</p> <p>That the degree should be awarded subject to major corrections to the thesis, to be completed within six months (for full-time PGRs) or 12 months (for part-time PGRs) of the PGR receiving the list of corrections, to the satisfaction of the internal (or, where the internal examiner is unavailable, or in instances where all examiners are external, another of the examiners). In addition to the types of minor correction noted above, major corrections may include: more substantial addition of paragraphs, including the incorporation of some new material, reordering and restructuring of chapters, or some additional data analyses</p> <p>The corrections are to be approved by the internal examiner, but may also be sent to the external examiner should that be considered appropriate – (tick here if external examiner approval needed <input type="checkbox"/>).</p> |

Non-pass Categories (recommendations where the PhD is not to be awarded at this stage)

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| 4) <input type="checkbox"/> | <p>Revise and Resubmit</p> <p>The thesis is not of doctoral standard but may be resubmitted for examination for the award of Doctor of Philosophy. The PGR should be permitted a period not exceeding 12 months (for full-time PGRs) or 24 months (for part-time PGRs) from the date on which they received notification of the revisions to be made, in which to thoroughly revise their thesis for resubmission, using the guidance set out in the examiners' joint report. Fees will be payable for the additional year: https://www.sussex.ac.uk/study/fees-funding/tuition-fees.</p> <p>A PGR will normally be given only one opportunity to revise and resubmit their thesis. A further <i>viva voce</i> examination may be held if required by the examiners. Note that this decision can only be taken once the revised thesis has been submitted and read by the examiners.</p> |
| 5) <input type="checkbox"/> | <p>Fail</p> <p>The candidate be failed and not be permitted to revise and re-submit the thesis for examination.</p> |

It is University policy that the joint report of the examiners is released to the supervisor and candidate

If you do not wish this report to be released to either the supervisor, the candidate, or both, please state this below and outline the reasons why:

Corrections

In the case of corrections (options 2 and 3) please give below any detailed requirements for the correction of the thesis. Please provide as full and detailed information as possible in order to assist the candidate in the revision of their thesis. Note: recommended changes e.g. to prepare the work for publication should **not** be given here, but in the subsequent box.

Recommended changes for publication

If you have comments to assist the candidate in preparing their work for publication, please note these here. These must be **suggestions only**; any changes required for the successful completion of the degree should be recorded in the box above.

A large, empty rectangular box with a thin black border, intended for recording suggested changes for publication. The box is currently blank.

Revise and re-submit.

In the case of a revise and re-submit recommendation (option 4) please give below any detailed requirements for the revision of the thesis in order for the candidate to receive a PhD.

PhD

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If corrections or revisions are marked in copies of the thesis, please confirm in the appropriate section above that you have returned those copies to the candidate.

Please ensure that any corrections are also listed in the appropriate section above.

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| Internal Examiner Signature | | Date | |
| External Examiner Signature | | Date | |
| Third Examiner Signature | | Date | |

*Once completed, please return to the Assessment & Examinations PGR team
researchexams@sussex.ac.uk*