

# Imperial College London

## Appendix 4

### Conduct of Viva Voce Examinations for Research Degrees and Related Matters

#### Guidelines and Checklist for Examiners for MPhil and PhD degrees

##### Eligibility to Examine

- 1 Examiners are asked to inform the Academic Registrar if they have had any connections with the candidate or their supervisor/adviser which they consider would make it desirable for the College to reconsider the appropriateness of their appointment as one of the examiners. These connections could be either personal or professional. Of the latter it is considered, for example, that an examiner, whether internal or external, who has played a significant part in advising the candidate is inappropriate and particularly so where the collaboration has led to the publishing of papers by the candidate and the examiner jointly. It is stressed that it is accepted that examiners will usually be acquainted with the supervisor, and sometimes the candidate, and that this in itself is not a bar to acting as an examiner. Any connections so notified will be considered by the Academic Registrar in consultation, as appropriate, with the Director of the Graduate School.

##### Timetable for Examination

- 2 In the interests of the candidate the College expects that the examination will be completed and that the examiners will have submitted their final joint report and other relevant documents to the College within three months of the despatch of the thesis to the examiners. If there is difficulty in complying with this request, please inform the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) (See also paragraphs 31-32).

##### Preliminary Independent Reports

- 3 Each examiner is asked to write an independent preliminary report on the thesis. It is expected that this will be written by each examiner after reading the thesis but before conferring with the co-examiner about it. Typically the preliminary report identifies particular areas which the examiner believes should be explored with the candidate during the viva voce examination, and, if possible, a tentative recommendation, based on an assessment of the thesis, for the result of the examination. Tentative recommendations should not be indicated to the candidate in advance of the oral, which is an integral component of the examination.
- 4 The examiners should exchange their preliminary reports with each other before conducting the viva voce examination. The preliminary reports must be submitted to the College at the conclusion of the examination process (see paragraph 32).
- 5 If the examiners have any queries about the thesis which they wish to raise with the supervisor in advance of the viva voce examination, they are at liberty to do so. If the examiners have any queries about the College's requirements for the award of the PhD and about the regulations please contact the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)). Please note that all matters relating to the examination are confidential and examiners should not contact any third party, other than the supervisor

as provided for in the regulations and this guidance. Otherwise all queries must be pursued through the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)).

- 6 The educational needs provisions of the Equalities Act 2010 require institutions to make reasonable adjustments for candidates with disabilities and specific learning difficulties in their assessment. Examiners will be advised of any special arrangements for a candidate with their appointment letters. However, if examiners are informed directly by the supervisor or candidate of any disability, even in confidence, they should seek the advice of the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)), or the Disability Advisory Service ([disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)), in order that they might be properly briefed on the appropriate reasonable adjustments.

### **Viva Voce Examination**

- 7 A viva voce examination must be held other than in those circumstances for which provision is made in the regulations (i.e. on resubmission of a thesis following referral).
- 8 When the thesis is despatched to the examiners the candidate's supervisor is asked to contact the examiners and the candidate to arrange and confirm a mutually convenient time and place to hold the viva voce examination.
- 9 The College makes no special requirements about where the viva voce examination is held (other than a normal requirement that it be held at one of the College campuses). The oral is frequently held in the office of the supervisor or the internal examiner if that is convenient. The College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) should be contacted by the supervisor or one of the examiners if it is proposed that the examination is to be held away from one of the College campuses. The holding of a viva voce examination by telephone or by video-conferencing is not normally permitted, and any enquiries about this should be addressed in the first instance to the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)).
- 10 The supervisor may not attend the viva voce examination, unless invited by the candidate to attend as an observer.
- 11 The examiners should indicate in the appropriate place on the result sheet the date of the viva voce examination and whether or not the supervisor was present.
- 12 Normally no persons other than the examiners, one supervisor and the candidate may be present at a viva voce examination but, in exceptional circumstances and also in the early stages of a joint or collaborative degree programme, the Provost may appoint an independent observer to attend a candidate's viva.
- 13 The purpose of the viva voce examination is to examine the candidate on the subject of the thesis and, if the examiners see fit, on subjects relevant thereto. The examiners should discuss, prior to meeting the candidate, the strategy they propose to adopt during the viva voce examination and, at its outset, outline this to the candidate.
- 14 During the viva the examiners should seek to establish whether all the requirements for a thesis submitted for the PhD have been met (these are set out in the Academic Regulations), and that the thesis is genuinely the work of the candidate.

- 15 If the examiners have any doubts that the thesis is genuinely the work of the candidate they should contact the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)).
- 16 There are no set requirements about the conduct of viva voce examinations, nor about their duration, but they should be conducted in such a way that the candidate has adequate opportunity, encouragement and time to explain their research and to defend the thesis. It is recommended that, during a long viva voce examination, examiners should allow short break(s) at appropriate point(s) (see also paragraph 45).
- 17 The supervisor, if present, does not have the right to participate in the examination but may contribute if invited to do so by the examiners.
- 18 If the candidate becomes so unwell or distressed during the viva voce examination as to be unable to proceed, the examiners should, after such consultation with the candidate and supervisor as is possible at that time, decide whether or not to continue the viva voce examination. If they do continue it, they should note in their final report that the candidate was unwell. If they decide not to continue they should determine whether sufficient evidence has been provided to allow a decision to be taken or whether it will be necessary to hold the viva voce examination on another occasion.
- 19 If the candidate makes comments to the examiners, which put them under moral pressure (e.g. alluding to the consequences of failure for them), or offers any kind of incentive to the examiners to pass them, the examination should be terminated and a report made to the Academic Registrar.
- 20 At the conclusion of the viva voce examination the candidate and the supervisor (if present) should withdraw and the examiners should initially confer together on the result in private.
- 21 The examiners have discretion, after the initial private discussion, to consult the supervisor irrespective of whether they were present at the oral, particularly if they have doubts relating to the appropriate decision to be made.
- 22 It is recognised that the examiners may wish, particularly if their decision is that the candidate has passed, or will pass subject to making minor amendments to the thesis, to advise the candidate orally and informally of their decision at the conclusion of their deliberations following the oral. Examiners are advised to exercise particular care if they do this, and always to make clear to the candidate that the result is not formal and final until notified by letter from the College to the candidate after the examiners have submitted their written report and all other requirements have been satisfied [see also paragraphs 35 and 36 below].

## The Result of the Examination

- 23 The options open to the examiners in determining the result are set out in the Academic Regulations. These, in summary, are:
- (a) Pass.
  - (b) Pass, subject to minor amendments to be completed and checked by one or both of the examiners within three months<sup>1</sup>.
  - (c) Not pass, but candidate allowed to rewrite the thesis and resubmit it within 18 months for examination by the same examiners (a viva voce examination need not be held on re-entry).
  - (d) Not pass, but be allowed to submit to a further viva voce examination within 18 months on the same thesis and by the same examiners.
  - (e) Fail PhD, but either has met the requirements for the MPhil or might after revision of the thesis during a 12 month period be able to meet the requirements for the MPhil.
  - (f) Outright fail. No further entry to the PhD or MPhil degree will be allowed.
- 24 Examiners should not consider option (e) unless they have first considered and rejected as inapplicable the preceding options; and should not consider option (f) unless they have previously considered and rejected as inapplicable all the previous options (see also paragraphs 28 and 29).

### *Reporting to the College on the Examination*

- 25 The package of documents sent by the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) to all of the examiners will include a Report form. The examiners are required to complete and sign this form indicating, *inter alia*, which of the six available decisions they have made; **AND** they are required to write a joint report giving the grounds on which their decision is based. The joint report should be on a separate sheet and should include the following at the **beginning**:
- (i) candidate's name; and
  - (ii) thesis title; **and at the end**:
  - (iii) the signatures of each of the examiners; and
  - (iv) date.

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<sup>1</sup> The examiners may require the candidate to make specified minor amendments to their satisfaction within three months. The amendments required should be set out clearly, normally in writing, and normally be provided within two weeks of the viva voce examination. The examiners (or one of their number nominated by them) may arrange directly with the candidate for the amendments to be made. The examiners may, however, wish this to be arranged through the College Registry. In either case the examiners should complete the Report form (see paras 25 and 32) and return it, with the required enclosures, to the College Registry normally within two weeks of the oral.

- 26 The report should have regard to the requirements of a thesis for the PhD (see the Academic Regulations). It should not cross-refer to the examiners' preliminary reports unless the examiners wish the candidate to be sent a copy of those preliminary reports (see paragraph 36 below).
- 27 If the examiners decide to refer the candidate to revise and resubmit the thesis for the PhD in 18 months, they should indicate in what ways the current thesis fails to satisfy the requirements for the PhD degree, and should indicate clearly, although not necessarily in detail, the revisions which they consider should be made.
- 28 If examiners who are referring a candidate to revise and resubmit the thesis in 18 months have agreed that it will definitely not be necessary to conduct an oral on the revised thesis, they may so indicate in their joint report. If they will definitely require an oral on the resubmitted thesis they should so indicate; and if they wish to reserve their position until they have read the revised thesis they should state this.
- 29 If the examiners decide that the criteria for the MPhil have been, or might be satisfied they should:

(i) indicate the basis for their decision not to allow resubmission for the PhD,

**and**

(ii) indicate in a positive way how the requirements for a thesis for the MPhil (set out in the Academic Regulations) 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.

(The MPhil Degree of Imperial College is an award in its own right and may not be awarded unless the criteria for that degree are satisfied. It is not awarded as compensation for a failed PhD.)

- 30 If the examiners' decision is to fail the candidate outright, they should indicate the basis for their decision to reject all the other options open to them.
- 31 The examiners are asked to agree between themselves at the end of the viva voce examination the arrangements for drafting and finalising their joint report and for sending it, their preliminary reports, and their copies of the thesis to the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)).
- 32 It is important for the candidate that the examiners complete the result sheet and send it, together with their preliminary reports and their joint report, to the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) as soon as possible after the completion of the viva voce examination. **Reports must normally be submitted within two weeks of the viva voce examination.** If the examiners have indicated on the result sheet that they require the candidate to make minor amendments, a further form will be sent by the College Registry (to the examiner named on the result sheet if only one, or the internal examiner if both examiners are to check the thesis) for certification that the criteria for the degree (listed in paragraph 2 of the result sheet) and the minor amendments have been completed satisfactorily. If, for any reason, it is not possible for the reports to be returned within two weeks of the viva voce examination, one of the examiners should contact the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) to discuss the problem.

- 33 PhD and MPhil degrees are formally awarded on the first day of each month. In order for the degree to be awarded to the candidate in a particular month the examiners' reports must have been received by College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) and the final thesis must have been submitted online, by uploading to the College's digital repository, by the last day of the preceding month in question<sup>2</sup>.
- 34 Examiners have the right to make comments in confidence in a separate report to the College (see the Academic Regulations).

### **Notification to the Candidate**

- 35 If the examiners reach a unanimous decision and there are no unresolved anomalies, the decision will normally be conveyed to the candidate without prior reference to another committee. No official notification of the result of the examination can be issued to the candidate or to any other authority until the reports have been received and processed and any anomalies resolved.
- 36 A copy of the result sheet and the examiners' joint report is routinely sent to the candidate when they are officially informed by the Academic Registrar of their result. The candidate does not normally see the examiners' preliminary reports, but may do so if the examiners so request and will do so in the event of their appealing against the examiners' decision.

### **Examination of Re-entry Candidates**

- 37 Unless it is impossible for them to do so, it is expected that the original examiners will examine the candidate on re-entry whether to the PhD or to the MPhil.
- 38 In examining a re-entry candidate the examiners should have regard to the report they made on the first examination, copies of which can be made available to them.
- 39 Examiners have discretion on whether or not to hold a viva voce examination on a revised and resubmitted thesis, but will need to have regard to any statement they have made about this in their joint report on the original examination (see paragraph 28).
- 40 When the revised thesis is despatched to the examiners the supervisor is asked to contact the examiners to ask if an oral is required and, if so, to consult as necessary (see paragraphs 8 and 9 above).
- 41 Apart from the possibility of not holding a viva voce examination, the re-entry examination for the PhD is subject to exactly the same rules and procedures as the original examination and all the decisions set out in the Academic Regulations are open to the examiners. Although it is open to Examiners to recommend a further referral to revise and resubmit the thesis, they are advised to be cautious about this and, in particular, to consider the currency of the research contained in the thesis if re-examined after a further 18-month period.

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<sup>2</sup> University of London PhD and MPhil degrees are formally awarded on the last day of each month. In order for the degree to be awarded to the candidate in a particular month the examiners' reports must have been received by College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) and the final thesis must have been submitted online, by uploading to the College's digital repository, by the last day of the month in question.

### **If the Examiners are not in Agreement or Require Further Assistance**

- 42 The Examiners may request the appointment of a third examiner at any time if they consider it desirable and should always do so before they report formally that they are unable to arrive at agreement. In these circumstances they should contact the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) for advice in the first instance.

### **Examiners' Fees and Expenses**

- 43 A fee of £150 is paid to the external examiner at the PhD following the initial examination and following any subsequent re-entry examination after a referral. Payment is initiated on receipt of the examiners' joint report.
- 44 Examiners external to Imperial College may claim travel and other expenses in accordance with the relevant schedules. Claims should normally be submitted to the College Registry at the conclusion of the examination, but may be submitted earlier where advance payment for tickets has been necessary.

### **Equal Opportunities**

- 45 All examinations of the College are subject to the College's Equal Opportunities Policy, which may be found at <http://www.imperial.ac.uk/human-resources>. All candidates are subject to the same academic criteria and requirements.

### **Appeals Procedure**

- 46 The College has a Procedure for the Consideration of Representations by Candidates for Research Degree Examinations (Examination Regulations, Appendix 2), which may be found at: <http://www.imperial.ac.uk/about/governance/academic-governance/regulations/>

## Appendix 4

### Conduct of Viva Voce Examinations for Research Degrees and Related Matters

#### Guidelines and Checklist for Examiners for MD(Res) degrees

##### Eligibility to Examine

- 1 Examiners are asked to inform the Academic Registrar if they have had any connections with the candidate or their supervisor/adviser which they consider would make it desirable for the College to reconsider the appropriateness of their appointment as one of the examiners. These connections could be either personal or professional. Of the latter it is considered, for example, that an examiner, whether internal or external, who has played a significant part in advising the candidate is inappropriate and particularly so where the collaboration has led to the publishing of papers by the candidate and the examiner jointly. It is stressed that it is accepted that examiners will usually be acquainted with the supervisor, and sometimes the candidate, and that this in itself is not a bar to acting as an examiner. Any connections so notified will be considered by the Academic Registrar in consultation, as appropriate, with the Director of the Graduate School.

##### Timetable for Examination

- 2 In the interests of the candidate the College expects that the examination will be completed and that the examiners will have submitted their final joint report and other relevant documents to the College within three months of the despatch of the thesis to the examiners. If there is difficulty in complying with this request, please inform the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) (See also paragraphs 30-31).

##### Preliminary Independent Reports

- 3 Each examiner is asked to write an independent preliminary report on the thesis. It is expected that this will be written by each examiner after reading the thesis but before conferring with the co-examiner about it. Typically the preliminary report identifies particular areas which the examiner believes should be explored with the candidate during the viva voce examination, and, if possible, a tentative recommendation, based on an assessment of the thesis, for the result of the examination. Tentative recommendations should not be indicated to the candidate in advance of the oral, which is an integral component of the examination.
- 4 The examiners should exchange their preliminary reports with each other before conducting the viva voce examination. The preliminary reports must be submitted to the College at the conclusion of the examination process (see paragraph 31).
- 5 If the examiners have any queries about the thesis which they wish to raise with the supervisor in advance of the viva voce examination, they are at liberty to do so. If the examiners have any queries about the College's requirements for the award of the MD(Res) and about the regulations please contact the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)). Please note that all matters relating to the examination are confidential and examiners should not contact any third party, other than the supervisor as provided for in the regulations and this guidance. Otherwise all queries must be pursued through the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)).



- 6 The educational needs provisions of the Equalities Act 2010 require institutions to make reasonable adjustments for candidates with physical and specific learning difficulties in their assessment. Examiners will be advised of any special arrangements for a candidate with their appointment letters. However, if examiners are informed directly by the supervisor or candidate of any disability, even in confidence, they should seek the advice of the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)), in order that they might be properly briefed.

### **Viva Voce Examination**

- 7 A viva voce examination must be held other than in those circumstances for which provision is made in the regulations (i.e. on resubmission of a thesis following referral).
- 8 When the thesis is despatched to the examiners the candidate's supervisor is asked to contact the examiners and the candidate to arrange and confirm a mutually convenient time and place to hold the viva voce examination.
- 9 The College makes no special requirements about where the viva voce examination is held (other than a normal requirement that it be held at one of the College campuses). The oral is frequently held in the office of the supervisor or the internal examiner if that is convenient. The College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) should be contacted by the supervisor or one of the examiners if it is proposed that the examination is to be held away from one of the College campuses. The holding of an oral examination by telephone or by video-conferencing is not normally permitted, and any enquiries about this should be addressed in the first instance to the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)).
- 10 The supervisor may not attend the viva voce examination, unless invited by the candidate to attend as an observer.
- 11 The examiners should indicate in the appropriate place on the result sheet the date of the viva voce examination and whether or not the supervisor was present.
- 12 Normally no persons other than the examiners, one supervisor and the candidate may be present at a viva voce examination but, in exceptional circumstances and also in the early stages of a joint or collaborative degree programme, the Provost may appoint an independent observer to attend a candidate's viva.
- 13 The purpose of the viva voce examination is to examine the candidate on the subject of the thesis and, if the examiners see fit, on subjects relevant thereto. The examiners should discuss, prior to meeting the candidate, the strategy they propose to adopt during the viva voce examination and, at its outset, outline this to the candidate.
- 14 During the oral the examiners should seek to establish whether all the requirements for a thesis submitted for the MD(Res) have been met (these are set out in the Regulations for the award of MD(Res) Degrees), and that the thesis is genuinely the work of the candidate.
- 15 If the examiners have any doubts that the thesis is genuinely the work of the candidate they should contact the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)).

- 16 There are no set requirements about the conduct of viva voce examinations, nor about their duration, but they should be conducted in such a way that the candidate has adequate opportunity, encouragement and time to explain their research and to defend the thesis. It is recommended that, during a long viva voce examination, examiners should allow short break(s) at appropriate point(s) (see also paragraph 44).
- 17 The supervisor, if present, does not have the right to participate in the examination but may contribute if invited to do so by the examiners.
- 18 If the candidate becomes so unwell or distressed during the viva voce examination as to be unable to proceed, the examiners should, after such consultation with the candidate and supervisor as is possible at that time, decide whether or not to continue the viva voce examination. If they do continue it, they should note in their final report that the candidate was unwell. If they decide not to continue they should determine whether sufficient evidence has been provided to allow a decision to be taken or whether it will be necessary to hold the viva voce examination on another occasion.
- 19 If the candidate makes comments to the examiners, which put them under moral pressure (e.g. alluding to the consequences of failure for them, or offers any kind of incentive to the examiners to pass them, the examination should be terminated and a report made to the Academic Registrar.
- 20 At the conclusion of the viva voce examination the candidate and the supervisor (if present) should withdraw and the examiners should initially confer together on the result in private.
- 21 The examiners have discretion, after the initial private discussion, to consult the supervisor irrespective of whether they were present at the oral, particularly if they have doubts relating to the appropriate decision to be made.
- 22 It is recognised that the examiners may wish, particularly if their decision is that the candidate has passed, or will pass subject to making minor amendments to the thesis, to advise the candidate orally and informally of their decision at the conclusion of their deliberations following the oral. Examiners are advised to exercise particular care if they do this, and always to make clear to the candidate that the result is not formal and final until notified by letter from the College to the candidate after the examiners have submitted their written report and all other requirements have been satisfied [see also paragraphs 34 and 35 below].

### **The Result of the Examination**

- 23 The options open to the examiners in determining the result are set out in the Regulations for the MD(Res) degrees. These, in summary, are:

- (a) Pass.

(b) Pass, subject to minor amendments to be completed and checked by one or both of the examiners within three months<sup>1</sup>.

(c) Not pass, but candidate allowed to rewrite the thesis and resubmit it within 18 months for examination by the same examiners (a viva voce examination need not be held on re-entry).

(d) Not pass, but be allowed to submit to a further viva voce examination within 18 months on the same thesis and by the same examiners.

(e) Outright fail. No further entry to the MD(Res) degree will be allowed.

- 24 Examiners should not consider option (e) unless they have first considered and rejected as inapplicable the preceding options;

*Reporting to the College on the Examination*

- 25 The package of documents sent by the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) to all examiners will include a Report form. The examiners are required to complete and sign this form indicating, *inter alia*, which of the five available decisions they have made; **AND** they are required to write a joint report giving the grounds on which their decision is based. The joint report should be on a separate sheet and should include the following at the **beginning**:

- (i) candidate's name (and College); and
- (ii) thesis title; **and at the end**:
- (iii) the signatures of each of the examiners; and
- (iv) date.

- 26 The report should have regard to the requirements of a thesis for the MD(Res) (see the Regulations for the award of MD(Res) Degrees). It should not cross-refer to the examiners' preliminary reports unless the examiners wish the candidate to be sent a copy of those preliminary reports (see paragraph 35 below).

- 27 If the examiners decide to refer the candidate to revise and resubmit the thesis for the MD(Res) in 18 months, they should indicate in what ways the current thesis fails to satisfy the requirements for the MD(Res) degree, and should indicate clearly, although not necessarily in detail, the revisions which they consider should be made.

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<sup>1</sup> The examiners may require the candidate to make specified minor amendments to their satisfaction within three months. The amendments required should be set out clearly, normally in writing, and normally be provided within two weeks of the viva voce examination. The examiners (or one of their number nominated by them) may arrange directly with the candidate for the amendments to be made. The examiners may, however, wish this to be arranged through the College Registry. In either case the examiners should complete the Report form (see paras 25 and 31) and return it, with the required enclosures, to the College Registry normally within two weeks of the oral.

- 28 If examiners who are referring a candidate to revise and resubmit the thesis in 18 months have agreed that it will definitely not be necessary to conduct an oral on the revised thesis, they may so indicate in their joint report. If they will definitely require an oral on the resubmitted thesis they should so indicate; and if they wish to reserve their position until they have read the revised thesis they should state this.
- 29 If the examiners' decision is to fail the candidate outright, they should indicate the basis for their decision to reject all the other options open to them.
- 30 The examiners are asked to agree between themselves at the end of the viva voce examination the arrangements for drafting and finalising their joint report and for sending it, their preliminary reports, and their copies of the thesis to the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)).
- 31 It is important for the candidate that the examiners complete the result sheet and send it, together with their preliminary reports and their joint report, to the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) as soon as possible after the completion of the viva voce examination. **Reports must normally be submitted within two weeks of the viva voce examination.** If the examiners have indicated on the result sheet that they require the candidate to make minor amendments, a further form will be sent by the College Registry (to the examiner named on the result sheet if only one, or the internal examiner if both examiners are to check the thesis) for certification that the criteria for the degree (listed in paragraph 2 of the result sheet) and the minor amendments have been completed satisfactorily. If, for any reason, it is not possible for the reports to be returned within two weeks of the viva voce examination, one of the examiners should contact the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) to discuss the problem.
- 32 MD(Res) degrees are formally awarded on the first day of each month. In order for the degree to be awarded to the candidate in a particular month the examiners' reports must have been received by College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) and the final thesis must have been submitted online, by uploading to the College's digital repository, by the last day of the preceding month in question.<sup>2</sup>
- 33 Examiners have the right to make comments in confidence in a separate report to the College (see the Regulations for the award of MD(Res) Degrees).

### Notification to the Candidate

- 34 If the examiners reach a unanimous decision and there are no unresolved anomalies, the decision will normally be conveyed to the candidate without prior reference to another committee. No official notification of the result of the examination can be issued to the candidate or to any other authority until the reports have been received and processed and any anomalies resolved.
- 35 A copy of the result sheet and the examiners' joint report is routinely sent to the candidate when they are officially informed by the Academic Registrar of their result. The candidate does not normally see the examiners' preliminary reports, but may do so if the examiners so request and will do so in the event of their appealing against the examiners' decision.

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<sup>2</sup> University of London MD(Res) degrees are formally awarded on the last day of each month. In order for the degree to be awarded to the candidate in a particular month the examiners' reports must have been received by College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) and the final thesis must have been submitted online, by uploading to the College's digital repository, by the last day of the month in question.

### **Examination of Re-entry Candidates**

- 36 Unless it is impossible for them to do so, it is expected that the original examiners will examine the candidate on re-entry.
- 37 In examining a re-entry candidate the examiners should have regard to the report they made on the first examination, copies of which can be made available to them.
- 38 Examiners have discretion on whether or not to hold a viva voce examination on a revised and resubmitted thesis, but will need to have regard to any statement they have made about this in their joint report on the original examination (see paragraph 28).
- 39 When the revised thesis is despatched to the examiners the supervisor is asked to contact the examiners to ask if an oral is required and, if so, to consult as necessary (see paragraphs 8 and 9 above).
- 40 Apart from the possibility of not holding a viva voce examination, the re-entry examination for the MD(Res) is subject to exactly the same rules and procedures as the original examination and all the decisions set out in the Regulations for the award of MD(Res) degrees are open to the examiners. Although it is open to examiners to recommend a further referral to revise and resubmit the thesis, they are advised to be cautious about this and, in particular, to consider the currency of the research contained in the thesis if re-examined after a further 18-month period.

### **If the Examiners are not in Agreement or Require Further Assistance**

- 41 The examiners may request the appointment of a third examiner at any time if they consider it desirable and should always do so before they report formally that they are unable to arrive at agreement. In these circumstances they should contact the College Registry ([research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)) for advice in the first instance.

### **Examiners' Fees and Expenses**

- 42 A fee of £150 is paid to the external examiner at the MD(Res) following the initial examination and following any subsequent re-entry examination after a referral. Payment is initiated on receipt of the examiners' joint report.
- 43 Examiners external to Imperial College may claim travel and other expenses in accordance with the relevant schedules. Claims should normally be submitted to the College Registry at the conclusion of the examination, but may be submitted earlier where advance payment for tickets has been necessary.

### **Equal Opportunities**

- 44 All examinations of the College are subject to the College's Equal Opportunities Policy, which may be found at <http://www.imperial.ac.uk/human-resources/>. All candidates are subject to the same academic criteria and requirements.

### **Appeals Procedure**

- 45 The College has a Procedure for the Consideration of Representations by Candidates for Research Degree Examinations (Examination Regulations, Appendix 2), which may be found at:  
<http://www.imperial.ac.uk/about/governance/academic-governance/regulations/>.