

Role and duties of the internal examiner

It is the internal examiner's responsibility to ensure that the whole examination process is completed and all reports are submitted to Research Student Administration by the date indicated in your appointment letter.

Oral Examination

An oral examination must be held for a doctoral degree.

For a masters by research, an oral examination is held at the discretion of the examiners but must be held in all cases where the examiners are proposing a recommendation of *revise and resubmit*, *award lower qualification* or *reject the thesis*.

It is the internal examiner's responsibility to:

- liaise with the external examiner, supervisor(s), the candidate and chairperson in order to make arrangements for the oral examination (date, time and venue), which should include time for the examiners to discuss the preliminary independent reports and discuss the approach to the examination;
- to notify Research Student Administration of any delays to the examination process via pgrstudentrecords@contacts.bham.ac.uk;
- to refer requests to hold oral examinations outside the University of Birmingham or by video conferencing to Research Student Administration to seek approval from the University's Senate or Delegated Authority;
- to liaise with the candidate's Head of School if a chairperson has not been nominated, to ensure that one is appointed and to notify Research Student Administration of the appointment;
- If the chairperson, internal, external examiners and candidate are unable to be present at the oral examination, to rearrange the oral examination.

Only the candidate, internal, external examiners and the chairperson may attend the oral examination. Supervisor(s) should not be present at the oral examination, but should be available on the day.

At the end of the oral examination, the examiners, through the chairperson, may invite the candidate and supervisor(s), to hear the recommendation (provisional only).

The official notification of the outcome to the candidate will be by letter from Research Student Administration.

Report Forms

It is the internal examiner's responsibility to:

- ensure that Part One (independent report) is returned to Research Student Administration **before** the oral examination takes place;
- where an oral examination is held and a final recommendation agreed, to jointly sign the post oral report forms:
 - Part Two – report on the oral examination,
 - Part Three – final recommendation

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Part Four – for minor/major corrections or revise and resubmit, a list of required corrections/revisions and return them to Research Student Administration;

- where an oral examination is not held, and in instances where a final recommendation cannot be agreed, to sign and return an individual:
 - Part Three – final recommendation
 - Part Four – for minor/major corrections or revise and resubmit, a list of required corrections/revisions)and return them to Research Student Administration.

At the end of the oral examination, the thesis may be given directly to the candidate or returned to Research Student Administration with your report.

Corrections

To remove any ambiguity, guidance given to the candidate on required corrections should be explicit and in the form of a detailed list in Part Four of the report form, or in the case of minor corrections clearly marked in the body of the thesis.

The list of required corrections can be either an individual list or a joint report with the external examiner.

Examiners are not permitted to provide feedback on draft corrections prior to the formal submission of the corrected thesis. The candidate is advised to consult the supervisor for guidance on completion of the required corrections and the supervisor should liaise with the examiners on behalf of the candidate.

It is the internal examiner's responsibility:

- to ensure that where corrections have been indicated on the body of theses, reference is made to this on Part Four of the report form;
- to check minor corrections and complete a Correction Certificate by the required date (normally within 4 weeks). The corrected thesis will be either posted or emailed to you with details on how the candidate has made the corrections to the thesis;
- to check major corrections (a joint responsibility with the external examiner), and complete a Correction Certificate by the required date (normally within 6 weeks). The corrected thesis will be either posted or emailed to you with details on how the candidate has made the corrections to the thesis.

Further corrections

If the corrections have not been undertaken to the examiners' satisfaction, a comprehensive list of the required further corrections should be returned to Research Student Administration Team. Requests will then be referred to the Senate or Delegated Authority for their consideration before the candidate is notified of this requirement. You should not request the candidate to carry out any further corrections until approval has been granted by the Senate or Delegated Authority.

Revise and resubmit

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To remove any ambiguity, guidance given to the candidate on revisions to the thesis should be explicit and reported in Part Four of the report form. The list of required revisions can be either an individual list or a joint report with the internal examiner.

The candidate is advised to consult with the supervisor for guidance on completion of the required revisions and the supervisor should liaise with the examiners on behalf of the candidate.

A full examination will take place on the resubmitted thesis and it is expected that the original examiners will re-examine the thesis.

An oral examination must be held for a resubmitted doctoral degree.

For a resubmitted masters degree thesis, an oral examination must be held in all cases where the examiners are proposing a recommendation of *revise and resubmit* or *reject*.

Where examiners are not able to examine the resubmitted thesis, their original reports will be made available to the new examiners.

For further information on the examination process, please refer to the Guidance Notes for Examiners of Research Degree Theses.

The Code of Practice for the Assessment of Research Degree Theses is available at:

<https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx>