Guidance for Internal and External Examiners of Candidates for Research Degrees
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This guidance is intended to support and guide Examiners, to be consistent with the Research Degree Regulations and ensure that there is an accessible guide to the processes which underpin the regulations. In all cases the Research Degree Regulations and Ordinances take precedence. These can be located on the research student website, below, where you will find a quick link to the regulations.

http://www.brad.ac.uk/research/supporting-our-researchers/research-students/

The Student Administration and Support (SAS) Research Team, referred to throughout, is in all cases the team based in the Hub. For ease of reference we will refer to the SAS Research Team.

Where we direct you to the research student website the following link is the location to which this guidance refers: http://www.brad.ac.uk/research/supporting-our-researchers/research-students/

Where we direct you to the use of a standard pro-forma all forms are available at http://www.brad.ac.uk/research/supporting-our-researchers/research-students/forms/

In cases where any further guidance or clarification is required please contact the SAS Research Team on extension 3040.

You can also email the team at hub-research@bradford.ac.uk
1. Appointment of Examiners

There are always two Examiners appointed for each candidate for the degree of MPhil and PhD, one of whom is an External Examiner and the other a member of the academic staff of the University. A member of the candidate's supervisory team cannot form part of the examining team. Exceptionally, and in particular circumstances, a third Examiner may be appointed. A candidate for the degree of PhD who is, or was recently, a member of academic staff is examined by two External Examiners and not by a member of the academic staff of the University.

It is the responsibility of the Principal Supervisor to put forward proposals for the appointment of Examiners. Recommendations should be submitted (on the appropriate form) to the SAS Research Team, at least two months before the anticipated date of thesis submission. The candidate should be given an opportunity to raise any concern with the proposed composition of the examining team. The Director of Postgraduate Research is required to countersign the proposal. It is at this stage that the composition of the team is checked to ensure sufficient subject expertise in the candidate’s topic.

The examining team is subject to further approval by the Chair of Research Degrees Committee. The role of the Chair of RDC is to ensure that the external examiner has sufficient impartiality to fulfil the role and that the team, as a whole, have sufficient experience of examining candidates for research degrees. For example we would not approve if the proposed External Examiner has been employed at the University of Bradford within the last 5 years or have published with the candidate, or a member of the supervisory team. It is also not advisable to request the appointment of an examiner whose own research is the subject of the thesis or extensively cited.

Where the subject area is very specialised and complying with this requirement is not possible the request should be accompanied by a rationale for the proposal so that an informed decision can be made, by the Chair of RDC.

2. Appointment of an Independent Chair

An Independent Chair is appointed for the Viva Voce examination in all cases. The Independent Chair is not a member of the examining team but will chair the examination on behalf of the University. The Independent Chair will ensure that the viva is conducted in a supportive atmosphere and that the regulations of the University are followed.

The Independent Chair will be a full-time member of the staff from the approved list of Independent Chairs. This list can be obtained from SAS Research Team. The independent Chair should be external to the student’s department/school and is not required to have any subject knowledge of the candidate’s thesis topic.
Please note that, in the case of an internal staff candidate, there will not be an internal examiner and, in this instance, the Independent Chair’s role assumes the administrative responsibilities of the Internal Examiner. Therefore the Independent Chair would, for example, ensure liaison with the External Examiners to confirm the date of examination, ensure appropriate arrangements are in place for the Viva Voce Examination and communicate outcomes to the candidate. It would also be the responsibility of the Independent Chair to nominate one External Examiner to confirm that minor corrections have been completed to a satisfactory level, as outlined in the research degree regulations.

3. Dispatch of the thesis to the Examiners

The work should be submitted in temporary binding in accordance with University regulations. This applies to the first submission and also to any thesis which is re-presented, in a revised form, after a first examination. The University requires 3 soft bound copies at this stage. In **all cases** copies of the Thesis are forwarded to the Examiners by SAS Research Team, together with the appropriate report forms and fee/expense claim forms. Neither supervisors nor candidates should send out the thesis direct to the External Examiner.

Candidates should be directed to the guidance on the research student website to ensure the format is correct. It is the candidate’s responsibility to ensure the format of the Thesis conforms to the University of Bradford’s requirements. Where a thesis is not in the required format it will be returned for re-binding in the correct format. This will delay the thesis being dispatched to the examiners. There is a section on the research student website that provides detailed guidance on the required format:

http://www.brad.ac.uk/research/supporting-our-researchers/research-students/style/

4. Viva Voce (oral) examination

4.1 Master of Philosophy

A Viva Voce (oral) examination is required for all those candidates for the degree of Master of Philosophy, on first submission. Where a candidate has been permitted to re-present a thesis in a revised form it is a matter of academic judgement, by the Examiners, as to whether a second oral Examination is required. The Examining team may also reserve the right to defer the decision on a further Viva Voce examination, based on consideration of the re-presented thesis.
4.2 Doctor of Philosophy

A Viva Voce (oral) examination is required for all candidates for the degree of Doctor of Philosophy and Professional Doctorates. Where a candidate has been permitted to represent a thesis in a revised form it is a matter of academic judgement, by the Examiners, as to whether a second oral examination is required. The Examining team may also reserve the right to defer the decision on a further Viva Voce examination, based on consideration of the re-presented thesis.

5. Arrangements for the Viva Voce (oral) examination

Co-ordination of arrangements for the oral examination is the sole responsibility of the Internal Examiner. S/he will be responsible for liaising with the External Examiner and the candidate, as appropriate, and for finalising the timing and location of the Viva Voce (oral) examination. The Internal Examiner should inform the SAS Research Team, of the date, to ensure timely dispatch of the thesis. The Internal Examiner is also responsible for making arrangements with regard to the attendance of the Supervisor(s) or, Mentor, (in the case of PhD by Published work). See section 8 for more guidance on this.

The Viva Voce (oral) examination is normally held on University premises. The regulations do provide, exceptionally, for off-site examinations, and up to date guidance can be requested from SAS Research Team.

Where there is no requirement for an Internal Examiner, the Independent Chair assumes the Internal Examiner’s administrative responsibilities, which include arrangements for the Viva Voce (oral) examination as set out above.

6. Undertaking an oral examination by video conference

In exceptional circumstances arrangements may be made for the oral examination to be conducted by video-conference. This should be discussed, prior to dispatch of the thesis with the SAS Research Team who can provide the up to date guidance.

7. Consultation prior to the oral examination

The Internal Examiner is required, prior to the Viva Voce (oral) examination, to make contact with the External Examiner(s) in order to discuss any issues which may have arisen in connection with the assessment of the thesis.
The Internal Examiner should also take this opportunity to confirm whether there are likely to be any particular requirements on the part of the External Examiner(s) at the oral examination e.g. demonstration of computer programs or equipment associated with the thesis.

Please note the Independent Chair takes on these responsibilities, where there is no internal examiner appointed.

At this stage the Examiners should also prepare Independent Preliminary reports on the submitted work as outlined in section 11 below.

8. Attendance of the Supervisor, or Mentor, at the Viva Voce (oral) examination

Candidates should be consulted, prior to the Viva Voce (oral) examination to confirm whether or not they wish one of their Supervisors to attend. Similarly candidates for PhD by published work should be consulted, in respect of the attendance of their Mentor. The Supervisor, or Mentor, will not attend the Viva Voce (oral) examination if the candidate has expressed a preference that s/he should not do so.

If the candidate does indicate that they would prefer a Supervisor, or Mentor, not to attend it is the responsibility of the Internal Examiner to advise the Supervisor(s), or Mentor, accordingly. In cases where we are not required to appoint an Internal Examiner this is the responsibility of the Independent Chair.

If a Supervisor, or Mentor, is allowed to attend the Viva Voce (oral) examination, they may be invited to offer comments by the Examiners, at any appropriate point during the examination process. The Supervisor, or Mentor, may also request permission to clarify a particular point during the course of the Viva Voce (oral) examination.

The Supervisor, or Mentor, is required to withdraw from the Viva Voce (oral) examination before a formal decision on the thesis is taken.

If a Supervisor, or Mentor, does not attend the oral examination s/he should, if at all possible, be contactable during the examination in order that the Examiners may, if they wish, seek clarification on any particular issues, which may have arisen in relation to the work submitted.
9. **Role and Responsibilities of the Examiners**

**The External and Internal Examiners**

9.1.1 The Examiners are jointly responsible for ensuring that the thesis meets the criteria for the award of the qualification (see section 12 below), that it is the candidate's own work and that, for the Degree of Doctor of Philosophy, the candidate can, both orally and in writing, demonstrate the originality of the work.

9.1.2 The Examiners must produce independent preliminary reports, using the standard pro-forma, prior to the Viva Voce Examination as outlined in section 7 and 11.

9.1.3 The Examiners must also produce a final **joint** report, which should signify how the candidate has performed in relation to the written and oral criteria for the award for which the candidate is being examined and make an appropriate recommendation. The final report should be a minimum of 500 words in length and signed by the External and Internal Examiners respectively. The joint report requires authorisation, via a signature from the relevant Director of Post Graduate Research Students for the school in which the candidate is based. It is a requirement that the joint report is received no longer than 1 month after the date of the Viva Voce (oral) examination.

See section 16 below in the event there being disagreement between the Examiners.

**The External Examiner**

9.2.1 The External Examiner acts as the Principal Examiner and should take the major role in examining the thesis in detail, as they will be expert in the field. The External Examiner should specify if the candidate will be required to make any formal presentation at the Viva Voce (oral) examination and if there are any requirements which may necessitate equipment or software to be available to the candidate.

9.2.2 The External Examiner is not required to chair the Viva Voce (oral) examination as this role will be taken by the Independent Chair.

9.2.3 The External Examiner must be available for the Viva Voce (oral) examination. Where major corrections and resubmission of the thesis are required the External Examiner must be available to re-examine the thesis.
9.2.4 The External Examiner should liaise with the Internal Examiner (or Independent Chair), regarding the arrangements for the Viva Voce (oral) examination.

9.2.5 The External Examiner should ensure that, where any significant issues have arisen from her/his reading of the thesis, these are brought to the attention of the Internal Examiner, or the Independent Chair prior to the date set for the conduct of the Viva Voce (oral) examination. Advice should be sought from the SAS Research Team to determine whether the Viva Voce (oral) examination should take place as scheduled.

9.2.6 The attention of the External Examiner is drawn to the guidance relating to the distinction between corrections requiring approval of the Internal Examiner only and re-submission of the thesis requiring re-examination by both Internal and External Examiners (section 14). Please also refer to section 16 in the event of any disagreement between Examiners.

The Internal Examiner

9.3.1 The internal Examiner is responsible for the arrangements for the Viva Voce (oral) Examination. See sections above from 5 to 8, including any requirements of the External Examiner as specified in 9.2.1. The Internal Examiner will assist the External Examiner who will act as principal Examiner. The Independent Chair will chair the Viva Voce (oral) examination.

9.3.2 The Internal Examiner will normally check that the candidate has an adequate knowledge of the broad field of the research project and leave the External Examiner to assume a major role in examining the thesis in detail. The Internal Examiner is not necessarily expected to possess the same level of expertise in the subject as the External Examiner. There may, however, be cases where the expertise of the Internal Examiner is complementary to that of the External Examiner.

9.3.3 It is important that the Internal Examiner, in support of the Independent Chair, exercises a major role in ensuring that the oral examination is conducted in a supportive atmosphere.

9.3.4 On completion of the examination it is the responsibility of the Independent Chair to inform the candidate of the recommendation which is to be put forward to the Research Degrees Committee with regard to the award of the degree. Details of any corrections required should be communicated, by the Internal Examiner, to the candidate immediately, in case of minor corrections.
and, as soon as possible, in the case of major corrections, requiring resubmission of the thesis.

9.3.5 The Internal Examiner will ensure that the signed copy of the joint report on the thesis and on the oral examination is forwarded to SAS Research Team. We request that this is done without delay, after the examination of the thesis has been completed. The Internal Examiner should also ensure that copies of the Examiners’ Independent Preliminary Reports (see section 11 below) are forwarded to SAS Research Team, with the Joint report, after approval at School level. Again Independent Chair assumes these responsibilities if there is no Internal Examiner.

9.3.6 Where the Examiners have recommended that the candidate be not awarded the degree for which they were registered or that the thesis be re-presented in a revised form it is the responsibility of the Internal Examiner to ensure that the full statement describing those areas in which the thesis was found to be unsatisfactory is included in the Joint report, as this will form the basis for the re-examination. The Internal Examiner is responsible for notifying the candidate of the outcome and making sure the Principal Supervisor is notified such that appropriate academic support is put in place for the student.

9.3.7 The Internal Examiner will normally have delegated authority, from the External Examiner, to sign off any minor corrections to the thesis. Candidate will be given 3 months, from the date of the viva, to complete the corrections. Unless specifically requested the External Examiner does not have to provide further confirmation that these have been completed. It is therefore the responsibility of the Internal Examiner, to confirm the satisfactory completion of minor corrections using the standard pro-forma, to SAS Research Team. This should be completed within 1 month of the corrections being completed by the candidate.

9.3.8 Major corrections to the thesis require a revised submission of the thesis which is then re-presented to the examining team. Confirmation that Major Corrections have been completed, to the satisfaction of the examining team, require written confirmation, on the standard pro-forma, from all examiners in the team.

9.3.9 The pro-forma for the joint report outlines all the options available to the examining team as does the assessment and outcomes section of the Research Degrees Regulations. For less common outcomes please look at the relevant section of the regulations and, if necessary, seek advice from the SAS Research Team.
10. Candidates whose first language is not English

Although some allowance can be made in relation to style for those students whose first language is not English it is expected that the grammar, syntax, spelling and punctuation in all theses will be at an acceptable level. Exceptionally, a student may have received additional language assistance in writing the thesis other than that which the Supervisor is able to provide. In such circumstances it is a University requirement that the person(s) providing advice is not expert in the relevant academic field and is only involved in amending the English and not the academic content of the thesis. The student is required to refer appropriately to the help which has been received in an acknowledgement in the thesis and a declaration to this effect will be required, on the standard pro-forma.

11. Preparation of reports on the thesis

Section 9 contains detail of the stages at which reports are required, by both External and Internal Examiners, as part of the examining process. Please consult relevant paragraphs of this section for detailed guidance on the timing of reports required. This is also covered in the Research Degree Regulations and advice is available from SAS Research Team.

Each Examiner should complete an Independent Preliminary Report prior to the Viva Voce (oral) examination using the standard pro-forma and these should be exchanged between Examiners prior to the Viva Voce.

Following the Viva Voce (oral) examination the Examiners are required to produce a joint report, using the standard pro-forma. It is expected that the critical appraisal of the work contained on page 3 of the joint report should be a minimum of 500 words in length. It should cover adequately those aspects of the thesis referred to on the Examiners form i.e. the nature and scope of the investigation, the contribution made to the subject field, the quality and originality of the submission and, where appropriate, of the experimental work described. In addition the joint report should comment on the performance of the candidate at any oral examination which may be held.

The final joint report on the thesis should be submitted within one month of the Viva Voce examination. If any difficulty arises in this connection SAS Research Team should be informed as soon as possible.

Where a student has not been awarded the degree for which s/he was registered, or where a recommendation is made that the candidate be permitted to re-present the thesis in a revised form, the report should be accompanied by a full statement outlining those areas in which the thesis was found to be unsatisfactory. It is critical that the corrections required are clearly detailed as this will form the basis of the re-examination of the candidate’s re-presented thesis.
12. Requirements for the degree

12.1 Master of Philosophy

This guidance is in accordance with the QAA Framework for Higher Education Qualifications (FHEQ) Level 7 Masters degrees, which includes those candidates for the Award of Master of Philosophy.

Candidates are required to demonstrate the following:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
- conceptual understanding that enables the student:
  - to evaluate critically current research and advanced scholarship in the discipline
  - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- continue to advance their knowledge and understanding, and to develop new skills to a high level.

And holders will have:

- the qualities and transferable skills necessary for employment requiring
  - the exercise of initiative and personal responsibility
  - decision-making in complex and unpredictable situations
o the independent learning ability required for continued professional development

The Award of MPhil is distinct from other master's qualifications in that it is a research-based programme.

12.2 Doctor of Philosophy

This guidance is in accordance with the QAA Framework for Higher Education Qualifications (FHEQ) Level 8 Doctoral Degrees.

Doct oral degrees are awarded to students how have demonstrated:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and to be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in
complex and unpredictable situations, in professional or equivalent environments.

The Award of PhD is commonly used for doctoral degrees which require original research. This guidance also covers the award of Professional Doctorates which comprise a taught and research element. This also applies to the PhD by Published Work.

13. Recommendations which can be made by the Examiners

The following extracts from the Regulations for Research Degrees provide details of the recommendations which can be made by the Examiners:

Assessment and Outcomes

Section 15.10 of the Regulations for Research Degrees.

15.10 On the occasion of the first assessment of a candidate for the Degree of Doctor of Philosophy, the Degree of Master of Philosophy or the Professional Doctorate the Examiners shall make one of the following recommendations:

i. That the Degree be awarded

ii. That the Degree be awarded, subject to the candidate making corrections to his or her thesis to the satisfaction of the Examiners, the corrections to be completed within a period not exceeding three months

iii. If the thesis is satisfactory but the candidate has failed to satisfy the Examiners in an examination held in connection therewith, that the candidate be permitted to re-present the same thesis and to submit to re-examination on one occasion within a period not exceeding twelve months

iv. If the thesis, though unsatisfactory, shall seem of sufficient merit to justify such a recommendation, that the candidate be permitted to re-present his or her thesis in a revised form within twelve months. In the case of the Degree of Doctor of Philosophy, such a re-presentation may be restricted to that for the Degree of Master of Philosophy and in the case of the Professional Doctorate, such re-presentation may be restricted to that for the Degree of Master, in which case the candidate must, likewise, re-present his or her thesis within twelve months

v. In the case of the Degree of Doctor of Philosophy, that, exceptionally, the Degree of Master of Philosophy be awarded or in the case of the Professional Doctorate that the Degree of Master be awarded. In either case, the candidate may elect to request that the award be not made and
in such a case he or she is permitted to re-present this thesis in a revised form within twelve months

vi. That no award be made and that the candidate be not permitted to revise and re-present his or her thesis. In the case of the Professional Doctorate, the candidate may be eligible for the award of an alternative degree on the basis of modules completed under previous stages, as laid down in individual course regulations.

In the exceptional circumstances the periods specified in 15.10 (ii) - (v) for completion of minor corrections or re-examination /re-presentation of the thesis may be extended by the Research Degree Committee.

15.11 In the event of a candidate for the Degree of Doctor of Philosophy, the Degree of Master of Philosophy or the Professional Doctorate undergoing further assessment on the original or revised thesis, the Examiners shall make one of the following recommendations:

vii. That the Degree be awarded.

viii. That the Degree be awarded, subject to the candidate making corrections to his or her thesis to the satisfaction of the Examiners.

ix. In the case of a candidate for the Degree of Doctor or Philosophy or the Professional Doctorate, that the Degree of Master be awarded. The candidate may request that no award be made.

x. That no award be made and that the candidate be not permitted to revise and re-present the thesis. In the case of the Professional Doctorate, the candidate may be eligible for the award of an alternative degree on the basis of modules completed under previous stages, as laid down in individual course regulations.

14. Distinction between types of corrections/amendments required by the Examining Team

Completion of Corrections/Minor Amendments

Corrections are minor amendments that may sometimes involve editorial changes, which the Examiners have agreed may be checked on completion by the Internal Examiner only. The examining team must confirm that the candidate satisfied all of the criteria, below, in order for the examining team to agree only minor corrections are required:
Does the thesis contain original work of merit?

Is the thesis worthy of publication in full or in part?

Does the candidate give evidence of:

i) Competence in Independent Work
ii) Critical use of published work and source materials.

Failure to meet any of the above criteria will exclude the decision that only minor corrections are required.

The Internal Examiners ensures that the candidate is provided with details of the corrections/minor amendments required to the thesis, immediately following the Viva Voce examination. Where no Internal Examiner is appointed this responsibility falls to the Independent Chair.

The maximum period permitted for completion of minor amendments for the degree of Master of Philosophy and Doctor of Philosophy is three months.

Where the Examiners have recommended that the degree be awarded subject to the completion of corrections, it will not be possible for the award to be approved until formal confirmation has been received in writing from the Internal Examiner, on the standard pro-forma, that such corrections have been made. This is submitted to SAS Research Team.

**Resubmission of the Thesis**

Resubmission of the thesis involves extensive amendments which require the thesis to be re-examined by both the Internal and the External Examiners. The Internal Examiner, or Independent Chair if no Internal Examiner is appointed, shall provide the candidate with details of the revisions required to the thesis at the earliest possible opportunity after the viva voce. A second oral examination may be held at the discretion of the Examiners’ academic judgement. The examining team may also reserve the right to request a further viva voce examination after consideration of the resubmitted thesis. A further joint report is required on the work. A resubmitted thesis may not be re-examined until the Examiner’s report on the initial submission has been approved by the Research Degrees Committee.

A resubmitted thesis, together with the relevant documentation, will be dispatched to the Examiners by SAS Research Team on the same basis as the initial submission. This documentation will include a copy of the examiners’ final, joint, report from the first examination. University Supervisors (or any other person, including the candidate) **may**
not send an unbound copy of the revised thesis directly to the Internal and/or External Examiner prior to formal resubmission of the work.

The maximum period permitted for resubmission of a thesis for the degree of Master of Philosophy and/or Doctor of Philosophy is twelve months.

15. Release of Examiners' report to the candidate

Taking into account the provisions of the 1998 Data Protection Act a copy of the Examiners' report on the thesis is passed to all candidates. Arrangements will be made by SAS Research Team for a copy of the report to be forwarded to the candidate following formal approval of the report by the Research Degrees Committee. As indicated in paragraph 11 above, where a student has not been awarded the degree for which s/he was registered, or where a recommendation for resubmission is made, the report should be accompanied by a full statement describing those areas in which the thesis was found to be unsatisfactory.

Please note the Internal Examiner is responsible for ensuring the candidate and the Principal Supervisor are notified of the outcome of the viva voce examination, in a timely manner, to enable the candidate to commence work on the resubmission as soon as possible. The formal process by which the candidate is sent the approved examiner’s report is subject to receipt of the examiner’s report and its approval by Research Degrees Committee and will not take place in sufficient time to allow the candidate to have the full period allotted for work on corrections or re-submission.

Examiners’ independent preliminary reports will be released to candidates where requested under the Data Protection Act (1998). In the event of an Appeal against an examination outcome the Appeal Committee will be provided with copies of the independent preliminary reports and at the same time the candidate will be provided with copies.

Following the viva voce, a candidate has the right to appeal against the outcome of the Viva Voce Examination. Details of circumstances under which an appeal is appropriate, how to lodge an appeal and time constraints are detailed on the University Website. There is a link below.


Guidance can also be sought form the SAS Research Team. hub-research@bradford.ac.uk (extension 3040).
16. Disagreement between the Examiners

Exceptionally, a situation can arise in which the Examiners are unable to reach a consensus on the recommendation to be made in respect of a candidate. The Independent Chair is expected to act as arbiter in this case so a decision can be made. If not consensus can be reached the Regulations for Research Degrees state that in such circumstances the Examiners are required to submit independent reports on the submission. On receipt of the reports the Chair of the Research Degrees Committee will consult with both Examiners and will then make a report to the Committee. If the problem remains unresolved arrangements may be made, in consultation with the Examiners, for the submission to be referred to an External Assessor. In such circumstances the University shall make available to the External Assessor a copy of the thesis in addition to the independent reports of the Internal and External Examiners. The Research Degrees Committee shall make a recommendation to the Senate with regard to the submission, taking into account the comments of the External Assessor in addition to the independent reports of the Internal and External Examiners.

17. Action following the examination

On completion of the examination, the Examiners’ final report, the examiners’ independent preliminary reports should be confirmed by the signature of the relevant Director of PGR students and then returned to SAS Research Team. The final report is agreed by Research Degrees Committee and, at this point, unless the approval of minor corrections confirmation is outstanding, a copy is sent to the candidate together with a confirmation of outcome letter. Please also note that candidates have 21 working days from the date of the confirmation of outcome letter to lodge an appeal against the outcome.

Following approval of the award of the degree by the Senate, SAS Research Team will forward one hardbound copy of the thesis to the University Library. There is no longer a requirement for two copies of the thesis and we will no longer send a hardbound copy to the student’s academic area. This change took effect for the 2013/14 academic year.

In the case of an unsuccessful submission the Examiners may retain one copy of the thesis for further reference, as required, until the examination process is completed.

Further advice

If you have any concerns or wish to seek advice at any stage in the examination process, please do not hesitate to contact the Research Student Manager, SAS Research Team, The Hub, University of Bradford, BD7 1DP. Telephone 01274 233040. Or via email at p.naughton@bradford.ac.uk.
We also welcome feedback on any aspect of this guidance so it can be clarified or refreshed with input from any staff who have a role in conducting examinations for our postgraduate research students or comments from our Research Students.