



**CITY UNIVERSITY  
LONDON**

## **Examiners' Duties**

### **Scope**

All full and part-time research students including those registered on a validated research degree programme preparing for examination and academic and administrative staff who have a responsibility for managing research degree provision. Additionally, all internal and external examiners with a responsibility for examining research degree students.

**To be read in conjunction** with [Section 9 of the University's Quality Manual](#)

## EXAMINERS' DUTIES

The duties of examiners for research students at City University are as follows:

- To review the thesis or published papers submitted together with performance recordings where appropriate. Examiners are asked to prepare independent reports on the submission prior to the viva voce examination.
- To attend the viva voce examination, unless, by permission of Senate, on the recommendation of the examiners, the candidate is exempted from the examination.
- To attend any other assessment event where necessary.
- To judge with fellow examiner(s) whether the thesis or published papers contain sufficient evidence of systematic study and, for a Doctorate degree, makes an original contribution to the candidate's subject shown either by the discovery of new facts or by the exercise of independent critical power, and for a Master's degree, is either a record of original work or a critical exposition of existing knowledge. In this way to judge whether the required academic standards have been achieved (see [here](#) for the FHEQ qualification descriptor of a doctoral degree and [here](#) for the FHEQ qualification description of a Masters research degree).
- To make a recommendation in agreement with fellow examiner(s) in accordance with the University's regulations for the Doctoral Programmes and Masters Degrees by Research.

Very exceptionally situations may arise where examiners are unable to reach a consensus view on the award recommendation to be made.

Where an external examiner is of the view that the candidate has not reached the appropriate standard for the award of a research degree, then his/her judgement should take precedence. Where the internal and external examiners disagree on whether the award should be offered but are in agreement that there is a genuine area of doubt or where two or more external examiners disagree, then this is reported to the City Graduate Committee and the Chair of that Committee makes arrangements to ensure that the work submitted is subject to further external scrutiny by persons acceptable to both/all examiners concerned.

The University regulations require that a candidate permitted to resubmit his/her thesis shall be required to do so within 6 months for minor amendments and 12 months for major amendments of the date of the oral examination unless, in exceptional circumstances, a longer period is recommended by the examiners. Conversely, the examiners may wish to

suggest a shorter timescale as a guide for the candidate. If the examiners wish to recommend a timescale other than that stated, they are asked to state this in their report together with the reasons for the recommendation.

A report form has been produced to assist examiners in the formulation of their reports, but the form is not intended to restrain examiners who are free to make any additional comments they wish.

The report form is copied to the supervisor(s) and Senior Tutor/Director of Research. Copies of the report may be given to the student. Students are advised to contact their supervisor(s) if they would like to discuss their report, ~~with the supervisor's guidance.~~ Supervisors may be able to offer some brief guidance on the outcomes of the examination, however, students and supervisors are reminded that research degree students do not receive supervision after the transfer to writing up stage (see policy on Transfer to Writing Up).