## Examination for the degree of MRes or MA/MSc by Research

1. The Internal and External Examiners are required to submit an Independent Report on the dissertation. 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 completion 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 MRes or MA/MSc by research degree, it will not normally be required that a *viva voce* examination be held. In such a case the External Examiner should sign the Independent Report Form, including the recommendations section, and forward it to the Internal Examiner.

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 recommendations section on their Forms after the *viva voce* examination. The Examiners must indicate on the Forms the agreed result of the *viva voce* examination and their recommendation to the 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 Recommendation to show that they are aware of the result of the examination.
3. Re-examinations for the degree of MRes or other research degree at M Level are normally held within one calendar year.
4. It is University policy for candidates to be provided with a copy of the Examiners’ Reports once the examination is complete. It is the responsibility of Student Services or the appropriate office at the Malaysia and Ningbo campuses to provide candidates with a copy of these reports.
5. 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/MRes/08/2011