

## 6. Examination and Vivas

### 6.1 EXAMINING TEAM

6.1.1 Normally there should be one External Examiner, who shall be an established authority

6.2.4 Once the Examiner is approved, the Research Administrator will email them a contract.

6.4.4 Examiners have the full confidence of the University and are given a substantial degree of discretion as to how the viva should be conducted. They should communicate before the viva to determine between themselves how it will be conducted. They are asked, however, to observe the following guidelines:

- (a) The student is liable to be nervous, and Examiners should do everything possible to put them at ease to give them the best chance of performing well
- (b)

decision being communicated to them. It is usual for the thesis to be re-examined by way of a new viva.

6.5.2.3 Students on Master's programmes (MA, MSc, and the LLM by research) may present themselves for re-examination (resubmission) on one subsequent occasion within one year of the original decision being made known. For the MSc, it is usual for the thesis to be re-examined by way of a new viva.

6.5.2.4 At resubmission, there are a number of recommendations open to the Examiners. Please note, modifications are not an option for Psychology theses at MSc level, so points 2, 3, 5 and 6 do not apply.

1. Approval for the degree and approval, where applicable, of mark and/or classification
2. Approval for the degree subject to minor modifications to the thesis being carried out to the satisfaction of the Internal Examiner

#### 6.5.4 MAJOR MODIFICATIONS

6.5.4.1 Where Examiners make a recommendation of major modifications, candidates must satisfy the Examiners that the prescribed actions have been taken. The satisfaction of the Examiners will be demonstrated by their endorsing of the Certificate of Modifications.

6.5.4.2 Where major modifications are required, the Examiners are required to provide clear and detailed feedback to the student, via their report and any additional material that seems advisable, so that the nature of the re-workings required to bring the thesis up to the standard of the degree are clear both to the student and to the student's Supervisor(s).

6.5.4.3 Major modifications should normally take a minimum of 6 weeks (4 weeks for minor modifications).

The adjudicator should make a recommendation based on the thesis and the reports of the Examiners. The adjudicator should not have been the Chair of the viva, and should not normally conduct a viva.

## 6.6 CONFIRMATION OF AWARD

The Examiners' recommendation shall be communicated to the Research Administrator. The following internal process will apply:

6.6.1 When the Examiners' Report recommends the award of the degree without conditions, the Research Administrator is to send the Examiners' Report for signing off to the Vice-Chancellor, or the Vice-Chancellor's representative, for Chair's action to be reported to Senate.

6.6.2 When the Examiners' Report recommends the award of the degree subject to minor or major modifications to the thesis, the Research Administrator will inform the student and their Supervisor(s) of the recommendation and provide the Examiners' Report for reference in making the modifications. When the modifications have been completed, the revised thesis should be emailed to the Research Administrator to return to the examining team. This same process will be followed in the instance of resubmission being recommended.

6.6.3 When the Examiners' Report recommends rejection or the award of a lower degree, the Research Administrator is to send the Examiners' Report for signing off to the Vice-Chancellor, or the Vice-Chancellor's representative, for Chair's action to be reported to Senate. The student has leave to appeal this decision before the lower award is confirmed.

6.6.4 After due internal process, and as soon as possible thereafter, the Research Administrator will inform the student of the final result. In the instance of rejection or the award of a lower degree, the student has leave to appeal this decision.