**MA, MEd, MSc, MSc(Eng)**



# Final Report and Recommendation of the Examiners for the degree of

# Master of Arts (MA), Master of Education (MEd), Master of Science (MSc), Master of Science Engineering (MSc(Eng)) when taken by research

## *This report will be released to the PGR and supervisor after approval by the Progression & Examinations Group*

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| --- | --- |
| Name of PGR: |  |
| School: |  |
| Viva Date: |  |

**RECOMMENDATION OF THE EXAMINERS** *(tick one box to indicate the overall recommendation)*

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| **Award with distinction** |  |  |  |
| 1. that the degree of Master by Research be awarded ***with distinction*** |  |  |  |
|  |  |  |  |
| 1. that, subject to editorial and presentational corrections, the degree of Master by Research be awarded ***with distinction*** |  |  |  |
| 2 |  |  |  |
| **Award** | | | |
| 1. that the degree of Master by Research be awarded |  |  |  |
|  |  |  |  |
| 1. that, subject to editorial and presentational corrections, the degree of Master by Research be awarded |  |  |  |
|  |  |  |  |
| 1. that, subject to the correction of minor deficiencies, the degree of Master by Research be awarded |  |  |  |
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| **Referral** |  |  |  |
| 1. that the application be referred for resubmission for the degree of Master by Research |  |  |  |
|  |  |  |  |
| **Fail** |  |  |  |
| 1. that the degree of Master by Research not be awarded |  |  |  |

**SIGNATURES** *(Electronic signatures are acceptable in this section)*

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| External Examiner: | Sign: | Type/Print name: | Date: |
| Internal Examiner | Sign: | Type/Print name: | Date: |
| DoPGRS/Head of School | Sign: | Type/Print name: | Date: |
| Progression and Examinations Group | Sign: | Type/Print name: | Date: |

# Questions 1 – 6 must be completed in all cases

* Please ensure that you answer all questions clearly and fully and include in your responses specific examples from the thesis and/or viva.
* Sections (1) to (6) must be completed in all cases. Additional sections may be applicable, depending on the recommendation.
* In the case of a referral or fail please ensure it is clear from the responses in questions 2-6 why the submitted thesis fell short of the standard required for the award of the degree and which of the criteria for award had not been fully met
* **This report will be released to the candidate and supervisor after approval by the Progression and Examinations Group**

1. Briefly (in two or three lines) describe the nature and purpose of the PGR’s research:

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2. Comment on the quality of the research reported in the thesis (specific examples must be given):

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3. Comment on the extent to which the thesis interprets and communicates knowledge in the discipline (specific examples must be given):

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4. Comment on the extent to which the thesis contains material at a level suitable for publication: (specific examples must be given):

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5. Comment on the written style and overall presentation of the thesis:

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6. Comment on the performance of the candidate in the oral examination:

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Award subject to editorial and presentational corrections

**A summary of the editorial and presentational corrections is not required in this report.** The internal examiner must ensure the PGR receives details of any editorial/presentational corrections.

# Award subject to minor deficiencies

**Please provide a** **summary of the nature** **of the minor deficiencies** which demonstrates how the corrections are consistent with this category for award (e.g. confined to changes which are genuinely minor in nature such as rewriting of sections, correcting calculations or clarifying arguments and the correction of minor typographical errors).

***This section of the report must include a summary of the nature of the minor deficiencies. Examiners must not include here the full list of individual deficiencies which require correction.*** *The internal examiner is asked to ensure that this list is provided to the PGR in writing within 1 working day of the viva*

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# Covid-19

Examiners are invited to include in the space below any additional information or general comments in relation to the impact of Covid-19 on the research project. This might include comments in response to a Covid-19 impact statement provided by the PGR or any Covid-19 impacts identified or discussed in the viva.

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# Award with distinction (only applicable in exceptional cases)

PLEASE NOTE this recommendation is **only applicable** where the work is of exceptional merit. Examiners may recommend the award of the degree with distinction, when **no corrections are required** or where the recommendation of award is subject to completion of **editorial and presentational corrections**. Please see the Instruction to Examiners for further advice.

**Please provide a statement justifying the recommendation for the award of the degree with distinction:**

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# Referral for Resubmission

Where the recommendation is referral for resubmission, the Examiners are also required to provide a clear summary of the reasons for referral along with “Notes for Guidance” which must be submitted to Doctoral College Operations with the Examiners’ Report for consideration by the Graduate Board’s Progression and Examinations Group.

1. **Please give a clear summary of the reasons for referral** *(text box will expand)***:**

Please summarise why the submitted thesis does not, at this stage, satisfy the requirements for award, and what evidence there is that the thesis is potentially of a standard to merit award (following a period of further work and resubmission) and that the examiners believe the individual PGR is capable of making the changes required.

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**Please attach Notes for Guidance on a separate sheet headed “Notes for Guidance”**

The Notes for Guidance must clearly set out what needs to be done in order for the thesis to reach the standards required for the award of the degree. The Notes must specify the sections or aspects of the thesis which are in need of improvement and provide sufficiently detailed information about what work is required to enable the PGR to revise the thesis for resubmission to meet the standard required for award.

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| **(ii)** | **Please tick to confirm the Notes for Guidance are attached** |  |  | **(iii)** | **Please indicate the number of pages** |  |

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| **(iv)** | **Please tick to confirm the Notes for Guidance have been agreed by all Examiners** |  |

# Fail (no award of a research degree)

Examiners are asked to ensure that a **thorough and detailed account** of the reasons for failure is provided. In the case of a recommendation for failure on a first submission the Examiners’ Report must also include an explicit statement explaining why referral for resubmission was not an option.

Please give a thorough and detailed account of the reasons for failure (this must clearly indicate why the criteria for the award of the degree have not been met):

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Please provide an explicit statement explaining why referral for resubmission was not an option:

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# Learning Outcomes

If there is any additional information or general comment in relation to the candidate’s performance or comments in relation to the Learning Outcomes these can be provided in the space below.

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# General Feedback or Comments or Additional Information

If individual examiners wish to submit separate comments or provide any general comment or feedback regarding the examination process which they wish to bring to the attention of the Graduate Board they are invited to do so by writing to the Thesis Examination Section in Doctoral College Operations by email: [rp\_examinations@adm.leeds.ac.uk](mailto:rp_examination@adm.leeds.ac.uk) Please make it clear in any letter that you are writing in connection with your role as Examiner for this particular candidate. Feedback will be considered by the Graduate Board’s Progression and Examinations Group.

CM

August 2022

Important Information

## *Final report*

* The final report must be completed immediately after the viva.
* Electronic signatures can be accepted for all video-streaming vivas (electronic signatures are preferred, but email confirmation from all parties can be accepted in place of this).
* The joint report must be reviewed by the Director of PGR Studies (or Head of School). The report can be passed to the Graduate School to arrange for this.
* The report should be returned to DCO within 10 working days of the examination, together with the preliminary reports, and the report from the Independent Chair (if appointed).
* Where the recommendation is referral, notes for guidance must also be submitted with the report.

## *Consideration of the Report by the Progression and Examinations Group*

* **Please do not give a copy of the report to the PGR at this stage.** The examiners’ report and recommendation must be approved by the Graduate Board’s Progression and Examinations Group. To help to ensure that we receive your report in time for the next meeting of the Group, please see the [dates of the Group’s meetings](http://ses.leeds.ac.uk/info/20620/research_student_assessment/765/examinations_group).
* **This report will be released to the PGR and Supervisors after approval by the Progression and Examinations Group**

## *Editorial and presentational corrections or minor deficiencies*

* The examiners are asked to ensure the PGR is given details of the required corrections promptly as the normal time period runs from the date of the viva.
* If the recommendation is award subject to correction of minor deficiencies, the internal examiner should ensure that clear written guidance is provided to the PGR within 1 working day of the oral examination.
* PGRs DO NOT receive any details of corrections via Doctoral College Operations.
* Once the internal examiner is satisfied that the corrections have been completed please email: [rp\_examinations@adm.leeds.ac.uk](mailto:rp_examinations@adm.leeds.ac.uk) to confirm this.
* Although the University only requires approval of the corrections by the internal examiner, the external examiner should be consulted on the corrections carried out by the PGR if they wish.

## *Referral for Resubmission*

* Where the recommendation is referral, notes for guidance must be submitted with the report.
* Please DO NOT give the report or notes for guidance directly to the PGR. They must first be considered by the Progression and Examinations Group.
* DCO will send these to the PGR after approval by the Group.

## *Further Advice*

* Further advice is given in the Instructions to Examiners.
* Advice is available from the Thesis Examination Section of Doctoral College Operations.
* **Doctoral College Operations is happy to help with any queries. Please contact us by e-mail to**[**rp\_examinations@adm.leeds.ac.uk**](mailto:rp_examinations@adm.leeds.ac.uk)**.**