

PhD/MPhil Viva Voce Examinations: Checklist for the Independent Chair

(The Independent Chair should be a senior academic with previous experience of examining and supervising research degree students, who has not been directly associated with the supervision of the candidate).

The pre-populated information in this form is sourced from the University's Student Records system. If you believe that any data is incorrect, **do not alter the data yourself but contact your Graduate School Office** and ask them to amend the data in the Student Records system.

PART A: THE CANDIDATE

1. Student ID:
2. Name in full:
3. Email Address:
4. Date of Registration:
5. Mode of Study:
6. NTU Programme of Study:
7. Title of Thesis:
8. Registered for:
9. Collaborating Establishment(s):
10. Actual Submission Date:

PART B: APPROVED SUPERVISORY TEAM

| 11. Name | Designation |
|----------|-------------|
| | |

PART C: EXAMINING TEAM

| |
|-------------------------|
| 12. Name |
| a) External Examiner(s) |
| b) Internal Examiner(s) |

13. Date of Viva Voce:

Please tick to indicate each stage has been completed

BEFORE THE EXAMINATION

Ensure that the examiners have submitted their Preliminary Report forms (RD8PR).

Ensure that if any supervisors or advisors are present as observers the candidate has provided written permission and the names of the observers are recorded.

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Introduce the Examiners, supervisor, candidate and yourself. [__]

Ensure that the candidate has seen a copy of the Research Degrees Regulations and that they have read the relevant sections. [__]

Explain that the Examiners have been appointed in accordance with the regulations and procedures contained within the Research Degrees Regulations and that the Examiners have been given a copy in order to ensure that all parties have had the same information on rules, regulations and procedure. [__]

Explain that the role of the Chair is to ensure that the assessment processes are operated rigorously, fairly, reliably and consistently. Explain that the Chair has a neutral role in the assessment process and takes no part in the actual assessment of the research. He/she should not be called upon for specialist discipline knowledge, but for knowledge of regulations, procedures, policy and practice. [__]

REPORTS AND FORMAL COMMUNICATION OF RECOMMENDATIONS

Explain that the Examiners will produce a written report of the recommendation of the examination. [__]

Explain that a letter will be sent to the candidate giving formal notification of the recommendation of the examination. [__]

THE EXAMINATION

The Chair can interject:

- To provide advice on regulations, procedures, policy and practice.
- Where there is any activity that is not 'rigorous, fair, reliable or consistent'.
- Where there is any activity, which contravenes the equal opportunities policy.

When the Examiners have finished their discussion with the candidate, ensure that there are no more queries and ask the candidate whether he/she has anything more he/she would like to add or ask. [__]

Draw the proceedings together and outline the next steps (normally the candidate should leave the room and may be invited in to hear the recommendation). [__]

RECOMMENDATIONS

Where the Examiners have a discussion about the recommendation, interject as before to:

- Provide advice on regulations, procedures, policy and practice.
- Where there is any activity which is not 'rigorous, fair, reliable or consistent'.
- Where there is any activity which contravenes the equal opportunities policy.

In exceptional cases where the recommendation is not given at the viva, explain to [__]

the candidate why this is the case and what will happen to inform him/her of the recommendation.

REPORT

Ensure that the Examiners complete their Recommendations' Form (RD9REX) and that they know where to send it (the College Research & Graduate Studies Office).

Ensure that you have completed all sections of this checklist and return it to the College Research & Graduate Studies Office.

COMMENTS

Please make any comments on the examination process or note any incidents of good or poor practice here:

Chair's Comments:

Chair's Name:

Chair's Signature

Date

(Please print clearly)

Please return this form to the College Research & Graduate Studies Office