## Examination for the degree of Master of Philosophy (MPhil)

1. The Internal and External Examiners are required to submit an Independent Report on the thesis/dissertation. The Independent Reports should be submitted to Student Services. External Examiners are invited to add any comments they wish to make on the quality and content of the University’s research degree programmes in their reports.
2. Following submission of the Examiners’ Independent Reports, the Examiners shall discuss whether it will be necessary for a *viva voce* to be held. If the Examiners are agreed that the candidate has achieved the standard required for the award of MPhil or other Master Level research degree, it will not normally be required that a *viva voce* examination be held. In such a case the External Examiner should complete and sign the Joint Report Form and forward it to the Internal Examiner for signature.

If the Examiners either agree that the candidate has not reached the required standard or the student is a borderline case or the Examiners have a difference of opinion, the candidate may be required to have a *viva voce* examination. In such cases the Examiners should complete the Joint Report Form after the *viva voce* examination. The Examiners must indicate on the Joint Report Form the agreed result of the *viva voce* examination and their recommendation to Quality and Standards Committee.

1. If a *viva voce* examination is held candidates should be given immediate informal feedback on the outcome of the examination. The Internal Examiner is required to write to the candidate formally conveying the joint views of the Examiners on the submission describing in detail the academic and presentational reasons for their recommendation and (if appropriate) providing clear advice about what matters should be addressed in any re-submission.
2. Where Heads of School have not acted as an Examiner, they are required to countersign the Joint Report Form to show that they are aware of the result of the examination.
3. If a student has been recommended minor corrections within one or three months, the corrected thesis will be uploaded to the University etheses service (<http://eprints.nottingham.ac.uk/etheses/>). Student Services will then forward the thesis to the Internal Examiner or Lead External Examiner. Once the corrections have been approved, the corrected work will become the final version held by the University. Students are advised to upload their work by the 1 June or 1 November to become eligible for graduation in July or December respectively; although no guarantee is given to them that the examiner will have been able to approve the work in time for graduation.
4. Re-examinations for the degree of MPhil or other research degree at M Level are normally held within one calendar year.
5. It is University policy for candidates to be provided with a copy of the Examiners’ Independent Reports as well as the Joint Report once the examination is complete. It is the responsibility of Student Services (or relevant office at the Ningbo and Malaysia campuses) to provide candidates with a copy of these reports.
6. If no corrections are required to a thesis, either after the first submission or resubmission, students will be required to upload the work to the University etheses service (<http://eprints.nottingham.ac.uk/etheses/>). Once it has been uploaded the work will be emailed to the Internal Examiner or Lead External Examiner (in cases where there are two external examiners) who will then check that it is the final approved version of the work. This version will then become the official version of the thesis held by The University.
7. For information, the University of Nottingham holds graduation ceremonies every July and December, and in order for a candidate to be eligible for conferral of the appropriate degree, Student Services must have been notified that the examination process is complete by 15 June or 15 November prior to the relevant set of ceremonies.

QSC/Procedure/MPhil/09/2015