

Guidance Notes for Examiners

1. Introduction

These Guidance Notes are issued by the Graduate School Office and are intended to assist examiners and supervisors in their preparation for and conduct of examinations of candidates for the degrees of Master of Research, Master of Philosophy and Doctor of Philosophy. They are based on the Research Degree Regulations and Procedures of De Montfort University.

2. Responsibilities in Relation to the Examination Process

The respective responsibilities of the Supervisor, the Examiners and the Graduate School Office are as follows:

2.1 The First Supervisor (or Second where necessary)

- a) to complete the 'Approval of Examiners' form at least three months prior to the submission of thesis and submit the form together with a copy of the External Examiner's CV (if not already on file) to the Graduate School Office for approval by the Faculty Head of Research Students and the Director of the Graduate School. Ensure evidence is provided that confirms the External Examiner is eligible to work in the United Kingdom to the Graduate School Office. To inform the examination team of their nomination and of the subsequent approval;
- b) to make the administrative arrangements for the oral examination, this involves consulting the student and the external and internal examiners as appropriate, notifying all concerned of the date, time and place of the oral examination and attending the examination to answer questions, unless the student has expressed a wish to the contrary;
- c) to complete Section B of the 'master copy' of the Examiners' Report Form and to pass this to the internal examiner immediately before the examination. The report must provide contextual information on the student's work, e.g. mentioning any technical problems experienced during the research or any personal difficulties faced by the student;
- d) following an examination where examiners require minor corrections or major revisions to be made to the thesis, to obtain details of these from the examiners and to pass them onto the student. The typed 'Statement of Thesis Deficiencies' or the 'Statement of Reasons for Failure' should be done as soon as possible after the examination is concluded and **definitely within 20 days of the examination.**