

Guide to Examiners for the PhD, MSc and MLitt Degrees



**UNIVERSITY OF
CAMBRIDGE**

Board of Graduate Studies

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1 Outline of the procedure

The examination for the PhD, MSc and MLitt Degrees normally proceeds according to the following plan:

1. The examination consists of two parts:
 - (1) scrutiny of a **thesis** by two Examiners appointed by the Degree Committee, normally one Internal to the University (but not the Supervisor) and one External;
 - (2) an **oral** examination.
2. The Degree Committee for the candidate's faculty, normally with the assistance of the Internal Examiner, manages the examination **timetable** and **procedure**.
3. Before the oral examination, each Examiner makes an independent report (PhD1) and recommendation of the result (which may be provisional pending the oral);
4. Following the oral examination,
 - the two examiners make a **joint report** (PhD2), providing they are in agreement, with a firm recommendation of the result; both examiners must sign and date the joint report;
 - the Examiners return both copies of the thesis to the candidate, unless a copy or copies are retained to check against a corrected version to be submitted by the candidate in the future.
 - NB: Please do not return the thesis to the Student Registry.
 - the set of Examiners' reports and forms should be returned to the Degree Committee immediately after the oral examination. Please do not retain these documents until corrections are completed by the candidate.
5. The Degree Committee considers the reports and makes a recommendation to the Board of Graduate Studies.
6. The Board of Graduate Studies makes a decision based on the reports and recommendations and informs the candidate of the outcome. The Examiners' reports are released to the candidate at this stage.
7. A candidate not approved for the Degree on first examination may be allowed to revise and resubmit a thesis for re-examination.
8. A candidate may make representations against a decision not to approve him or her for the Degree sought.

2 The nature of the degrees and the examination

(a) Research degrees

The University of Cambridge offers the following degrees by a course of research followed by examination of a thesis and oral examination:

PhD Degree (all subjects)

Minimum number of terms' research required: 9 by full-time study, 15 part-time.

MSc & MLitt Degrees (as appropriate to the subject area)

Minimum number of terms' research required: 6 by full-time study, 10 part-time.

These degrees may be taken *either* in their own right by a candidate wishing to study for fewer terms than those required for the PhD, *or* may be offered to a candidate for the PhD Degree whose work is judged to be insufficient for that degree.

MPhil Degree

Minimum number of Terms' research required: 3 by full-time study only.

The MPhil Degree may be taken by research only (in a restricted range of subjects), or as a taught course usually with a thesis element (in most subjects). *The Regulations for this Degree are substantially different from those for the PhD and MSc/M.Litt; there is a separate guide for Examiners for the M.Phil Degree.*

(b) Criteria for recommending award of research degrees

The subject of a student's research is approved by the relevant Degree Committee in the light of what it is reasonable to expect a student to complete within three years of full-time research (or five years part-time) for the PhD or two years full-time research (3.5 years part-time) for the MSc or MLitt. The limitations are intended to apply to the scale and scope of work presented for examination, rather than its quality.

In forming a judgment as to the quality of the work, please pay particular attention to the extent to which the work meets the following criteria. You may wish to use these criteria to structure your report.

PhD Degree

- The thesis is clearly written;
- takes due account of previously published work on the subject;
- represents a significant contribution to learning, for example through
 - the discovery of new knowledge;
 - the connection of previously unrelated facts;
 - the development of new theory;
 - or the revision of older views.

MSc and MLitt Degree

- The thesis is clearly written;
- takes due account of previously published work on the subject;
- represents a useful contribution to learning.

(c) Presentation

The thesis presented for first examination may be hard bound or soft bound (but a final hard bound copy for deposit in the University Library must be produced before the candidate is permitted to proceed to the Degree). The procedure for examination is identical for hard and soft bound volumes except in respect of the management of corrections; the Degree Committee Office will inform you of the arrangements for soft bound theses if appropriate.

You may wish to note the following advice with regard to the first submission of a thesis, available on the website:

The first submission of the soft-bound thesis must be fully prepared and carefully checked.

Examiners are not expected to edit work. They will deal with errors of fact and typographical errors that affect the meaning, as well as larger, structural issues. The extent to which the text has or has not been properly prepared may influence their recommendation concerning the award of the degree.

(d) Good practice in research

The University will deal appropriately with proven cases of plagiarism, fraud or other willful contraventions of scholarly conventions. The University's policy on Good Practice in Research may be found at:

http://www.admin.cam.ac.uk/offices/research/research/good_practice.aspx

If you have doubts about the material under examination, please contact the Secretary of the Degree Committee.

(e) What the thesis must include

The summary

The thesis must contain a Summary. Copies of the summary are deposited in the University Library and are made available for copying and publication. You will be required to indicate whether you approve this as an accurate summary of the content and thrust of the thesis. If you approve the Summary, please **sign the loose copy** provided; if you do not approve the Summary you should indicate the amendment(s) required.

Published papers

By special permission of the Degree Committee, a candidate may submit other work to be considered by the Examiners together with the dissertation, the whole forming an integrated submission. For further information consult the Secretary of the Degree Committee.

Collaborative Research

The Board of Graduate Studies recognises that many research degrees are carried out within a group and that, in almost all subjects, a certain amount of collaboration is inevitable.

In every case, the candidate must indicate clearly which portions of the thesis, if any, describe work done in collaboration and to state the names of those with whom he or she has collaborated and the extent of their contribution. This may be achieved through acknowledgements, references and in the text.

In some cases, however, the degree of collaboration will be sufficient for the Board to require the candidate to seek approval, with the support of the supervisor, to include such

work in the thesis. When the thesis is submitted, the Supervisor provides a statement of the candidate's contribution to the investigation and to the authorship of any joint publications included. A copy of this statement will be made available to you and to the Degree Committee and the Board when they consider the Examiners' reports.

If you have any doubts as to whether the contributions of others have been adequately acknowledged in the thesis by the candidate, please seek clarification at the oral.

Appendices

The thesis may also include Appendices which are relevant but do not form part of the connected argument. Candidates may be permitted to include as an appendix an audio- or videotape, a film, computer programs or a CD. Candidates seeking to include a CD are made aware that it may not be used as a device to circumvent the published word limit.

Inclusion in thesis of work presented for the MPhil (one-year), MSt or MEd Degrees, for certain Diplomas or for the Certificate of Postgraduate Studies

Certain candidates may previously have been approved for one of the above qualifications and have been allowed to count up to three full-time terms (or five part-time terms) of their candidature for these qualifications towards their research degree.

The Board of Graduate Studies does not permit the inclusion of the *whole* or the *major part* of a thesis submitted for the earlier qualification in the PhD, MSc or MLitt thesis. However, a candidate may include such *parts* (including tables, diagrams etc.) of the work submitted for the earlier qualification as may form a connected part of the argument of the research thesis. The candidate must state generally in a preface and specifically in notes in the thesis the extent to which he or she has drawn on work submitted for the earlier qualification.

Please assess the quality of the thesis as a whole *irrespective* of the extent to which the candidate has drawn on work done for the earlier qualification.

(f) The oral examination

An oral examination will normally be held **at which both Examiners must be present**. No other persons may attend the oral examination, except by special permission of the Board of Graduate Studies. Video conferencing may exceptionally and on approval of the Board of Graduate Studies, be substituted for a *viva voce* examination. If you are prevented at the last minute by illness or other grave cause from attending the oral examination, please contact the Degree Committee Secretary immediately to arrange a deferral.

The examination will normally take place in Cambridge. It should be of sufficient length to permit a thorough examination. As an approximate guide, an oral examination should normally occupy at least 90 minutes and is probably best kept to within three hours.

The oral examination should allow:

- the candidate to defend his or her thesis and clarify any matters raised by the Examiners;
- the Examiners to probe the candidate's knowledge in the field;
- the Examiners to assure themselves that the work presented is the candidate's own and to clarify matters of any collaboration; and
- the Examiners to come to a definite conclusion about the outcome of the examination.

After the oral, the Examiners make a **joint report** concluding, providing both agree, with a firm **recommendation** of the result, which both sign and date. Both copies of the soft bound thesis can ordinarily be returned to the candidate at this point, unless they are needed to check against a corrected thesis to be supplied at a later date.

In **exceptional** circumstances, the Board of Graduate Studies may allow a written examination to be substituted for an oral examination. In such cases, this will be arranged by the Examiners in consultation with the Secretary of the Degree Committee, taking care that some responsible person (such as, for instance, the Registrar of the University nearest to the candidate's residence at the time) undertakes the responsibility for the correct

conduct of the examination.

The Disability Resource Centre may make recommendations for access arrangements where requested by the degree Committee for students who have disclosed a disability. Examiners will be informed of any such arrangements.

Very exceptionally (if, for example, the candidate is gravely ill), the Board of Graduate Studies may agree to waive any form of oral or written examination. In such cases, the Examiners should discuss the case after making independent reports in order to make a joint recommendation. If you decide that you need further information from the candidate's supervisor, please see Section 4a below on how to proceed.

At the discretion of the Degree Committee, an Independent Chair may be appointed by the Degree Committee to oversee examinations for the PhD degree (http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/dc/independent_chairs.htm). An Independent Chair will normally be appointed:

- a. where two external examiners have been appointed neither of whom are experienced Cambridge examiners in the view of the Degree Committee;
- b. where the internal examiner is inexperienced in the view of the Degree Committee;
- c. in cases of re-examination;
- d. for any candidate for whom the Degree Committee has identified concerns regarding the examination;
- e. if the candidate has satisfied the Degree Committee that a Chair is required;
- f. in any other circumstances where the Degree Committee has satisfied itself that the appointment is required.

NB Examiners should not expect candidates to make a formal presentation unless (i) this has been agreed formally with the Degree Committee and (ii) the candidate has received advanced notice.

3 Timetable

The Board of Graduate Studies is most grateful for the time Examiners make available for the examination of theses.

You are asked to complete the examination with a minimum delay and if possible *within two months of receipt of the thesis*. If this will not be possible, you must contact the Secretary of the Degree Committee so that the candidate may be made aware and alternative arrangements may be considered. You will appreciate that candidates from overseas may face particular difficulties if their oral examinations are delayed.

The Internal Examiner will normally take the lead in arranging a mutually convenient timetable and will inform the candidate and the Degree Committee Office of the date and place of the oral examination.

4 Reports and recommendations required

NB These notes refer primarily to the **first examination** of a thesis; for variations with respect to the examination of a **revised (referred) thesis**, please see section 6.

a) Prior to the oral examination:

Each Examiner should make an **independent report** on the thesis, including a **recommendation** of the outcome. A Form (PhD1) is provided for this purpose; please contact the Degree Committee office, if you do not have the appropriate form.

Your report should provide the Degree Committee with full information about the scope and content of the thesis, and its strengths and weaknesses, so that the Committee can make their own assessment of the work. *The report should be signed and dated prior to the oral* but is normally submitted with the other reports after the oral. Your signature validates the report, so the report should be sent to the Degree Committee as a paper copy, rather than by email.

Your recommendation (see Section 5) may be provisional if you find it necessary to suspend judgment until after the oral.

Exceptionally, circumstances may arise in which you and your fellow Examiner, having written your independent reports, agree that you are unable to make your joint report without further information about matters relevant to the candidate's work that you cannot obtain from the thesis itself or from the oral examination. This situation may arise either before or after the oral. In such a case, you may write to the Secretary of the Degree Committee to seek such information in writing from the candidate's Supervisor. A copy of this correspondence must be attached to your joint Examiners' report.

b) The oral, joint report and recommendation

Whether the examination held is oral or written, both Examiners should sign and date a **joint report** and **recommendation** of the result. A Form is provided for this purpose (PhD2); please contact the Degree Committee office, if you do not have the appropriate form.

If, for any reason,

- the candidate's *performance in the oral* is such as to cause you to *alter a firm recommendation* you have already made in your independent report, you should submit a **supplementary report** giving the reasons for the final recommendation reached;
- you and your fellow Examiner *are not satisfied with the candidate's performance in the oral*, the Degree Committee may allow the candidate to present himself or herself for an oral *again* at a time to be determined. If you wish the Degree Committee to consider such a recommendation, please make this explicit, with reasons, in your joint report;
- you *disagree with the other Examiner* in your final recommendation; please make the reasons clear in your joint report (see Section 7 for guidance).

The Board of Graduate Studies recognises that the oral is a useful forum for giving positive feedback as well as for discussing corrections and more serious shortcomings such that it is impossible to avoid giving the candidate at least some indication of the likely outcome. **However, you are asked to exercise great discretion in deciding whether to indicate what your joint recommendation is likely to be. If you decide to do so, please make**

clear that it is a recommendation only as the official outcome will not be certain until after the Degree Committee and Board of Graduate Studies have considered your Reports.

Immediately a decision is reached, please send to the Secretary of the Degree Committee:

- the joint recommendation and report (PhD2 form);
- the independent reports and recommendations for both Examiners (PhD1 forms)
- any supplementary reports or correspondence
- both loose copies of the approved and signed summary;
- both fee/expenses claim forms with receipts attached (see Section 10).

If the candidate has submitted a hard bound thesis at this stage, please forward this to the Secretary of the Degree Committee as soon as possible as the degree cannot be conferred until one copy of the thesis has been lodged with the Secretary of the Board of Graduate Studies for deposit in the University Library.

Soft bound copies of the thesis should be returned to the candidate immediately following the oral examination, unless a copy/copies is/are needed to check corrections to be submitted at a later date.

5 The outcome

NB if you examining work for the PhD by Special Regulations see the *Guide to Examiners* for that examination; the range of outcomes below does not apply.

In deciding on the outcome, you are asked to bear in mind the Board's distinction between **Corrections** and **Revision**:

- **Corrections:** *The work is satisfactory for the award of the degree sought, subject only to corrections. See numbers 2 and 3 of the table below.*

Or

- **Revision:** *The thesis requires revision such that you are unable to recommend the awarding of the degree sought without a further examination of a revised thesis (referral). See numbers 5 and 6 of the table.*

**Table of possible outcomes
(See appendix 1 for a copy of the PhD2 Examiners' Joint Report)**

Thesis is satisfactory for the award of the Degree sought (approval):

1. **Approve** without correction
2. **Approve** subject only to minor or straightforward corrections.
Such corrections would be factual, typographic, limited in extent, and could be achieved at, immediately or shortly after, the oral. The candidate has three months within which to submit such corrections.
3. **Approve** subject only to minor or straightforward corrections as above, but these are to be completed by the student in the future. The candidate has three months within which to submit such corrections.
4. **Approve** subject to more substantial, or less straightforward, corrections.
Such corrections may be extensive but should not require major reworking or reinterpretation of the intellectual content of the thesis. The time needed to achieve these corrections may be several weeks, but this is the correct decision if there is no doubt that the thesis is essentially of a standard for the degree sought. The candidate has six months within which to submit such corrections.

Thesis requires revision such that you are unable to recommend the awarding of the degree sought without a fresh examination of a revised thesis (referral) NB revision is allowed once only, so these recommendations cannot be made in the case of a re-examination

5. **Revise and resubmit** the thesis for examination for the Degree sought.
6. **Revise and resubmit** the thesis for examination for the Degree sought **or accept a lesser Degree**. If the thesis was submitted for the PhD, then the MLitt or MSc may be offered, without further revision or examination, but subject to correction if required.

See Section 5b for guidance on the distinction between these options

Candidate not to be approved for the Degree sought and not allowed to submit a revised thesis for the Degree sought (failure).

7. **Approve for a lesser degree** only.
8. **Revise and resubmit for a lower degree** only.
9. **Outright failure**.

See Section 5c for guidance on these recommendations

The Examiner's independent report and recommendation (PhD1) has the following option:

You wish to defer your decision until the oral examination has been completed.

- 9 If you have *doubts about the result*, which you can resolve only in the oral, you may use this recommendation; please make the reason for doing so clear in your report.

a) Corrections

Managing corrections to the thesis

- If the corrections needed are **straightforward** and **relatively few** in number:
 - it is permissible for them to be carried out at or immediately after the oral;
 - if corrections have been made to your satisfaction *at the oral*, please indicate this on the joint recommendation form in section 2;
 - if the corrections are to be carried out *after the oral*, this must be indicated in section 3 - you will need to write a **separate note** of their completion to the Degree Committee (see checking corrections below).
- If the corrections needed are **more substantial** this must be indicated in section 4:
 - you may indicate to the candidate what will be required, but a **list** of the corrections required should be appended to your joint report;
 - your joint recommendation should specify which examiner (or both) will check that the corrections have been completed satisfactorily.
- If you are in **any doubt** about the most appropriate procedure to follow, please consult the Secretary of the Degree Committee.
- In any event, **please ensure that your joint report makes clear whether or not the required corrections have already been satisfactorily carried out.**

Checking corrections

The candidate can be asked to supply the corrected thesis electronically for checking, or a new soft bound thesis. Some candidates will produce a hardbound thesis at this stage. For all of these formats a list of corrections by page number is required. Please ensure that all the corrections on the list have been attended to and communicate this formally to the Degree Committee as expeditiously as possible. The communication may be made using the Corrections Form (PhD3) – see Appendix 2. Alternatively you may email the Degree Committee formally and include the following information:

- Proper name of the candidate
- Your full name and whether you are the Internal or External Examiner
- A brief statement along the lines of....
- I have checked (NAME OF CANDIDATE)'s corrected thesis and am satisfied he/she has made the changes recommended in the joint examiners' report after his/her oral examination.

b) Revision (or opt for revision or acceptance of a lower degree)

On a first submission, if the candidate is not to be approved for the degree sought, you should normally recommend that the candidate be permitted to submit a revised thesis for that degree (see also section 5c below).

N.B. Revision is allowed on only one occasion, so this recommendation cannot be made in the examination of a **revised thesis** (see section 6).

- In distinguishing between the two possible revision recommendations, you are asked to base your decision on the *extent of new work required* and the *ability* of the candidate;
- If you are of the opinion that the candidate is *unlikely* to be able to raise the standard of the thesis to that required for the PhD Degree and is likely to be awarded *only the MSc or MLitt Degree on the revised thesis*, you are asked to indicate this in your joint report so that the candidate and his or her Supervisor may be advised accordingly.

Revision advice

You are asked to agree with your fellow Examiner the revisions you require and which will form the basis for the re-examination. The Board of Graduate Studies is aware that there are different views on the best way to present the findings of research and of what constitutes completeness of the presentation. The Board asks that revision requirements are restricted to those *strictly necessary to bring the intellectual content and quality of the thesis up to an acceptable standard for the Degree sought* (see Criteria for Degrees, Section 2b).

Please specify your agreed revision requirements as part of your joint report. The candidate

and his or her supervisor will be sent this revision advice by the Board of Graduate Studies with the result of the examination. *Please do not give the revision advice directly to the candidate.*

The candidate will have the support of a supervisor in making the revisions. **Please do not agree to comment on any revisions prior to the re-examination;** to do so may raise expectations that fetter your discretion in making a recommendation of the outcome.

c) Recommendation for a lower degree only or for no degree

All of the outcomes listed in numbers 7, 8, or 9 of the table represent a failure; the candidate may make representations about the result under the regulations described in Section 9.

On a first submission, permission to revise the thesis for the Degree sought should be denied only where:

- **in the case of a PhD candidate** being recommended for the MSc or MLitt Degree, you are convinced that the candidate has *effectively no chance of reaching PhD standard* on a resubmission, bearing in mind the extent of new work required and the ability of the candidate; in such a case, *you may require that the thesis is revised* before it can be considered as being of a standard for approval for the MSc or MLitt Degree (see numbers 6 & 7 in the Examiners' Joint Report);
- the candidate's standard of work and ability is so low as to be *irremediable* even for the MSc or MLitt Degrees; in which case, you should recommend that no revision be allowed for any Degree (outright failure).

In the event of any doubt the Board of Graduate Studies expects the candidate to be given the benefit of that doubt and be allowed to resubmit for the degree sought or for a lesser degree.

6 Examination of revised thesis

The procedures are as set out in Sections 2-5 above, subject to any notes in the paragraphs below.

A time limit will be set by the Degree Committee for the submission of the revised work; extensions to this limit may be granted at the Degree Committee's discretion. The Degree Committee Office will inform Examiners when the revised work has been received.

You are asked to judge whether the thesis is now of a suitable standard for the award of the Degree sought. Please note that, while **corrections are allowed, further revision is not** (see Section 5). The extent to which the candidate has addressed the *revision advice* given after the first examination should be taken into account. The candidate has, however, been made aware that the action of addressing the points raised may not in itself necessarily be sufficient for success because the *quality* of the work will be judged.

Separate forms are supplied for the use of examiners of revised thesis (PhDrev1 and PhDrev2). If you do not have the appropriate form please contact the Degree Committee Office.

The same Examiners are normally appointed for the examination of the revised thesis but where this cannot be the case, the arrangements differ slightly:

If both Examiners also examined the thesis on its first submission

- Provided the candidate's performance in the oral examination on the first submission

was satisfactory and your independent reports on the revised work clearly recommend the award of the degree sought, *you may recommend that the oral on the revised thesis be waived*. Please make clear whether you are content to do this in your independent report. In such a case, *no joint report* is required.

- If however, your separate reports recommend that the candidate be *not approved* for the degree, or if you are in *any doubt* in your recommendation, an oral examination must be held and a joint report written.

If both Examiners did not previously examine the thesis on its first submission

- The revision advice given by the first examiners will be made available to you;
- An oral examination *must* be held.
- Providing the revisions required by the first Examiners have been made to a standard commensurate with the degree sought, you should normally recommend that the degree be awarded (subject to correction if necessary); you should avoid introducing **new grounds** if to do so would mean that the degree sought cannot be awarded.

7 Disagreement between the two Examiners following the oral

If you cannot agree with your fellow Examiner following the oral examination you are asked to make the reasons clear in your joint report and to leave the recommendation form blank.

If you do not agree in your recommendation or if for *any other reason* the Degree Committee or the Board of Graduate Studies need further advice on the merit of the work submitted, the Degree Committee may appoint an additional Examiner; more than one may be appointed only with leave of the Board of Graduate Studies. The ‘third Examiner’ should normally be external to the University.

Each additional Examiner makes an independent report on the thesis (i.e. without seeing the reports or knowing the recommendations of the other examiners) to the Degree Committee, but will not normally be expected to hold an oral examination unless the outcome is in doubt or if for any other reason an oral is deemed necessary.

8 Confidentiality of Examiners’ reports

It is the Board of Graduate Studies’ policy that *Examiners’ reports will be made available to the candidate when he or she is informed by the Board of the outcome of the examination.*

Please do not release your report directly to the candidate.

The Board hopes that you will be able to make a full report, which can be given verbatim to the candidate as a means of providing feedback. If however, there is anything you need to convey in confidence to the Degree Committee and the Board of Graduate Studies, please do so on a separate sheet of paper marked **STRICTLY CONFIDENTIAL** and enclose it with your report for the Degree Committee Secretary’s attention. Any matters involving a **third party** (for example, comments about a candidate’s supervisor) should be treated in this way.

If you have grave doubts about the quality of the thesis and wish to reserve your judgment till after the oral, you may exceptionally wish to divide your report, in the manner of a

Referee’s report, into two sections on separate sheets: **open** comments for the candidate to receive verbatim for feedback, and **confidential** remarks for the Degree Committee. If you

need to do this, please make sure the reports are clearly labeled.

Please be aware, however, that even reports made in confidence may be subject to a request for disclosure from the candidate. You will be asked for consent should a request be received from the candidate for the reports to be disclosed to him or her; the University will protect such data in so far as it is able within the provisions of the Data Protection Act (see also the review procedures, Section 10).

9... Restricted access to thesis

A small percentage of candidates seek, and are granted by the Board of Graduate Studies, a temporary restriction of access to the thesis in order to protect the intellectual property of the candidate, the University or a sponsor, or for other good reason that falls within one of the categories of exemption set out in the Freedom of Information Act 2000. In such cases, you may be asked to sign a **confidentiality agreement** relating to the contents of the thesis, valid for the duration of the restriction. Please consult the Secretary of the Degree Committee if you have any queries about such an arrangement.

10 Review of the results of examinations for postgraduate qualifications

The University has a procedure to provide formally for the consideration of representations that may be made by or on behalf of a candidate who is not approved for the degree he or she seeks. The Regulations limit the justifiable grounds for complaint to the following:

- (a) that there existed material circumstances relating directly to the examination (excluding circumstances relating to the candidate's course of research or course of study) of which the Examiners were not aware;
- (b) that procedural irregularities occurred in the conduct of the examination, which were of such a nature as to cause reasonable doubt as to whether the Examiners would have reached the same conclusion had the irregularities not occurred;
- (c) that there is demonstrable evidence of prejudice, bias, or inadequate assessment in the examination process.

If the candidate is not satisfied as a result of this process, (s)he may refer the case to the Office of the Independent Adjudicator (see <http://www.oiahe.org.uk/>). Note that the OIA's terms of reference are similar to those of the Review Committee and the OIA will not adjudicate over differences in academic judgment.

11 Examiners' fees and expenses

The fee for each Examiner (including the holder of a University office) is currently £135 if the Examiner takes part in the oral or other examination, or £100 if not. There is an additional fee of £38 for any Examiner taking part in any additional oral examination.

Examiners' fees include VAT and no further payment by reason of that tax can be made.

If you have to travel a long distance to the oral, or require more than two nights' accommodation, please discuss the arrangements with the Degree Committee Secretary to

make sure that your expenses are likely to be within the range allowed by the Board of Graduate Studies. The Board undertakes to meet all reasonable expenses within the limits, as specified on the reverse of the Expenses claim form.

Please apply for payment of the appropriate fee and for the reimbursement of expenses incurred by completing the form provided and sending it to the Secretary of the Degree Committee with your reports. Please ensure that **receipts** are appended to your application.

Your expenses, as approved by the Degree Committee, will be paid as quickly as possible. If you experience any difficulty with respect to reimbursement, please contact the Board of Graduate Studies (01223 338390) or email Mrs Jackie Cater jmc35@admin.cam.ac.uk.

Student Registry
4, Mill Lane
Cambridge
CB2 1RZ

FORM PhD2
*for use on first examination of a
 PhD thesis*



Board of Graduate Studies

Examiners' joint report and recommendation
 (to be completed *after* the oral examination)

| Candidate <i>Block Capitals</i> | Examiners <i>Block Capitals</i> | | Date of Oral Examination |
|------------------------------------|------------------------------------|----------|--------------------------|
| | | Internal | |
| | | External | |

1. Please write your **Joint Report** of the oral examination below and both Examiners to sign and date the form; if you prefer to attach the report on a separate sheet, **please sign and date** the sheet.

| Signed | | Date of report |
|-------------------|--|----------------|
| Internal Examiner | | |
| External Examiner | | |

This Form **will be made available to the candidate and their supervisor** when the Board of Graduate Studies communicates the result to the candidate.

Please turn over and complete the **Recommendation** form

Joint Recommendation

Please indicate your joint recommendation by circling the appropriate number on the table below. You may wish to refer to the *Guide to Examiners* for guidance, especially if **you do not agree in your joint recommendation, or if this recommendation differs from those in either of your Independent Reports**

| The thesis is satisfactory for the award of the Ph.D. Degree | |
|--|---|
| 1 | Approved for the Ph.D. Degree <i>without correction</i> |
| 2 | Approved for the Ph.D. Degree subject to minor or straightforward corrections - indicate which Examiner(s) will be responsible for checking them: Internal/External/both (delete as appropriate) <i>Students have 3 months in which to complete the corrections</i> <i>If corrections were completed immediately after the viva please complete form PhD3 – Corrections to Thesis - and send to the Degree Committee with the viva paperwork. Alternatively, you may email confirmation of corrections to the Degree Committee.</i> |
| 3 | Approved for the Ph.D. Degree subject to major or more substantive corrections – indicate which Examiner(s) will be responsible for checking them: Internal/External/both (delete as appropriate) <i>Students have 6 months in which to complete the corrections</i> |
| The thesis requires revision such that we are unable to recommend the awarding of the Ph.D. Degree without a fresh examination of a revised thesis | |
| 4 | <i>Allowed to Revise and resubmit</i> the thesis for examination for the Ph.D. Degree |
| 5 | <i>Allowed to Revise and resubmit</i> the thesis for examination for the Ph.D. Degree or accept the MSc./M.Litt. Degree without further revision Please indicate whether <i>corrections</i> are required for the awarding of the lesser degree and which examiner(s) will be responsible for checking them corrections are/are not required Internal/External/both (delete as appropriate) |
| The candidate is not to be approved for the Ph.D. Degree and not allowed to submit a revised thesis for the Ph.D. Degree (the following recommendations should be used only in very exceptional cases on a first examination) | |
| 6 | <i>Not be allowed to revise the thesis for the Ph.D. Degree but offered the MLitt or MSc without further revision or examination of the thesis</i> Please indicate whether <i>corrections</i> are required for the awarding of the lesser degree and which examiner(s) will be responsible for checking them corrections are/are not required Internal/External/both (delete as appropriate) |
| 7 | <i>Not be allowed to revise the thesis for the Ph.D. Degree but to be allowed to revise the thesis for the MLitt or MSc only</i> |
| 8 | <i>Not be approved nor allowed to revise the thesis for any degree - outright failure</i> |



Board of Graduate Studies

Form PhD3

Corrections to Thesis - for use by Examiners

Please note that your set of Examiners' reports and forms should be returned immediately after the viva voce examination. Do not hold on to them until corrections are completed by the students.

You may wish to use this form to communicate to the Degree Committee your acceptance of either minor or major corrections. The Internal and External Examiners may complete, sign and return either the same or separate copies of the form.

Alternatively, you may prefer to email the Degree Committee to confirm that corrections have been completed. Please state in a formally worded email whether you are the Internal or External Examiner. The student's full name must be used. A form is not required should you choose this option.

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| Confirmation of satisfaction with the corrections to thesis |
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|--|--|
| Full name of Candidate | |
| Date of viva voce | |
| I am the Internal/External Examiner (please delete as appropriate) | |

I confirm that the candidate has completed the requested corrections to my satisfaction

| | |
|-------------------|------------|
| Internal Examiner | Date: |
| Name: | Signature: |

| | |
|--|------------|
| External Examiner (only if required as stated on the Examiners' Joint Report – PhD2) | Date: |
| Name: | Signature: |