



Registry – Postgraduate Research

## Contents

<i>Introduction</i> .....	3
<i>Key Contacts</i> .....	3
<i>Nomination and Appointment of the Examination Committee</i> .....	3
<i>Preparing for Submission or Resubmission of the Research Degree Thesis</i> .....	3
<i>Length of the Examination Process</i> .....	4
<i>Good Practice in Research – Ethics and Academic Integrity</i> .....	4
<b>Ethical approval</b> .....	4
<b>Academic Integrity</b> .....	4
<i>Submission of Independent Examination Reports</i> .....	4
<i>Viva Voce Examination – Organisation, Requirements, and Conduct</i> .....	5
<i>Final Report of the Examining Committee</i> .....	5
<b>Doctoral Examination Recommendations</b> .....	5
<b>Masters Examination Recommendations</b> .....	6
<i>Completion of Typographical/Minor Corrections</i> .....	7
<i>Resubmissions</i> .....	7
Appendix I - Administrative information for the Convenor .....	8
<b>Viva Voce Examination</b> .....	8
<i>Arrangements</i> .....	8
<i>Preparing for the viva voce</i> .....	8
<i>Post viva voce</i> .....	8
<b>Viva Voce Outcome</b> .....	8
Appendix II – Thesis Examination Process Flowchart .....	10

## Introduction

This guide outlines and clarifies the process of examination for research degrees at the University of St Andrews (excluding MSc(Res) / MSt(Res)). It is aimed at members of examining committees, research degree students, and supervisors.

## Key Contacts

Research degree examinations at the University are overseen by the Associate Provost (Students) with the assistance of the Postgraduate Research Team (PGR Team – Student Journey) in the University's Academic Registry, and are conducted in line with the [Senate Postgraduate Resolutions and Regulations](#). Consequently, most correspondence regarding the examination process will be conducted with the PGR Team via <mailto:registry-pgr@st-andrews.ac.uk>, unless otherwise indicated. Any queries about research degree examinations and their associated processes should be directed to the Registry PGR Team in the first instance.

## Nomination and Appointment of the Examination Committee

In advance of the submission of the thesis to Academic Registry, the supervisor should be considering the composition of the examining committee. Candidates should be given the opportunity to comment on the proposed examining committee but do not have a right of veto.

At least six weeks prior to the submission of the thesis, the supervisor should complete the nomination of examining committee via the Postgraduate Research tools on [MMS](#). This is then approved by either the Director of Postgraduate Research Studies or Head of School and then sent to the Associate Provost (Students) for final approval.

Under no circumstances may the candidate's supervisor(s) be part of the examining committee.

*Please note that an examination (Viva) date should only be agreed upon and set by the examining committee after receiving the approved thesis as there may be unforeseen delays before a thesis can be released to the committee.*

## Preparing for Submission or Resubmission of the Research Degree Thesis

Examination copies of the thesis should be submitted electronically through [Moodle](#).

All copies must contain the following:

- A title page with the title of the thesis, the name of the candidate, the name of the degree, and the date of submission.
- An abstract of the thesis of not more than 300 words (in the exceptional case of a thesis written in a foreign language a summary in English of between 2,000 and 3,000 words is required as well as the abstract).
- Declarations pages (including embargo requests) that are to be signed by both the candidate and the supervisor.
- Ethical approval letter (*if applicable*).

The title page and declarations should be compiled using the 'Preparing for submission of my thesis' or 'Preparing for resubmission of my thesis' task in MySaint.

Following submission of the thesis in Moodle, the PGR Team in Academic Registry will perform the appropriate checks, and let you know if there are any issues. The Associate Provost (Students) will then verify that the thesis has been submitted in line with Faculty and Senate Regulations. At this point, the Associate Provost's Report will be completed and the thesis will be released to the examining committee for examination.

## *Length of the Examination Process*

The examination of the thesis for research degrees should take no longer than three months from the date the candidate submits their thesis to Academic Registry. As such it is expected that within this period:

- the thesis is read by the examiners,
- examiners' independent reports are written and submitted to Registry via MySaint,
- viva voce examination conducted if required,
- final recommendation of the examination committee made and the final report submitted to Registry via MySaint.

If the period of examination is expected to exceed three months, then the Convenor must seek permission from the Associate Provost (Students).

## *Good Practice in Research – Ethics and Academic Integrity*

### **Ethical approval**

The examining committee is required to check whether or not, in theses involving 'activity with living human subjects or human tissues or human samples or activity which may have potential adverse consequences for human welfare and wellbeing' have ethical approval in the appendix of the thesis. If it is not, the examining committee must make it a requirement that such approval be obtained and bound in, before a thesis is finally accepted.

### **Academic Integrity**

The University will deal with cases of suspected plagiarism, fraud, or other wilful contraventions of scholarly conventions appropriately. If an examiner has concerns regarding material under examination, they must contact the PGR Team at [registry-pgr@st-andrews.ac.uk](mailto:registry-pgr@st-andrews.ac.uk) who will refer the concerns to the Associate Provost (Students) and advise the committee on the process going forward.

## *Submission of Independent Examination Reports*

Once the Associate Provost (Students) has approved the (re)submitted thesis, the PGR Team will distribute the thesis and report templates to the examining committee. Following the receipt and reading of the thesis, the examiners will be required to complete their independent report. An external examiner should complete Report 2 and an internal examiner, Report 3. The report templates provide the criteria under which the thesis should be examined

Examiners should note that, in order to preserve the independence of their individual reports, they should have no discussion concerning the thesis until after the submission of their reports. Any such discussion will render the examination procedure null and void, and a new examining committee will be appointed.

Examiners are required to submit their reports via MySaint **at least 5 working days** prior to the viva voce examination (if a viva is required). Once **all** examiners have submitted their reports, they will be able to view each other's reports in MySaint.

## *Viva Voce Examination – Organisation, Requirements, and Conduct*

The purposes of a viva voce examination is to confirm the candidate's authorship of the thesis; to discuss points arising from the examiners' reading; to discuss with the candidate the wider context of the specific area of research; and to clarify areas of uncertainty or doubt.

Normally all doctoral examinations will proceed with a viva voce, unless there are extreme circumstances resulting in the candidate requiring this to be waived, for which the Associate Provost (Students) must be consulted. Masters examinations generally proceed without a viva voce, unless the examining committee believe a viva is required. In the case of a resubmitted thesis the requirement for a viva voce may be waived (if pass not in doubt).

If a viva voce is required, a date will be set by the Convenor as soon as possible by checking the availability of the examiners and candidate. Once an examination date has been agreed and confirmed between the candidate and examination committee, this should be communicated promptly to the PGR Team via MySaint.

## *Final Report of the Examining Committee*

Once the examiners have come to a unanimous decision on the outcome of the examination (generally following the viva if required), they will complete Report 4 and submit it to Academic Registry via MySaint within two weeks of the examination for Associate Provost (Students) approval.

The examiners may tell the candidate their recommendation at the time of the viva voce but the Convenor should notify the candidate that official notification of the result will not be communicated until the Associate Provost (Students) has approved the recommendation of the examining committee. The candidate will view Report 4 via MySaint regardless of the result.

### **Doctoral Examination Recommendations**

For an **initial** doctoral examination, the following recommendations can be made by the committee:

- A that the thesis or portfolio be approved and the degree of PhD/DLang/EngD/MD be awarded without corrections; or
- B that the thesis or portfolio be approved and the degree of PhD/DLang/EngD/MD be awarded, subject to the making of any purely typographical corrections and revisions; or
- C that the thesis or portfolio be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis or portfolio within a period of three months of the intimation to the candidate of the decision of the Examining Committee and that, upon the Convenor of the committee being satisfied that these minor corrections have been effected, the thesis or portfolio be approved and the degree of PhD/DLang/EngD/MD be awarded; or
- D that the thesis or portfolio be not accepted in its present form but that the candidate be given the opportunity to revise the thesis or portfolio and resubmit it within twelve months of intimation to the candidate of the decision of the Examining Committee - this recommendation meaning that the candidate must resubmit a corrected thesis or portfolio, pay a resubmission fee, and be re-examined, though the examiners have the right to waive a further oral examination; or
- E that the thesis or portfolio not being of sufficient merit, the candidate be given the opportunity to resubmit the thesis within twelve months for a further examination for the award of MPhil - this recommendation meaning that the candidate must resubmit a corrected thesis under the regulations for the degree of MPhil (by research), pay a resubmission fee, and be re-examined, though the examiners have the right to waive a further oral examination; this recommendation may be offered to the candidate at the same time as recommendation G as an alternative option; or

- F that the thesis or portfolio not being of sufficient merit, the candidate be awarded the degree of MPhil (by research), MSc(Res) or MSt(Res), where so qualified. This may only be offered as an alternative to D and the candidate must be given a period of two weeks from the intimation of the decision of the Examining Committee to decide which option to accept; or
- G that the thesis or portfolio be rejected and no award made. This may only be offered as an alternative to E and the candidate must be given a period of two weeks from the intimation of the decision of the Examining Committee to decide which option to accept.

For a doctoral **resubmission** examination, the following recommendations can be made by the committee:

- A that the thesis or portfolio be approved and the degree of PhD/DLang/EngD/MD be awarded; or
- B that the thesis or portfolio be approved and the degree of PhD/DLang/EngD/MD be awarded, subject to minor corrections to be completed within three months and approved by the Convenor; or
- C that the thesis or portfolio being of sufficient merit, the candidate be awarded the degree of MPhil (by research), MSc(Res) or MSt(Res); or
- D that the thesis or portfolio be rejected and no award made.

### **Masters Examination Recommendations**

For an **initial** masters examination, the following recommendations can be made by the committee:

- A that the thesis be approved and the degree of MPhil/MFA/MPhil (by research) be awarded, subject to the making of any purely typographical corrections and revisions; or
- B that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis within a period of three months of intimation to the candidate of the decision of the Examining Committee and that, upon the Convenor of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of MPhil/MFA/MPhil (by research) be awarded; or
- C that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis and resubmit it for re-examination within six months of intimation to the candidate of the decision of the Examining Committee—this recommendation meaning that the candidate must resubmit a corrected thesis, pay a resubmission fee, and be re-examined, though the examiners have the right to waive a further oral examination; or

#### *Option D for MPhil and MFA*

- D that the thesis be rejected, and that the candidate be awarded the degree of MLitt, MSc, or Postgraduate Diploma where the work meets the required standard and is so qualified.

#### *Options D and E for MPhil (by research)*

- D that the thesis being of sufficient merit, the candidate be awarded the degree of MSc(Res) or MSt(Res); or
- E that the thesis be rejected and no award made.

For a masters **resubmission** examination, the following recommendations can be made by the committee:

- A that the thesis be approved and the degree of MPhil/MFA/MPhil (by research) be awarded; or
- B that the thesis be approved and the degree of MPhil/MFA/MPhil (by research) be awarded subject to minor corrections to be completed within three months and approved by the Convenor; or

*Option C for MPhil and MFA*

- C that the thesis be rejected, and that the candidate be awarded the degree of MLitt, MSc, or Postgraduate Diploma where the work meets the required standard and is so qualified.

*Options C and D for MPhil (by research)*

- C that the thesis being of sufficient merit, the candidate be awarded the degree of MSc(Res) or MSt(Res); or
- D that the thesis be rejected and no award made.

### *Completion of Typographical/Minor Corrections*

If a candidate is required to make typographical corrections, they have four weeks from the date of the receiving the examination outcome to submit their hardbound copy of the thesis to the PGR Team in Academic Registry.

In the case of minor corrections, the candidate has three months from the date of intimation of the final examination outcome to complete these and submit them to the Convenor of the examining committee. These corrections will then be reviewed by the Convenor. If the corrections are:

- satisfactory, the Convenor confirms this to Academic Registry via MySaint.
- not satisfactory, the Convenor must consult with the other members of the examining committee, and consideration will be made as to whether a more comprehensive resubmission should be requested, or a further period of supervised study.

### *Resubmissions*

In the case of a resubmission being recommended at the first examination, the candidate is given 12 months in the case of doctoral examinations, or 6 months in the case of masters examinations, to revise and resubmit the thesis in line with the examining committee's detailed comments on Report 4.

The thesis is resubmitted according to the same procedure as the initial examination, and therefore the same guidelines should be followed as outlined in this guide. The candidate will be required to pay a resubmission fee prior to resubmission. A decision will then need to be made as to whether the candidate will be required to undertake a further viva voce examination. If the examining committee believe upon assessing the thesis that no further viva voce is required, then this can be waived in the case of a resubmission.

## Appendix I - Administrative information for the Convenor

The Convenor is responsible for arranging the viva voce examination and ensuring that all processes and regulations are observed.

Additional arrangements may also be required by specific Schools. Please confirm local procedures with your School's Postgraduate Convenor. See also the [Policy for Postgraduate Research Students](#).

### Viva Voce Examination

#### Arrangements

Practical arrangements for the examination should ensure that a room of suitable size is available, which will provide an appropriate environment for the examination taking into consideration factors such as privacy, noise, etc. Special needs (of either the candidate or the examiners) should be taken into account.

Communications with candidates about the arrangements for their oral examination should normally be made through supervisors; if you communicate directly with the candidate please ensure you copy emails or letters to the supervisor.

Confirm all arrangements for the oral examination with the external examiner(s). Ensure the external examiner(s) is/are briefed about expenses and, if appropriate, ensure that local accommodation arrangements are made on their behalf. (Please check with your School Office for local procedures.)

#### Preparing for the viva voce

In advance of the oral examination, ensure that you have copies of the following reports:

- Report 1 – Associate Provost (Students)'s Report (*this will have been sent to you by the PGR Team by email*)
- Report 2 – External examiner(s) report
- Report 3 – Internal examiner(s) report  
(*Reports 2 and 3 are accessed via MySaint once all examiners have uploaded their reports*)
- If the examination is for a resubmitted thesis, you should also have Report 4 from the initial examination (*this will have been sent to you by the PGR Team by email*)

#### Post viva voce

Ensure that Report 4 is completed, fully signed by **all** members of the examining committee, and submitted to Academic Registry via MySaint within two weeks. You should also ensure that copies of all reports are submitted to your Head of School and the Convenor of your School's Postgraduate Committee.

The external examiner will have been sent an [External Examiners Expenses and Fees Claim Form](#) with their copy of the thesis. Ensure that s/he has completed this and collect it from them so that their fee can be paid.

### Viva Voce Outcome

There may be follow-up actions required depending on the examining committee's final recommendation:

- *Thesis approved subject to the making of any purely typographical corrections or revisions*  
No further action is required by the Convenor as the candidate is responsible for ensuring they have completed the typographical corrections before submitting their final copies to the [St Andrews Research Repository](#).



- *Minor corrections to be completed within 3 months of intimation to the candidate*
  - Ensure that the candidate and supervisor are aware of the corrections required (these should be detailed on the Report 4 which the candidate will access via MySaint) and agree with the candidate the form in which you would like the corrections submitted to you for checking.
  - Monitor whether the corrections are made within three months from the date of intimation to the candidate (email correspondence will be sent from Academic Registry to the candidate and copied to the Convenor to ensure both are aware of the impending deadline).
  - Review the corrections – this should be completed within 4 weeks of you receiving the corrected thesis. If you are still not satisfied you should consult with other members of the examining committee and consider whether a more comprehensive resubmission should be requested, or a further period of supervised study.
  - Once you are satisfied that the corrections have been carried out satisfactorily, confirm this to Academic Registry by completing the 'Confirm completion of minor corrections' task via MySaint.
  
- *Full resubmission*
  - Ensure that the candidate and supervisor are aware of the corrections required.
  - Determine with the other members of the examining committee whether a further oral examination is required.
  - Once the thesis has been resubmitted, the examination is carried out the same as for an initial submission.

## Appendix II – Thesis Examination Process Flowchart

Below is an illustration of the examination process

