CITY, UNIVERSITY OF LONDON

**Research Student Oral Examinations - Checklist for Chair**

**Please note: A senior academic with previous experience of examining and supervising research degree students at City, usually the Senior Tutor for Research or nominee, should fill the role of Chair.**

|  |  |  |
| --- | --- | --- |
| Name of Candidate | Surname:  First name: |  |
|  |
| Department/School |  | |
| Name(s) of Supervisor(s)  If there are joint supervisors, please indicate which is the first point of contact. If externally registered, please indicate which is the internal supervisor. |  | |
| Name of External Examiner  Note: Staff candidates require 2 External Examiners. |  | |
| Name of Internal Examiner |  | |
| Present Degree (please delete as necessary) | MPhil / LLM / MMA / MRes/ PhD / DHealth / DPsych / DMus | |
| Date of Viva Voce |  | |

***Please tick the boxes once each stage has been completed.***

**INTRODUCTION AT THE START OF THE EXAMINATION**

Introduce the examiners, supervisor(s), candidate and yourself.

Ensure that the candidate is familiar with the relevant research degree Regulations and Policy Statements contained within the [University’s Quality Manual](http://www.city.ac.uk/about/education/quality-manual/9-research-degrees) and is aware of the requirements of the degree for which they have submitted[[1]](#footnote-1); the purpose of the viva voce/oral examination; the role of the Chair and the role of the examiners. If the candidate has not read these sections please ensure that they do so before the examination continues. (Some Chairpersons prefer to go over the regulations with a Candidate a couple of days before the examination. This is acceptable).

Explain that the examiners have been appointed in accordance with the University’s Policy on the [Appointment of Examiners (research degrees)](http://www.city.ac.uk/__data/assets/pdf_file/0007/69163/appointment_of_examiners_for_research_degrees.pdf) contained within the [University’s Quality Manual](http://www.city.ac.uk/about/education/quality-manual/9-research-degrees) and that the examiners have been given a copy of the University’s regulations to ensure that all parties have had the same information on rules, regulations and procedure. Explain that only the examiners make the assessment.

Explain that the Chair has been appointed in accordance with the University’s Policy on the [Appointment of Chairs for viva voce examinations](http://www.city.ac.uk/__data/assets/pdf_file/0006/69162/appointment_of_chairs_for_viva.pdf) and that role of the Chair is to ensure that the assessment processes are operated rigorously, fairly, reliably and consistently. Explain that the Chair has a neutral role in the assessment process and takes no part in the actual assessment of the research. He/she should not be called upon for specialist discipline knowledge, but for knowledge of regulations, procedures, policy and practice.

**REPORTS AND FORMAL COMMUNICATION OF RESULTS**

Explain that the Examiners will produce a written report of the outcome of the examination and that they may make notes during the examination. They are also invited to make general comments about the University’s research study provision in a separate report.

Explain that a letter will be sent to the candidate giving formal notification of the outcome of the examination and giving information on what to do next (letter of award with details of graduation, information about minor amendments or resubmission, or – very seldom - failure and appeal procedures). Explain that the University has an equal opportunities policy for students and that only matters relating to the research study will be considered in the assessment.

**THE EXAMINATION**

Hand over to the Examiners to lead the examination.

The Chair can interject:

* To resolve any conflicts[[2]](#footnote-2)\*.
* To provide advice on regulations, procedures, policy and practice.
* Where there is any activity that is not ‘rigorous, fair, reliable or consistent’.
* Where there is any activity, which contravenes the equal opportunities policy.

When the Examiners have finished their discussion with the candidate, ensure that there are no more queries and ask the candidate whether he/she has anything more he/she would like to add or ask.

Draw the proceedings together and outline the next steps (probably that the candidate should leave the room and be outside the door at an agreed time to be invited in to hear the outcome).

If the examination has required the use of videoconferencing, please confirm with all participants that the use of videoconferencing has had no detrimental impact on the conduct of the examination. Inform the student that, having consented in advance to the use of videoconferencing, that they will not be permitted to use this as grounds for appeal unless the circumstances of technical failure or other unforeseen eventualities beyond the control of the examiners are deemed to have adversely affected their performance (please detail in comments).

**RESULT**

Where the Examiners have a discussion about the result, interject as before:

* To resolve any conflicts\*.
* Provide advice on regulations, procedures, policy and practice.
* Where there is any activity which is not ‘rigorous, fair, reliable or consistent’.
* Where there is any activity which contravenes the equal opportunities policy.

In exceptional cases where the result is not given at the viva, explain to the candidate why this is the case and what will happen to inform them of the result.

Lead the Examiners and candidate in following the agreed process for telling him/her the results.

**REPORT**

Ensure that the Examiners complete their report form and expenses forms where appropriate and that they know where to send them (send them to Student and Academic Services on their behalf yourself if appropriate).

Ensure that you have completed all sections of this checklist and a copy is forwarded to the Directorate Operations Administrator (Graduate School) in Student and Academic Services.

**COMMENTS**

Please provide comments on the conduct of the on the examination process and note any incidents of good or bad practice here (continue overleaf):

**Chair's Comments**

Chair's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair's Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/20\_\_\_\_

(please print clearly)

**Please retain this form on the student’s departmental file. A copy of this form should be sent to the Directorate Operations Administrator in Student and Academic Services (Graduate School).**

1. This may be [Senate Regulation 23 Masters Degrees by Research](http://www.city.ac.uk/__data/assets/pdf_file/0019/205237/Senate_Regulation_23_Masters_Degrees_by_Research.pdf) or [Senate Regulation 24 Doctoral Programmes](http://www.city.ac.uk/__data/assets/pdf_file/0018/205281/Senate_Regulation_24_Doctoral_Programmes.pdf). [↑](#footnote-ref-1)
2. \* \* Note statement on precedence of judgement - External Examiner takes precedence where he/she is of the view that the work does not reach the required standard. However, where there is other disagreement but it is agreed that there is genuine doubt or where two or more External Examiners disagree, the matter should be referred to Student and Academic Services for advice. [↑](#footnote-ref-2)