**UNIVERSITY OF ESSEX**

**POSTGRADUATE RESEARCH EDUCATION TEAM**

**Notes for Examiners**

**Staff Candidate for a Research Degree**

# Procedure for Examination of a staff candidate

The procedure for examination is covered in detail in the Principal Regulations for Research Degrees, which can be found at <https://www.essex.ac.uk/about/governance/regulations>

# Staff Candidature

# Members of staff of the University and its Partner Institutions may apply to become students for a research degree and will be registered as students. The regular requirements of the award for the degree submitted will be applicable for staff candidates, but they will be examined as a member of staff by two external examiners, with an Independent Chair present.

# Students who teach (Graduate Teaching Assistants, Graduate Laboratory Assistants, and Graduate Demonstrators) are not considered members of staff.[[1]](#footnote-1) Candidates who commence their studies as a registered research student and take up employment in the University or a Partner Institution more than six months prior to submission will be examined as a member of staff of the University or Partner Institution.

# Requirements of the award

# DOCTOR OF PHILOSOPHY (PhD)

# A thesis submitted for the degree of Doctor of Philosophy must embody the results of research carried out during the approved period of study. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate’s own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express themselves clearly and concisely.

# In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis and oral examination the student must show evidence of the originality of the work, demonstrate an understanding of the relationship of the theme of the thesis to a wider field of knowledge, make a significant contribution to knowledge/the genre, and must express themselves clearly and concisely.

**Word length**

The maximum word length of the thesis is 80,000 words, excluding any references and bibliography. Maximum word length for a thesis including creative output may vary depending on the format of the thesis. The University of Essex does not stipulate a minimum number of words required.

**MASTER OF PHILOSOPHY (MPhil)**

A thesis submitted for the degree of Master of Philosophy must embody the results of research carried out during the approved period of study and should make a contribution to knowledge. In the thesis and the oral examination the candidate is required to present the results of research that either forms original work or is an ordered and critical exposition of existing knowledge. The thesis should set out the relationship between the candidate’s work and the wider field of knowledge, and should be expressed clearly and concisely.

In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis the student must show evidence of the originality of the work or an ordered and critical exposition of existing knowledge/the genre. The thesis should demonstrate an understanding of the relationship between the candidate’s work and the wider field of knowledge/the genre, and should be expressed clearly and concisely.

**Word Length**

The maximum word length of the thesis is 50,000 words, excluding any references and bibliography. Maximum word length for a thesis including creative output may vary depending on the format of the thesis. The University of Essex does not stipulate a minimum number of words required.

**MASTERS BY DISSERTATION (MAD/MSD)**

A dissertation for the degree of Masters by Dissertation is required to present the results of research carried out during the approved period of study and should demonstrate advanced understanding of the area of study. In the dissertation and the oral examination the candidate is required to present the results of research that either forms original work or is an ordered and critical exposition of existing knowledge. The dissertation should set out the relationship between the candidate’s work and the wider field of knowledge, and should be expressed clearly and concisely.

In the case of a dissertation involving original creative output, the dissertation must embody the results of research carried out/or output created during the approved period of study and should demonstrate advanced understanding of the area of study. The dissertation must contain a commentary that addresses the originality and artistic relevance of the work. The dissertation should set out the relationship between the candidate’s work and the wider field of knowledge/the genre, and should be expressed clearly and concisely.

**Word Length**

The maximum word length of the dissertation is 30,000 words, excluding any references and bibliography. Maximum word length for a dissertation including creative output may vary depending on the format of the dissertation. The University of Essex does not stipulate a minimum number of words required.

**PROFESSIONAL DOCTORATE**

A thesis submitted for a professional doctorate must embody the results of research carried out during the approved period of study. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to the nature of practice within the profession or to the way theory is applied, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express themselves clearly and concisely.

**Word Length**

# The maximum word length of the thesis is 40,000 words, excluding any references and bibliography. The University of Essex does not stipulate a minimum number of words required.

# Pre-viva procedures

* The candidate completes a submission form (RD1).
* Hardcopy submission:

The candidate submits two copies of the thesis/dissertation to the Postgraduate Research Education Team which, at this stage, may be in spring-backed or similar binders. The candidate should retain a further copy of the thesis/dissertation.

Electronic submission:

The candidate submits their thesis electronically in PDF format to the Postgraduate Research Education Team. This will normally be contained within one document, not divided into separate PDF files.

* The length of the thesis/dissertation must not exceed the word limits specified above, including quotations but excluding any appendices and footnotes (as long as the latter does not contain substantive argument). Please note that this is a word limit, not a target. Candidates may make a case to the Dean for approval of an extension to this word limit – you will be informed if this is the case.
* The thesis/dissertation copies are sent simultaneously to the external examiners. Both examiners are also sent an email informing them that the thesis/dissertation has been dispatched, if is in hardcopy format; if the thesis is in electronic format, a link to the Box file containing the thesis will be included in the email. The email contains copies of the forms relating to the examination process. After reading the thesis/dissertation, the examiners are asked to independently complete their initial, individual reports on the forms accompanying the thesis/dissertation and to send them back to the Postgraduate Research Education Team as soon as possible. It is a requirement that these independent reports are received **at least one week** before the viva takes place, in accordance with University procedures.
* **There should be no contact between the examiners regarding the thesis/dissertation until after the initial reports have been returned.** However, examiners and the Independent Chair may discuss arrangements for the viva.
* After the Postgraduate Research Education Team receives both examiners’ reports, the reports will be exchanged between the examiners by the Postgraduate Research Education Team (please do not send your report directly to the other examiner).
* The Graduate Administrator arranges the viva, including setting up the viva on Zoom, and this should take place no later than **two months** after the thesis has been sent to the examiners.
* The Independent Chair will receive a link to the electronic copy of the thesis/dissertation before the viva takes place. Additionally, the Independent Chair will receive an electronic copy of the Joint Report (RD4) form, which should be completed as soon as possible after the viva and returned to the PGRE team.

# The examiners’ roles

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## Role of the external examiner

The external examiner's duties are as follows:

* to read the thesis, or, in the case of thesis involving original creative output assess the work presented;
* to reach an independent judgment on the thesis, against the appropriate criteria for the award, without consulting the other examiner about the assessment, and to record this on an Initial Report Form prior to the viva;
* to send their completed Initial Report Form to the Postgraduate Research Education Team **at least** **one week prior** to the viva;
* to attend the viva and viva pre-meeting;
* to examine the thesis together with the other examiner;
* to come to an agreement with the other examiner as to the outcome of the examination;
* with the other examiner, to complete the Joint Report Form, and compile the list of corrections if required;
* in the case of a pass subject to corrections, both the examiners must complete the ‘Approval of Corrections’ form. The examiners should notify the Postgraduate Research Education Team when they have received the corrected thesis from the candidate and to assess the corrected thesis within a reasonable time period. For minor corrections this should be within two weeks and for major corrections within one month of receiving the corrections from the candidate.
* in the case of a referral, normally to re-examine the referred thesis.

**Role of the Independent Chair**

The Independent Chair is not an examiner. Their role is to facilitate the examination process and procedures, as follows:

* The Independent Chair is not expected to make the arrangements for the viva, but should liaise with the Graduate Administrator from the candidate’s department who is responsible for such arrangements.
* To inform the examiners as necessary of the University’s procedures.
* To ensure that the examination is conducted in accordance with the University’s procedures.
* Where necessary, to help mediate between the examiners to identify possible recommendations and facilitate an agreed outcome.
* To ensure that the conduct of the viva provides the candidate with an opportunity to demonstrate their knowledge and to explain/defend their work.

**Responsibilities of the Independent Chair**

* To attend the pre-viva meeting to advise the examiners on any procedural matters and to help agree the approach to the viva.
* The Independent Chair does not read the thesis in advance of the viva (but has access to a copy for the viva).
* At the beginning of the viva, to introduce the examiners and to explain the format of the viva to the candidate.
* The Independent Chair does not participate in the questioning of the candidate on the content of the thesis.
* During the viva, to recommend an adjournment for a break if the examination exceeds two hours, or earlier if necessary.
* Exceptionally, the Independent Chair may adjourn/suspend the viva where they have concerns about its conduct.
* When the candidate has left the room for the outcome to be determined by the examiners, the Independent Chair shall advise the examiners on any procedural matters (e.g. outcomes available to them) as necessary.
* The Independent Chair shall play no role in the academic assessment.
* Where the examiners are unable to agree on the outcome, the Independent Chair shall advise the candidate.
* At the end of the viva, the Independent Chair shall ensure that arrangements are in place for completion of the Joint Report Form (and any accompanying paperwork).
* The Joint Report will include a place to record that the viva was conducted with an Independent Chair present and that they were satisfied with the conduct of the viva. The Independent Chair should then sign the Joint Report form themselves and return all examination paperwork to the Postgraduate Research Education Team.

# Oral examination/Viva Voce Examination (Viva)

**Purpose of the viva**

The viva is a long-established part of the examination process for a research degree. The main focus of the assessment is on the written dissertation, however, the viva, which is the oral part of the assessment, is used to inform the examiners’ final assessment decision.

**Venue**

The venue for the viva should be appropriate, reasonably quiet and without interruption.

A viva may be conducted via video link in accordance with the University Policy on the [*Conduct of a Research Degree Viva by Video Link.*](https://www.essex.ac.uk/-/media/documents/about/governance/code-practice-vivas-via-video.pdf) If a viva is conducted via video link and it is just the internal examiner attending remotely, an Independent Chair will be appointed.

**Who attends?**

The viva for staff candidates will involve two external examiners, the candidate, and the Independent Chair, who will be appointed by the Dean.

Staff candidates will normally only be excused from the viva where the viva has been arranged for a re-examination following a referral period and where the examiners are in agreement that the candidate is now in a position to pass the viva, or where there are exceptional circumstances which prevent a candidate from engaging in the viva process.

Candidates for the award of PhD by Publication must attend a viva, except when the Executive Dean or nominee may, on sufficient grounds submitted by the examiners, excuse a candidate from the viva.

Supervisor(s) are not normally permitted to be present at the viva. The candidate’s supervisor can only be present in exceptional circumstances, to be approved on an individual basis by the Dean and with the agreement of the external examiner. It is good practice to invite the supervisor to attend at the end of the viva when the examiners communicate their recommendation to the candidate. The attendance of the supervisor in these circumstances is with the permission of the examiners and the candidate.

## Appointment of an Independent Chair

As determined by the [University Policy on the *Appointment of an Independent Chair*](https://www.essex.ac.uk/about/governance/regulations/codes-higher.aspx), the Dean will appoint an Independent Chair to oversee the conduct of the viva.

**Duration**

The length of a viva will vary but if it is longer than two hours the Independent Chair will recommend an adjournment for a break. It is recommended that examiners and the Independent Chair note the timings of the viva and any break taken.

**Preparation by the candidate**

The candidate is advised to re-read their thesis and anticipate possible areas of questioning. They should take a copy to the viva. They are advised to consult their supervisor on how best to prepare for the viva, who may arrange a mock viva. Candidates are also encouraged to attend the workshop on ‘*Preparing for the Viva’*.

**Discussion between examiners**

On the day of the viva, before seeing the student, the examiners should have a pre-viva meeting. At this meeting, they can discuss their initial assessment and agree the approach to viva, including the areas of questioning. The examiners should also decide whether they wish to advise the candidate at the start of the viva of their initial assessment of the thesis/dissertation.

**Introductory remarks to candidate**

The Independent Chair shall:

* Introduce themselves and the external examiners;
* Confirm the purpose of the viva;
* Explain anything the examiners have agreed about how they will proceed to conduct the viva.

The Independent Chair should endeavour to establish an atmosphere in which the candidate will be able to perform to the best of their ability.

**Questioning**

The examiners will normally start with some general/introductory questions that are designed to put the candidate at ease. The phrasing and tone of questions should be such that the candidate is able to provide helpful clarification, and appropriate evidence and elaboration. Questioning should not be hostile or designed to ‘catch the student out’.

**Reaching a decision**

Once the viva has finished, the candidate will leave the room and the examiners will reach a decision on the recommended result.

* **DECISION AGREED**

If the examiners agree on the decision, they will invite the candidate back in to inform of their recommendation.

At the end of the viva, the Independent Chair shall ensure that arrangements are in place for completion of the Joint Report Form (and any accompanying paperwork).

The Joint Report will include a place to record that the viva was conducted with an Independent Chair present and that they were satisfied with the conduct of the viva. The Independent Chair should then sign the Joint Report form themselves and return all examination paperwork to the Postgraduate Research Education Team.

## FAILURE TO AGREE

In the event of disagreement on the viva outcome, the examiners may, after due consideration between themselves, certify that their failure to agree on an outcome is irreconcilable. The Independent Chair shall advise the candidate and two new examiners shall then be appointed. The new examiners shall examine the thesis and conduct a viva. The new examiners may recommend to the Dean any result that was open to the original examiners and their decision on the recommendation shall be final, subject only to any right of appeal that may be given under the provisions of other Regulations.

**Post-viva**

**Recommendations**

**Thesis by published works**

The examiners for a submission by published work shall declare the result of an examination for:

1. the degree of Doctor of Philosophy as 'pass', ‘minor corrections to the summary’ ‘resubmission of published work on one further occasion only’, ‘award of Master of Philosophy’ or 'fail';
2. the degree of Master of Philosophy as 'pass', ‘minor corrections to the summary’ ‘resubmission of published work on one further occasion only’, ‘award of Masters by Dissertation’ or 'fail';
3. the degree of Masters by Dissertation as 'pass', ‘minor corrections to the summary’ ‘resubmission of published work on one further occasion only’ or ‘fail’.

The examiners for a submission by publication may recommend any result that is available for the degree examined (see Regulations 4.55, 4.60 or 4.71).

**Please note:** The following viva outcomes will only apply to candidates submitting on or after 3rd October 2019. For the viva outcomes for candidates submitting before 3rd October 2019, please see Appendix 1.

**Examination outcomes**

The Examiners **MUST** complete the appropriate sections on the Joint Report (RD4) form. Examiners may recommend **one** of the following examination outcomes on academic grounds:

1. **Pass subject to no corrections**
2. **Pass subject to minor typographical/presentational corrections.** The candidate makes any corrections prior to submission of the final version of the thesis.
3. **Pass subject to minor corrections to be made within three months.** The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
4. **Pass subject to major corrections to be made within six months**. The examiners must provide a separate list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.
5. **Referral for re-examination in up to 12 months.** The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a separate statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

For viva outcomes (f) to (j) (below) the candidate is awarded a degree at a lower level from the qualification for which they were initially assessed (for example awarding a MPhil to a PhD candidate). In such cases, the examiners must clearly provide in their statement how the candidate has met the criteria for the lower award in addition to the reasons for not meeting the criteria for the higher award.

1. **Award of a (lower award) subject to no corrections**.
2. **Award of a (lower award) subject to minor typographical/presentational corrections**. The candidate makes any corrections prior to submission of the final version of the thesis.
3. **Award of a (lower award) subject to minor corrections to be made within three months**. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
4. **Award of a (lower award) subject to major corrections to be made within six months.** The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.
5. **Referral for a (lower award).** The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.
6. **Fail.** The examiners must provide a clear statement describing the shortcomings of the thesis.

**Summary of outcomes available for each type of research degree:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PhD** | **MPhil** | **MAD/MSD** | **Professional Doctorate** |
| a) Pass subject to no corrections | ✓ | ✓ | ✓ | ✓ |
| b) Pass subject to minor typographical/presentational corrections. | ✓ | ✓ | ✓ | ✓ |
| c) Pass subject to minor corrections to be made within three months | ✓ | ✓ | ✓ | ✓ |
| d) Pass subject to major corrections to be made within six months | ✓ | ✓ | ✓ | ✓ |
| e) Referral for re-examination in up to 12 months.[[2]](#footnote-2) | ✓ | ✓ | ✓ | ✓ |
| f) Award of a (lower award) subject to no corrections. | ✓ (MPhil) | ✓ (MAD/MSD) | 🗶 | ✓ (MAD/MSD) |
| g) Award of a (lower award) subject to minor typographical/presentational corrections. | ✓ (MPhil) | ✓ (MAD/MSD) | 🗶 | ✓ (MAD/MSD) |
| h) Award of a (lower award) subject to minor corrections to be made within three months. | ✓ (MPhil) | ✓ (MAD/MSD) | 🗶 | ✓ (MAD/MSD) |
| i) Award of a (lower award) subject to major corrections to be made within six months. | ✓ (MPhil) | ✓ (MAD/MSD) | 🗶 | ✓ (MAD/MSD) |
| j) Referral for a (lower award).[[3]](#footnote-3) | ✓ (MPhil) | ✓ (MAD/MSD) | 🗶 | ✓ (MAD/MSD) |
| k) Fail. | ✓ | ✓ | ✓ | ✓ |

**Return of joint report form**

At the end of the viva the Joint Report (RD4) form must be completed and signed by both examiners and returned immediately to the Postgraduate Research Education Team.

In the case of a ‘referral’, ‘pass subject to minor corrections’ or ‘pass subject to major corrections’, a list of such corrections **MUST** be returned with the Joint Report (RD4) form.

The RD4 form and the examination outcome recommended by the examiners will have to be approved by the Dean. The Dean may require additional information when considering the recommendations. Examiners should respond to such requests accordingly.

The candidate will be informed formally of the result of the examination by the Postgraduate Research Education Team.

**Return of thesis/dissertation copies**

With the exception of a recommendation of ‘referral’ by the examiners, the thesis/dissertation copies should either be returned to the candidate or the Graduate Administrator (or equivalent) within the candidate’s home department, and this should be clearly indicated on the Joint Report (RD4) form.

In the case of a ‘referral’ one copy of the thesis/dissertation **MUST** be returned to the Postgraduate Research Education Team and the other to the candidate.

When completing your reports, please bear in mind that it is University policy that research degree candidates are entitled to receive copies of the examiners’ pre and post viva reports on their thesis/dissertation upon request.

**Financial forms**

The external examiners are responsible for returning all completed financial forms to the Postgraduate Research Education Team after the viva, for payment to be approved.

Apart from exceptional circumstances, only expenditure on second-class rail, bus or coach fares will be reimbursed. Costs for any other form of transport (such as airfare) must be approved by the Postgraduate Research Education Team in advance of the viva.

Car mileage may only be claimed where public transport was not available, where it is the cheaper mode of transport, or in other exceptional circumstances. **Please refer to the reverse of the ‘Claim for reimbursement of travel/ subsistence expenses’** for more detailed information.

The Postgraduate Research Education Team will cover the costs of a meal for up to three people (both the Examiners and the Independent Chair) at a rate of £30 per person.

In addition to the cost of a meal, the Postgraduate Research Education Team would normally cover the cost of a snack/drink up to the value of £10 for the External Examiner; for example, refreshments at the train station during their travels.

## Publication of Result

A candidate shall normally be informed of the result of the viva within one month from the date of the viva. Candidates are entitled to receive copies of the examiners’ reports on their thesis on request, when examining is complete.

## Conferment of the Degree

The Dean determines the conferment or otherwise of the degree.

## Appeals and Complaints

A student or candidate has the right to appeal a viva outcome following the [*Appeals Procedures*](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgr/default.aspx).

A student or candidate has the right to make a formal complaint following the [*Student Concerns and Complaints Procedure*](http://www.essex.ac.uk/about/governance/documents/policies/complaints.pdf).

**Appendix 1**

**Please note:** The following viva outcomes will only apply to candidates who submitted before 3rd October 2019.

**Viva outcomes**

Examiners may recommend one of the following viva outcomes on academic grounds: A, B, C, D, E, F, G or H

Lower award: Master of Philosophy (MPhil).

The outcomes available for each degree, and any lower award, are specified in the programme requirements below. The outcomes are:

1. Pass with *no corrections or* *minor typographical/presentational corrections.* The candidate makes any corrections prior to submission of the final version of the thesis.
2. Pass with *minor corrections* to be made within three months. The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
3. Pass with *major corrections* to be made within six months. The examiners must provide a list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.
4. Referral for re-examination in up to 12 months. The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

For viva outcomes E, F and G (below) the candidate is awarded a degree at a lower level from the qualification for which they were initially assessed (for example awarding a MPhil to a PhD candidate). In such cases, the examiners must clearly provide in their statement how the candidate has met the criteria for the lower award in addition to the reasons for not meeting the criteria for the higher award.

1. Award of a (lower award) with *minor corrections* to be made within three months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of *minor corrections*. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
2. Award of a (lower award) with *major corrections* to be made within six months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of *major corrections*. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.
3. Referral for a (lower award). The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.
4. Fail. The examiners must provide a clear statement describing the shortcomings of the thesis.

1. Regulations 4.44-4.50. [↑](#footnote-ref-1)
2. First examinations only; not available as a research examination outcome. [↑](#footnote-ref-2)
3. As above. [↑](#footnote-ref-3)