



1.Appointment of Research Degree Examiners

1.1 While Supervisors are responsible for nominating appointing Examiners, these are subject to approval via the Research Degrees unit within the Graduate School

. Once the Examiners have been approved by the Dean or Deputy Dean of the Graduate School, Research Degrees issues Examiners with a formal email invitation outlining the terms of the appointment.

1.2 Prior to accepting an invitation to act in the capacity of Examiner, it is necessary that those nominated consider whether they have any connection with the Candidate or Supervisor(s) which may affect the appropriateness of their appointment. These connections could be either personal or professional. An academic who has played a significant part in advising, or otherwise worked in collaboration with the Candidate will not be appropriate as an Examiner, particularly where the connection has led to the publishing of papers jointly by the Examiners and Candidate. The prior acquaintance of the Examiner with the Supervisor, and sometimes the Candidate, is not per se a bar to examining the thesis. Research Degrees will consider any connections that the Examiners bring to their attention.

1.3 If Examiners decide to accept the invitation to examine issued by Research Degrees they will need to complete the [EF1 - Response to Research Degree Invitation](#) online form. This form is designed to ensure an efficient examination process by:

informing Research Degrees of any connections with the Candidate or Supervisor which mtTm0 0.03ETq0.00000912 0 612 792 re3d by Research Degrees

2. Appointment of Independent Chairs

2.1 Where there are sufficient grounds to suggest it will be necessary or helpful to the process, Research Degrees has the discretion to request the additional appointment of an Independent Chair for an examination.

2.2 Typically, Research Degrees requests an Independent Chair where:

neither Examiners appointed have University of London examination experience;

two external examiners have been appointed, neither of whom have University of London examination experience;

the examination is for a research degree validated by Goldsmiths but delivered as part of a partnership arrangement;

a Candidate is being re-examined following a outcome at
their original viva;

it is otherwise thought that it will be helpful to the examination process.

2.3 The Independent Chair will usually be a senior member of academic staff, with experience of Goldsmiths research degree examinations.

EG2 - Guidelines for Research Degree Examiners

EG3 - Research Degrees Examination Outcomes

EF3a/b - Examination Outcome form

EF4 - Final Joint Report form

4.3 Each Examiner is asked to complete the Independent Preliminary Report Form (EF2):

Each Examiner is asked to write their report after reading the thesis but before conferring with their Co-Examiner.

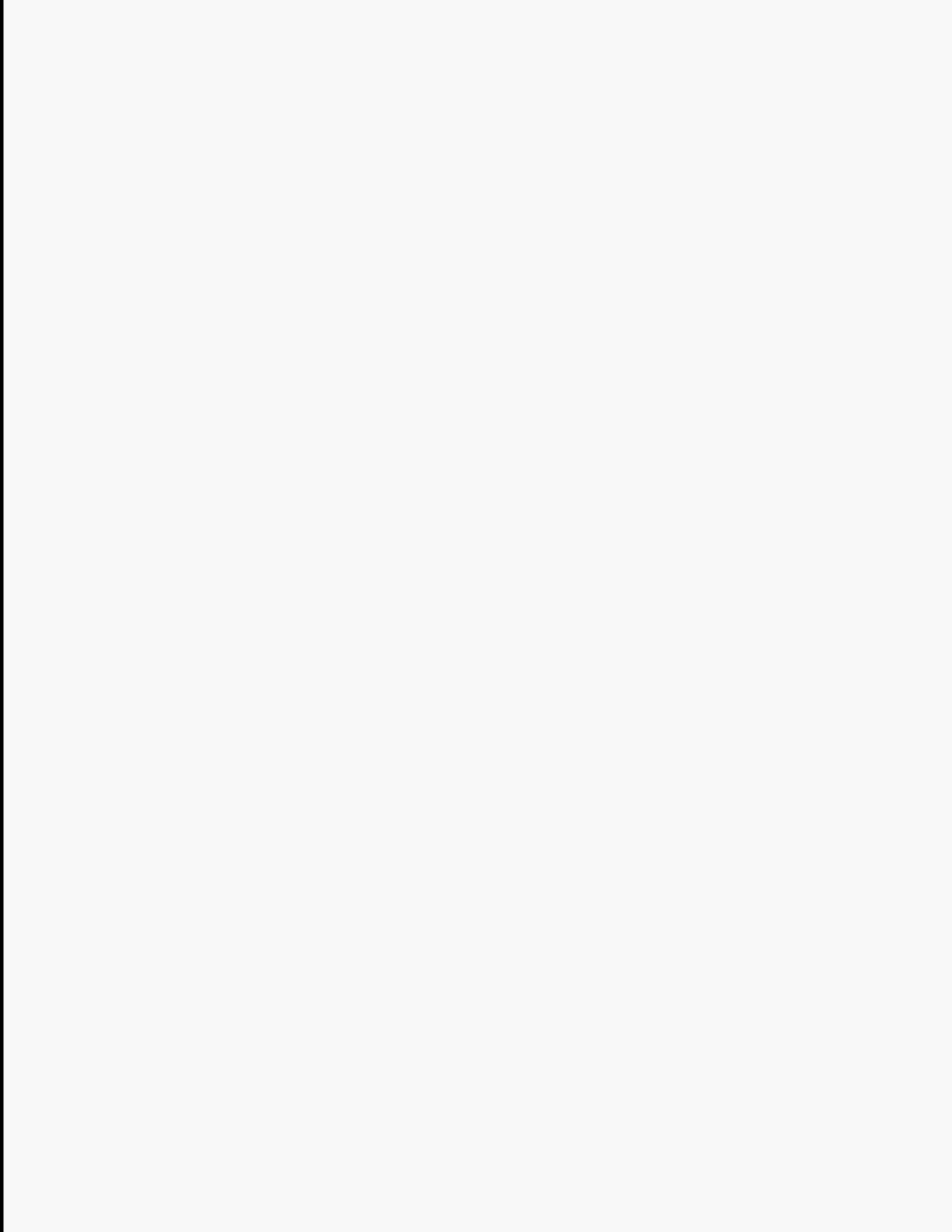
The preliminary report identifies particular areas that the Examiner believes should be explored with the Candidate during the viva, and, if possible, a tentative recommendation, based on an assessment of the thesis, for the outcome of the examination. Examiners may also wish to include potential viva questions in their reports.

Examiners are required to return a copy of their Independent Preliminary Report after the examination. Examiners may opt to withhold the report from the candidate (see Section 4 of EF3a/b - Examination Outcome form), but candidates may request access to these documents.

4.4 The Examiners should exchange their preliminary reports with each other before conducting the viva.

4.5 Following the exchange of preliminary reports, the Examiners should discuss the strategy they propose to adopt during the viva.

4.6 If the



In the event that the Candidate makes comments to the Examiners, which put them under moral pressure, or offers any kind of incentive, to award a pass;

In the event of a Supervisor being in attendance, where the Supervisor exceeds their role as a silent observer of the viva and attempts to influence the outcome of the examination;

In any other circumstances which they have reason to believe will hinder the conduct of a fair and transparent examination.

6.11 In the event that the Examiners or Independent Chair choose to terminate a viva, they are required to submit a written report to Research Degrees outlining the circumstances of the termination so that appropriate action may be taken.

6.12 In the rare occurrence that the Examiners have an irreconcilable difference of views in relation to the examination and are unable to arrive at an agreement, they should contact Research Degrees for further guidance in the first instance. In such cases, Research Degrees reserves the right to:

Request a Joint Examiners Report summarising the viva itself, as well as the differing views held by each Examiner and the reason that agreement could not be reached.

Appoint an Independent Adjudicator and hold a second viva if appropriate.

7. Viva Outcome

7.1

what ways the current thesis fails to satisfy the requirements for the MPhil or PhD degree, and should indicate clearly the revisions which the Candidate should make.

- 9.5 The MPhil is an award in its own right and may not be awarded unless the criteria for that degree are satisfied. In the event that the Examiners decide that the criteria for the MPhil has been, or may be satisfied, they should, in their EF4 - Final Joint Report

Indicate the basis for their decision not to allow a re-submission for the PhD
Indicate whether the requirements for the MPhil are satisfied **or**, if they are recommending that the thesis be revised and resubmitted for examination for the MPhil degree, how the criteria for the MPhil might be satisfied.

- 9.6 If the Examiners decision is to fail the Candidate outright, they should indicate in the EF4 - Final Joint Report the basis for their decision to reject all the other options open to them.

10. Notification to the Candidate

- 10.1 No official notification of the outcome of the examination can be issued to the Candidate or to any other authority until the Examiners have returned the complete package of examination documents to Research Degrees (see [Reporting on the Examination](#))

- 10.2 When notifying the Candidate of their outcome, Research Degrees send the following documents to the Candidate, their supervisor, and their Academic Department:

- 12.7 Where the Examiners have initially decided to proceed without a second viva (as per the recommendation in the original Examination Outcome Form), they are nonetheless permitted to request a second viva should the need for one have become apparent, effectively superseding their original decision. In such a case, the Examiners should notify Research Degrees for advice on next steps.
- 12.8 Where the Examiners have not initially decided whether a second viva should be held (as per the recommendation in the original Examination Outcome Form), they are expected to review the re-submitted thesis independently of one another, exchange preliminary reports, and confer to discuss whether or not a second viva will be required. Once the Examiners have reached a decision, they should notify Research Degrees for advice on next steps.
- 12.9 Where, on receipt of the re-submitted thesis, Examiners are minded to recommend that the Candidate **not** be awarded the degree for which they have submitted (for

Period	Place (away from normal workplace or home)	Maximum Rate per Day
Breakfast (if it is not included in	All places	£5.00

Document history

Version	Date	Details	Author	Approved
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