

Contents

| | | |
|-----|---|----|
| 1 | Outline of the procedure | 2 |
| 2 | The nature of the degrees and the examination | 3 |
| 2.1 | Criteria for recommending award of research degrees | 3 |
| 2.2 | Thesis Presentation | 4 |
| 2.3 | Good practice in research | 5 |
| 2.4 | Thesis content..... | 5 |
| 2.5 | COVID-19 Impact Statements | 6 |
| 3 | The examination..... | 7 |
| 3.1 | Timetable | 7 |
| 3.2 | Oral examination | 7 |
| 4 | Reports and recommendations..... | 9 |
| 4.1 | Prior to the oral examination | 9 |
| 4.2 | After the oral examination | 9 |
| 5 | The outcome | 10 |
| 6 | Managing Corrections | 11 |
| 7 | Revision and resubmission, or acceptance of a lower degree..... | 12 |
| 7.1 | Revision..... | 12 |
| 7.2 | Recommendation for a lower degree only or outright fail..... | 13 |
| 7.3 | Examination of a revised thesis..... | 13 |
| 8 | Disagreement between the two Examiners following the oral | 14 |
| 9 | Confidentiality of Examiners' reports..... | 14 |
| 10 | Restricted access to thesis | 14 |
| 11 | Examination review..... | 15 |
| 12 | Examiners' fees and expenses..... | 15 |

Thank you for agreeing to act as an Examiner for the University of Cambridge. The guide for examination of research degrees should be read in conjunction with the relevant regulations which can be found in the University Ordinances (Chapters 6 & 7) available at <http://www.admin.cam.ac.uk/univ/so/>.

This guidance covers the following research degrees:

Doctoral degrees: Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Engineering (EngD), Doctor of Business (BusD)

Master's degrees: Master of Science (MSc), Master of Literature (MLitt), Master of Philosophy (MPhil) by thesis.

1 Outline of the procedure

The examination for research degrees normally 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 involving both examiners and the candidate.

The Degree Committee for the candidate's Faculty manages the examination timetable and procedure normally with the assistance of the Internal Examiner.

Before the oral examination, each Examiner completes an independent report giving feedback and making a recommendation of the result using the form provided. This recommendation may be provisional pending the oral.

Following the oral examination:

- The Examiners agree on a recommended outcome and complete a joint report indicating this. Both Examiners must sign and date the joint report (electronic signatures are acceptable). If the Examiners are unable to agree on a recommendation, they should follow the guidance in Section 8 below.
- 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. Please do not return the thesis to the Student Registry.
- The 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.

The Degree Committee forms a decision as to whether the degree should be awarded based on the reports and recommendations of the Examiners. For doctoral students, a decision by the Degree Committee to not award a degree or to award a lower degree subject to approval by the Postgraduate Committee.

Master's students are informed of the outcome by the Degree Committee; Doctoral students are informed of the outcome by Student Registry. In each case, the Examiners' reports are released to the candidate alongside the confirmation of the outcome.

A candidate not approved for the degree sought on first examination may be allowed to revise and resubmit a thesis for re-examination on one occasion (see Section 7 for further details).

A candidate may request a review of a decision not to approve him or her for the degree sought (see Section 11 for further details).

2 The nature of the degrees and the examination

PhD Degree (all subjects)

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

The PhD is also offered as a PhD by Special Regulations for eligible applicants which is subject to separate regulations and assessment requirements - there is a separate guide for Examiners for this degree.

EdD Degree (Education)

Minimum number of terms of research required: 15 by part-time study.

EngD Degree (Engineering)

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

BusD Degree (Business)

Minimum number of terms of research required: 12 by full-time study.

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

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

These degrees may (in some instances) be taken 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 by Thesis (certain subject areas only¹)

Minimum number of terms of research required: 3 by full-time study; six by part-time study.

The MPhil degree is also available as an MPhil by Advanced Study, which includes assessments other than a thesis. The Regulations for this degree are substantially different from those for the PhD, MSc, M.Litt and MPhil by Thesis, and there is a separate guide for Examiners of this degree.

2.1 Criteria for recommending award of research degrees

The subject of a candidate's research is approved by the relevant Degree Committee in the light of what it is reasonable to expect a candidate to complete within the minimum requirement of terms for the degree. The limitations are intended to apply to the scale and scope of work presented for examination, rather than its quality.

In forming a judgement 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.

Doctoral degrees are awarded to those who have demonstrated all of the criteria below:

¹ The MPhil by thesis is offered in the following subjects: Architecture, Asian and Middle Eastern Studies, Astronomy, Biological Anthropological Science, Biological Science, Chemical Engineering and Biotechnology, Chemistry, Earth Sciences, Education, Engineering, European, Latin American and Comparative Literatures and Cultures, Film and Screen Studies, Geography, Land Economy, Latin-American Studies, Materials Science and Metallurgy, Medical Science, Physics, Theoretical and Applied Linguistics, Veterinary Science.

1. a significant contribution to the field of study through the creation and interpretation of new knowledge, connection of previously unrelated facts or the development of new theory or revision of older views;
2. submission of work of a quality in whole or in part of a standard to merit publication (whether or not subsequently published);
3. provides evidence of the acquisition of knowledge and a detailed understanding of applicable techniques for research and advanced academic enquiry;
4. is of a quality and quantity to reflect three years of full-time postgraduate study/five years part-time study.

The **Master of Science** or **Master of Letters** degrees are awarded to those who have demonstrated all of the criteria below:

1. provides evidence of a useful contribution to the field of study;
2. systematic understanding of knowledge and critical awareness of current problems and/or new insights in the field of study
3. includes critical evaluation of current methodologies and wider research in the area of study;
4. provides evidence of an understanding of applicable techniques for research and advanced academic enquiry;
5. submission of work of a quality and quantity expected for two years of full-time postgraduate research and study

The **Master of Philosophy** degree is awarded to those who have demonstrated all of the criteria below:

1. provides evidence of a useful contribution to the field of study;
2. understanding of knowledge and critical awareness of current problems and/or new insights in the field of study
3. includes critical evaluation of current methodologies and wider research in the area of study;
4. provides evidence of an understanding of applicable techniques for research and advanced academic enquiry;
5. submission of work of a quality and quantity expected for one year of full-time postgraduate research and study

2.2 Thesis Presentation

For doctoral degrees the thesis presented for first examination are submitted electronically; students must submit a final hard bound and electronic copy for deposit in the University Library before the candidate is permitted to proceed to the degree.

For Master's degrees the thesis presented for first examination are also submitted electronically. There is no requirement for a final hard bound copy for deposit in the University Library or for an electronic version of the thesis.

Theses will be sent to Examiners in electronic format. Please use the electronic thesis for your assessment and only request a paper copy if you are unable to examine the electronic copy. Unfortunately we are unable to reimburse printing costs.

Examiners are not expected to edit work but to deal with errors of fact and typographical errors that affect the meaning, as well as larger, structural issues.

2.3 Good practice in research

The University will deal appropriately with proven cases of plagiarism, fraud or other willful contraventions of scholarly conventions. Details of the University's policy on plagiarism can be found at: <http://www.plagiarism.admin.cam.ac.uk/>. The University's policy on Good Practice in Research can be found at: <https://www.research-integrity.admin.cam.ac.uk/>

If you have doubts about the material under examination, please contact the Degree Committee prior to making any formal assessment of the work.

Examiners are asked specifically not to mark down work in a punitive way on suspicion of wrongdoing, but are asked to provide an assessment of the academic merit of the work of the candidate; this will provide a basis for the final result and for any disciplinary action by the University.

2.4 Thesis content

2.4.1 Published papers

A thesis may contain previously published material as an integral part of the thesis. This material should be set in the context of an overall thesis (as part of a connected argument) with suitable introductory and concluding passages to link the published material to the rest of the work. Although permissible, it is not expected that a thesis submitted for the awards of MSc, MLitt or MPhil will include published works.

The amount of previously published material to include is up to each candidate, however included publications must refer to research carried out as part of a candidate's degree and the thesis must keep within the word limits specified by the relevant Degree Committee².

By permission of the Degree Committee candidates for doctoral degrees may submit a thesis consisting of a number of previously published papers. In these cases the thesis must also contain a substantial introductory summary statement summarising rationale; placing the work in the context of the wider field of study; clarifying the extent to which works represent a consistent body of research and the original contribution to knowledge they make; and providing clear detail on the exact contribution of the candidate to each included paper. It is not a requirement for any published work to be re-written prior to inclusion in a thesis. The amount of published material to include is up to each candidate, however the included publications must refer to research carried out as part of a candidate's degree. All candidates must also keep within the word limits specified by the relevant Degree Committee³.

Works will be considered as 'published' if they are traceable in ordinary catalogue and copies are obtainable at the time of application or were at some previous time by members of the public through normal channels.

The thesis must also be submitted in the format prescribed by the General Board⁴.

² <http://www.cambridgecandidates.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/word>

³ <http://www.cambridgecandidates.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/word>

⁴ <http://www.cambridgecandidates.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit#softbound>

2.4.2 Collaborative Research

We recognise 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 such that the candidate is required to seek approval to include such work in the thesis. In these circumstances the candidate's 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 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 examination.

2.4.3 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 video recording, computer programmes or a CD. Candidates are made aware that these may not be used as a means of exceeding their word limit.

2.4.4 Inclusion in thesis of work presented for degrees, diplomas or certificates previously awarded

Certain candidates may previously have been approved for a qualification and have been allowed to count up to three full-time terms (or five part-time terms) of their candidature for this qualification towards their current research degree. For example, a PhD candidate may have already been approved for an MPhil degree.

The General Board does not permit the inclusion of the whole or the major part of a thesis submitted for the earlier qualification in a thesis for a subsequent qualification. 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 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.

2.5 COVID-19 Impact Statements

COVID-19 has had a substantial impact on the research undertaken by many PGR students. Lack of or restricted access to laboratories, libraries, other institutions or research organisations or fieldwork sites may have limited the amount of empirical research that could be completed. The impact of COVID-19 will differ from student to student, and it may not have been possible for activities to simply be postponed. In some cases students may have had to implement a change in research direction. The University has mitigated some impact by giving students more time to submit their thesis through extensions to their submission deadlines.

Students have been invited to submit a Research Impact Statement alongside their softbound thesis, which will be provided to Examiners with the softbound thesis. The statement allows candidates the opportunity to inform Examiners how their research has been impacted by COVID-19 and what adjustments they have made to their research activities in response. The statement may include details of adjustments to the project and/or thesis that have been made as the result of restrictions caused by the pandemic.

Research degrees at the University of Cambridge are awarded to students who meet the criteria detailed on Pages 3-4 of this guidance. The University expects that examination of all doctoral degrees will continue to focus on the candidate's ability to demonstrate achievement of these requirements and will not accept any relaxation of these requirements. We ask that when you examine the thesis you take into account any circumstances detailed in the impact statement submitted by the candidate, for example recognising that theses may have less or different empirical research than under normal circumstances. The information provided in the impact statement may introduce information that can be explored in more detail in the viva voce examination.

3 The examination

The examination shall consist of submission of a thesis embodying the results of the candidate's approved course of research, and examination on the general field of knowledge within which it falls.

Examiners will assess on the extent to which the thesis:

- is clearly written;
- fulfils the requirements for the degree.

3.1 Timetable

Examiners are asked to complete the examination within two months of receipt of the thesis if possible. If this will not be possible, you must contact the Degree Committee so that the candidate may be made aware and alternative arrangements may be considered.

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

3.2 Oral examination

3.2.1 Location and attendees

Both Examiners and the candidate must attend the oral examination, which will normally take place in Cambridge. If the candidate or one of the examiners is unable to attend in person, the Degree Committee may permit the examination to be held via video conference. During 2020/2021 it is anticipated that the majority of examinations will be held via video conference. The candidate's Internal Examiner or Degree Committee will make the necessary arrangements, which will include

testing of the videoconferencing platform in advance of the viva.

If you are prevented at the last minute by illness or other grave cause from attending the oral examination, please contact the Degree Committee immediately to make alternative arrangements.

An Independent Chair will be appointed by the Degree Committee to oversee an oral examination for the PhD degree in the following circumstances:

- a) where two external examiners have been appointed neither of whom, in the view of the Degree Committee, are experienced Cambridge examiners;
- b) where, in the view of the Degree Committee, the internal examiner is inexperienced;
- c) in cases of re-examination where a second viva is required ;
- 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 Independent Chair is required;
- f) in any other circumstances where the Degree Committee has satisfied the Postgraduate Committee that the appointment is required.

3.2.2 Length of examination

The oral examination should be of sufficient length to permit a thorough examination. As an approximate guide, an oral examination for a doctorate should normally take at least 90 minutes and is probably best kept to within three hours. An oral exam for a Master's degree will be shorter (30-60 minutes).

3.2.3 Purpose of the examination

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 general 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.

For MPhil programmes where the supplementary programme regulations include requirements for the examination, these shall be supplementary to the guidance detailed above⁵.

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 (of at least two weeks).

3.2.4 Special arrangements

⁵ E.g. the regulations for the MPhil in Bioanthropological Science states that the thesis shall provide evidence to satisfy the examiners that a candidate can design and carry out investigations, assess and interpret the results obtained, and place the work in the wider perspectives of the subject.

Special arrangements may be made in particular cases for candidates on the grounds of disability. These may include rest breaks or permitting candidates to bring food and drink into the examination room. Examiners will be informed of any such arrangements.

3.2.5 Waiving the requirement for an oral examination

Very exceptionally (if, for example, the candidate is gravely ill), the Postgraduate Committee may agree to waive any form of oral 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 4.1 below on how to proceed.

Also, in exceptional circumstances, the Postgraduate Committee may allow a written examination to be substituted for an oral examination. This will be the result of an application for an alternative mode of assessment due to the health or disability of the candidate. In such cases, the examination will be arranged by the Examiners in consultation with the Degree Committee and Examiners may be asked to contribute to the written examination. The written examination will take place in Cambridge under standard examination conditions.

If the same Examiners are examining a revised and resubmitted thesis, they may elect to waive the requirement for an oral examination (see section 7 below).

4 Reports and recommendations

This section refers primarily to the first examination of a thesis; for variations with respect to the examination of a revised and resubmitted thesis, please see section 7.

4.1 Prior to the oral examination

Each Examiner should make an independent report on the thesis, including a recommendation of the outcome. A form is provided for this purpose (for the PhD degree this is the PhD1 form, with corresponding forms for other degrees). Please contact the Degree Committee 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 its 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 recommendation (see Section 5) may be provisional if you find it necessary to suspend judgement until after the oral.

4.2 After the oral examination

Following the oral examination, both Examiners should sign and date a joint report and recommendation of the result. A form is provided for this purpose (for the PhD degree this is the PhD2 form, with corresponding forms for other degrees). Please contact the Degree Committee if you do not have the appropriate form.

If the candidate's performance in the oral is such as to cause you to alter a recommendation you have already made in your independent report, you should submit a supplementary report giving

the reasons for the final recommendation reached.

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 should write to 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.

If you disagree with the other Examiner in your final recommendation; please make the reasons clear in your joint report (see Section 8 for guidance).

We recognise 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 recommendation is likely to be. If you decide to do so, please make clear that it is a recommendation only and the official outcome will not be certain until after the Degree Committee has considered the Examiners' reports.

Following the oral examination, the Internal Examiner should arrange for the following to be sent to the Degree Committee:

- the joint recommendation and report;
- the independent reports and recommendations for both Examiners;
- any supplementary reports or correspondence;
- list of corrections, if required;
- fee/expenses claim forms with receipts attached (see Section 12).

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

When assessing the thesis and considering your recommended outcome and any further work required, please take the information provided in the impact statement into account, recognising that the COVID-19 situation is ongoing and research activity may continue to be restricted or limited for some time. Therefore, please consider your recommendations carefully to ensure that they are appropriate and achievable under current constraints. For example, if it is clear that generation of additional data is not possible, consider how the candidate might meet any outstanding doctoral outcomes by alternative routes such as through an increased / deeper understanding of relevant knowledge or by demonstrating project design and implementation in a different way, depending on the areas in which outcomes are not met. The candidate's personal circumstances should not be taken into account, as there are other mechanisms to mitigate for these. It may be appropriate for the Internal Examiner to seek advice from the Supervisor or relevant Department Director of Postgraduate Education/Programme Director as to the feasibility of further research activity.

The following outcomes are available: approval, revision, failure or lower degree. Each outcome may have one or more options, as detailed below:

Approval

1. The thesis is satisfactory for the award of the degree sought without correction.
2. The thesis is satisfactory for the award of the degree sought subject to minor or straightforward corrections. Such corrections would be factual, typographic, limited in extent, and could be completed immediately or shortly after the oral examination. Candidates for the doctoral, MSc or MLitt degrees have three months in which to complete corrections and submit a corrected and approved version of their thesis; candidates for the MPhil degree have three weeks in which to complete corrections and submit a corrected and approved version of their thesis. These deadlines run from the date of formal notification of the result of the examination.
3. The thesis is satisfactory for the award of the degree sought 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. Candidates for the doctoral, MSc or MLitt degrees have six months in which to complete corrections and submit a corrected and approved version of their thesis; candidates for the MPhil degree have six weeks in which to complete corrections and submit a corrected and approved version of their thesis. These deadlines run from the date of formal notification of the result of the examination..

Revision

Revision is allowed once only, so these recommendations cannot be made in the case of a re-examination (see Section 7 for guidance on the distinction between these options).

4. The thesis requires revision such that you are unable to recommend the award of the degree sought without a fresh examination of a revised thesis for the degree sought.
5. (Doctoral candidates only). The thesis requires revision such that you are unable to recommend the award of the degree sought but instead recommend that the candidate has the opportunity to revise and resubmit their thesis for a fresh examination for the degree sought or accept the award of a lesser degree, subject to correction if required.
6. (Doctoral candidates only). The thesis requires revision such that you are unable to recommend the award of the degree sought but recommend without a fresh examination of a revised thesis for the award of a lesser degree, subject to correction if required.
7. (Doctoral candidates only). The thesis requires revision such that you are unable to recommend the award of the degree sought but recommend a fresh examination of a revised thesis for the award of a MLitt, MSc or MPhil.

Candidates for a doctoral, MSc or MLitt degree can be given up to 12 months in which to revise and resubmit their thesis. Candidates for the MPhil degree can be given up to 10 weeks in which to revise and resubmit their thesis. The deadline for resubmission will be set by the Degree Committee.

Failure

8. Outright failure.

6 Managing Corrections

If the corrections needed are straightforward and relatively few in number, it may be possible for the

candidate to complete them at or immediately after the oral examination. If the corrections have been made to your satisfaction at the oral examination, please indicate this by submitting a confirmation of corrections form (for the PhD this is the PhD3 form, with corresponding forms for other degrees).

If corrections are to be carried out after the oral examination, you should indicate to the candidate what corrections are required and append a list of the corrections required to your joint report. The joint recommendation should also specify which examiner, or whether both examiners, will check that the corrections have been completed satisfactorily.

The candidate can be asked to supply the corrected thesis for checking in either hard or electronic copy. When you are content that all corrections have been completed to your satisfaction you should confirm this to the Degree Committee as expeditiously as possible by completing the corrections form or if this isn't possible by email to the Degree Committee including the following information:

- Full 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.

If you are in any doubt about the most appropriate procedure to follow, or have concerns about whether the corrections have been completed satisfactorily, please consult the Degree Committee.

7 Revision and resubmission, or acceptance of a lower degree

7.1 Revision

Revision and resubmission is allowed on only one occasion, so this recommendation cannot be made in the examination of an already revised thesis.

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 degree sought and is likely to be awarded a lower degree on the revised thesis, you are asked to indicate this in your joint report.

Together with the other Examiner you should agree the revisions you require, which will form the basis for the re-examination. We are aware that there are different views on the best way to present the findings of research and of what constitutes completeness of the presentation, and ask 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 Section 2.1 above).

Please specify the agreed revision requirements as part of your joint report. These will be sent to the candidate along with the Examiners' reports and confirmation of the outcome 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 on the

outcome of the re-examination.

7.2 Recommendation for a lower degree only or outright fail

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, MLitt or MPhil 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 be revised before it can be considered as being of a standard for approval for the MSc, MLitt or MPhil degree;
- the candidate's standard of work and ability is so low as to be irremediable even for the MSc, MLitt or MPhil degrees; in which case, you should recommend that no revision be allowed for any degree (outright failure).

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

7.3 Examination of a revised thesis

The procedures are as set out in Sections 3-4 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 thesis; extensions to this limit may be granted upon application. The Degree Committee will advise you if an extension has been granted.

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 will have 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.

Different examination forms are supplied for the examination of a revised thesis. For the PhD these are the PhD1Rev and PhD2Rev. If you do not have the correct form please contact the Degree Committee.

The same Examiners are normally appointed for the examination of the revised thesis but where this is not possible, 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 examination of the revised thesis is 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 should not be 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 one or both of the Examiners did not previously examine the thesis on its first submission: an oral examination must be held. If you did not previously examine the thesis, the revision

advice given by the first examiners will be made available to you. If you are satisfied that the required revisions 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.

8 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 General Board need further advice on the merit of the work submitted, the Degree Committee may appoint an additional Examiner. The third Examiner should normally be external to the University. The 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.

9 Confidentiality of Examiners' reports

Examiners' reports will be made available to the candidate when he or she is informed of the outcome of the examination.

Please do not release your report directly to the candidate.

If there is anything you need to convey in confidence to the Degree Committee, please do so on a separate sheet of paper marked STRICTLY CONFIDENTIAL and enclose it with your report. 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 judgement until after the oral examination, you may wish to divide your 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.

10 Restricted access to thesis

Candidates may be granted a temporary restriction of access to their thesis in order to protect their intellectual property or that of 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. Please consult the Degree Committee if you have any queries about such an arrangement.

11 Examination review

Candidates may request a review of the results of their examination in certain circumstances:

- a) a procedural irregularity in the examination process has adversely impacted on your examination results; or
- b) demonstrable bias or the perception of bias has occurred within the examination process; or
- c) the withdrawal of academic provision, which had adversely impacted on your examination results and of which the Examining Board were not aware [this ground is for students whose assessment results have been adversely affected by industrial action from 2019-20 or COVID-19).

Such requests are managed by the Office of Student Conduct, Complaints and Appeals.

12 Examiners' fees and expenses

The fee for each Examiner (including the holder of a University office) is currently as follows:

- Examinations for the doctoral, MSc or MLitt degree: £165 if the Examiner takes part in the oral examination, or £100 if not.
- Examinations for the MPhil: £110 if the Examiner takes part in the oral examination, or £50 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 attend the oral, or require more than one night's accommodation, please discuss the arrangements with the Degree Committee to make sure that your expenses are likely to be within the range allowed by the Finance Committee. The University undertakes to meet all reasonable expenses within the limits specified on the reverse of the Expenses claim form. This includes economy or second class travel.

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 Degree Committee with your reports. Please ensure that receipts are appended to your application.

If you experience any difficulty with respect to reimbursement, please email feeandexpenseclaims@admin.cam.ac.uk