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# Doctoral Degree *Viva Voce* Examination Form

## *Section A*

|  |  |
| --- | --- |
| Name of candidate |  |
| URN (usually starts with a 6xxxxxx) |  |
| Date of Viva  |  |
| Degree submitted for (please tick) | PhD [ ]  PhD Published works [ ]  MD [ ]  MPhil [ ]  EngD [ ]  PsychD [ ]   |

**Section B –** To be completed by examination panel. *Sections B1 & 2 will also be sent to the candidate.*

### Section B1

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| **Please select from the following options, how the corrections/revisions will be documented and provided: -**[ ]  List of corrections/revisions is provided below.[ ]  List of corrections/revisions has been provided to the candidate in a **separate document**. [ ]  In addition to the required list, an annotated thesis has been provided to the candidate. |
| **RESUBMISSIONS ONLY:**[ ]  For re-submission outcomes, a numbered ‘Statement of Requirements’ has been provided to the candidate in a separate document as per the [A2 Regulations](https://www.surrey.ac.uk/quality-framework/academic-and-student-regulations-and-procedures) |
| ***Please ensure*** *that you provide the Research Degrees (Doctoral College)* *researchdegrees@surrey.ac.uk* *with a copy of any separate list(s) provided to the candidate.*  |
| **Please use the space below to provide a joint report on the viva voce examination.** |
|  |

### Section B2: Examiners’ recommendation

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| Please **tick** **ONE** of the outcomes listed below:-* **PhD, MD or EngD** examinations - outcomes in **Column A** and **Column B** are all available
* **Practitioner Doctorate** examinations (PsychD, DClinPrac, DBA) use **Column A** only
* **MPhil** examinations use **Column B** only
 |
| **Column A** |  | **Column B** |  |
| Award degree (no corrections needed)Student should proceed to upload thesis |  | Award MPhil (no corrections needed). Student should proceed to upload thesis |  |
| That the degree be awarded, subject to specified minor corrections being made to the thesis or portfolio to the satisfaction of the Internal Examiner within a period not exceeding **one** **month**.[[1]](#footnote-1) |  | Award MPhil, subject to specified minor corrections being made to the thesis or portfolio to the satisfaction of the Internal Examiner within a period not exceeding **one** **month**.1 |  |
| That the degree be awarded, subject to specified minor revisions being made to the thesis or portfolio to the satisfaction of the Internal Examiner within a period not exceeding **six** **months.**[[2]](#footnote-2) |  | Award MPhil, subject to specified minor revisions being made to the thesis or portfolio to the satisfaction of the Internal Examiner within a period not exceeding **six** **months.** 2 |  |
| Not awarded but permit submission of a revised thesis, with or without further research *(please indicate)*, **within 12 months** and ***with*** *a further oral examination*.[[3]](#footnote-3) |  | Not awarded but permit submission of a revised thesis for MPhil degree, with or without further research *(please indicate)*, **within 12 months** and ***with*** *a further oral examination*.3 |  |
| Not awarded but permit submission of a revised thesis, with or without further research (*please indicate)*, **within 12 months** but ***without*** *a further oral examination.*[[4]](#footnote-4) |  | Not awarded but permit submission of a revised thesis for MPhil degree, with or without further research (*please indicate)*, **within 12 months** but ***without*** *a further oral examination.*4 |  |
| No award  |  | No award  |  |
| Signature of external examiner |  |
| Signature of internal examiner (s) |  |
| Signature of independent chair(if applicable) |  |
| Signature of second external (if applicable) |  |
| Date |  |

**Section B3: External examiner feedback (to be completed by the external examiner)**

External examiners are asked to comment on the administration and conduct of the examination. Contributions are used by the University to monitor the quality and standards of the viva voce examination process.

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| Please use the space below to comment on the conduct of the oral examination |
|  |
| Please use the space below to comment on the congruence of the examination outcome with the established standards in the sector  |
|  |
| Please use the space below to comment on the administration and procedural aspects of the examination process |
|  |
| Please use the space below to comment on any other aspect of the examination |
|  |

|  |  |
| --- | --- |
| Signature of external examiner(s) |  |
| Date |  |

1. If specified minor corrections or revisions are required to the thesis, the internal examiner shall inform the candidate of the nature of the corrections, within 10 working days of the viva voce, in the form of a **written list** and, in addition, may return to the candidate an annotated copy of the thesis. [↑](#footnote-ref-1)
2. As above. [↑](#footnote-ref-2)
3. Candidate shall be informed in writing within 10 working days after the viva voce of the reasons for the examiners' rejection of the original thesis, by being sent a **Statement of Requirements** listing the principal aspects of the thesis which require improvement. Resubmission fee of £500 is payable. [↑](#footnote-ref-3)
4. As above. Resubmission fee of £300 is payable. [↑](#footnote-ref-4)