**PhD**



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

# Doctor of Philosophy

## *This report will be released to the PGR & 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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| **PhD** |  |  |  |
| (a) | that the degree of PhD be awarded. |  |  |
|  |  |  |  |
| (b) | that the degree of PhD be awarded subject to editorial and presentational corrections |  |  |
|  |  |  |  |
| (c) | that the degree of PhD be awarded subject to the correction of minor deficiencies  |  |  |
|  |  |  |  |
| (d) | that the thesis be referred for resubmission for the degree of PhD |  |  |
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| **MPhil** |  |  |  |
| (e) | that the degree of MPhil be awarded. |  |  |
|  |  |  |  |
| (f) | that the degree of MPhil be awarded subject to editorial and presentational corrections |  |  |
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| (g) | that the degree of MPhil be awarded subject to the correction of minor deficiencies  |  |  |
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| (h) | that the thesis be referred for resubmission for the degree of MPhil  |  |  |
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| **Fail** |  |  |  |
| (i) | that no research degree 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.
* **Where the recommendation is for award**, it must be clear from the responses in 2-6 that the thesis contained evidence of originality, independent critical ability and matter suitable for publication.
* **In the case of a referral, award of MPhil 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 evidence of originality, with an indication of the nature of any such evidence (**specific examples must be given**):

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3. Comment on the evidence of independent critical ability, with an indication of the nature of any such evidence (**specific examples must be given**):

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4. Provide an academic judgement on the extent to which the thesis contains matter suitable for publication in appropriate peer reviewed journals or in other form as appropriate to the field of research[[1]](#footnote-1). **The response must identify aspects of the thesis that are of publishable quality, independently of whether or not publication has already taken place** (**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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## *The following additional sections may be applicable, depending on the recommendation*

# 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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# Recommendation of Research Excellence (only in exceptional cases)

This is only applicable in exceptional cases and is subject to approval by the Progression & Examinations Group[[2]](#footnote-2). Examiners may use the space below to make a recommendation where they have identified research excellence in the thesis, where the recommendation is that the degree of PhD be awarded with no corrections or awarded with either editorial and presentational corrections or minor deficiencies. The intention is to recognise those candidates who have submitted an exceptional thesis. Please see the Instructions to Examiners for further advice.

**Comment on research excellence which is identified in the submission:**

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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 DCO with the Examiners’ Report for consideration by the Progression and Examinations Group.

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| **(i)** | **The examiners recommend resubmission for the degree of** | PhD |  | MPhil |  |

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| **(ii)**  | **Please attach the Notes for Guidance on a separate sheet headed “Notes for Guidance” and confirm these are attached** |  |

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| **(iii)**  | **Please indicate the number of pages of the notes for guidance** |  |

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

*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.*

## *Refer for PhD: Where the examiners recommend resubmission for the degree of PhD*

**(v) Please give a clear summary of the reasons for referral for PhD.**

*Please summarise why the submitted thesis does not, at this stage, satisfy the requirements for award of PhD, and what evidence there is that the thesis is potentially of a standard to merit award of PhD (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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## *Refer for MPhil: Where the examiners recommend resubmission for the degree of MPhil*

1. **Please give a clear summary of the reasons for referral for MPhil with specific reference to the learning outcomes/criteria for MPhil award.**

*Please summarise why the thesis does not, at this stage, satisfy the requirements for award, why the examiners believe the thesis is potentially of a standard to merit MPhil award (following resubmission) and the sections and/or aspects of the thesis which are in need of alteration and improvement to meet the criteria for MPhil award (full details should be provided in the notes for guidance).*

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1. Please explain why the examiners do not believe there is the potential to satisfy the requirements for PhD award by a referral for PhD resubmission.

*A thorough and detailed account must be provided explaining why the examiners believe the criteria for PhD award could not be met by referral for resubmission for PhD, with specific reference to the learning outcomes/criteria for the award for the degree of PhD*

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# Award of MPhil on a PhD submission

*Please refer to the Instructions to Examiners for the criteria for MPhil award and the learning outcomes for this programme. Examiners are asked to comment on why they have concluded that: (a) the degree of MPhil should be awarded, giving positive examples of how the thesis meets the criteria for the award of MPhil; and (b) why a recommendation to award the degree of PhD (or refer for resubmission) could not be made.*

1. **Please provide a summary giving the reasons why the degree of MPhil should be awarded, giving positive examples of how the thesis meets the criteria for MPhil award with specific reference to the learning outcomes/criteria for MPhil award. This must include comment on:**
* The quality of the research reported in the thesis and whether it contains an independent contribution to knowledge and scholarship (specific examples must be given).
* The extent to which the thesis contains material at a level suitable for publication: (specific examples must be given).

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1. **Please provide a thorough and detailed account of the reasons why this decision has been reached by the examiners which must clearly indicate:**
* Why the criteria for PhD award have not been met; and
* Why the criteria cannot be met by referral for PhD resubmission.

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# 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.

1. Please give a thorough and detailed account of the reasons for failure (this must clearly indicate why the criteria for the award of either the degree of PhD or MPhil have not been met with specific reference to the learning outcomes/criteria for PhD and MPhil award):

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1. Please provide an explicit statement explaining why referral for resubmission for the degree of PhD was not an option:

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1. Please provide an explicit statement explaining why referral for resubmission for the degree of MPhil 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 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 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 Doctoral College Operations.. Please contact us by e-mail to rp\_examinations@adm.leeds.ac.uk.
1. For practice-led research only, the examiners should provide an academic judgement on the extent to which the body of creative practice produced by the candidate in pursuit of the degree is worthy of public presentation [↑](#footnote-ref-1)
2. If the Group approves the excellence recommendation, a separate letter will be sent to the PGR from the Dean of the Leeds Doctoral College. The text provided by the examiners will be quoted in the letter. [↑](#footnote-ref-2)