**Examination for the Degree of PhD and other**

**Qualifications at doctoral level (EdD, DM, etc)**

The Internal and External Examiners are each required to submit an Independent Report on the thesis in advance of the *viva voce* examination. The Reports should be submitted to Student Services (or Student Registry at UNMC or Graduate School at UNNC). 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. These Reports should be in sufficient detail to allow the University to be satisfied that the quality of the thesis is (or is not) adequate and should normally fill at least one side of A4 paper. Particular detail is expected when the Examiners find a thesis to be unsatisfactory, but in every case the Reports should cover the following points:

* Does the thesis show originality, and is it an addition to knowledge?
* Is it satisfactory in extent, style and literary presentation?
* Is it a work of substance such as may reasonably be expected of candidates who have fully applied themselves to research for not less than two (normally three) calendar years, or for a longer but equivalent period of part-time study?

Both Examiners are required to complete a Joint Report Form immediately after the *viva voce* examination, giving a full report on the *viva voce* and indicating whether they are satisfied that the thesis presented is the candidate's own work, whether the candidate has a general understanding of the field of scholarship within which the special subject falls, and of the relationship of the subject to the general field.

Both Examiners must indicate on the Joint Report Form the agreed result of the whole examination, and their recommendation to Quality and Standards Committee. Once this recommendation has been approved formally, Student Services (or Student Registry at UNMC or Graduate School at UNNC) will write to the student to inform them of the outcome and to provide a copy of the independent and joint reports (see below).

Following the *viva voce* examination candidates should be given immediate informal feedback on the outcome of the examination. TheInternal 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 the recommendation and (if appropriate) providing clear advice about what matters should be addressed in any re-submission.

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. If the Head of School has acted as an Examiner then this task should be delegates to another member of staff.

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.

Re-examinations for the degree of PhD or other doctoral award are normally held within one calendar year. It is University policy for candidates to be provided with a copy of the Examiners' Joint Report as well as the Independent Reports once the examination is complete. It is the responsibility of Student Services (or Student Registry at UNMC or Graduate School at UNNC) to provide candidates with a copy of these reports. Hard copies of reports should not be given to students until the Examiners’ recommendation has received approval on behalf of Quality and Standards Committee.

If the examiners decide to recommend the award of the degree of Master of Philosophy only after re-submission, they should consider the Masters Level Qualification Descriptor first to ensure that the criteria are met.

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.

For information, the University of Nottingham (UK Campus) 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. (UNMC/UNNC Candidates should contact the Student Registry at UNMC or Graduate School at UNNC as these deadlines may be different).

SA/LP/Updated 12/08/2015