Viva chair’s report: MRes final viva

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| This document is specifically for the attention of the Graduate School Board of Studies. The PGR *may* request access to it but it has not been written with them in mind so it is unlikely to be of use to them. Examiners *must* provide feedback to the PGR using the relevant specification of amendments form.  There are two main sections to the report:   1. The panel’s recommendation 2. The viva chair’s procedural record of the viva |

PGR details

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| **PGR name:** | Click here to enter text. | **Student no.:** | | Click here to enter text. |
| **Research area:** | Choose an item. | | **Degree/mode:** | Choose an item. |
| **Title of dissertation:** | Click here to enter text. | | | |

Viva details

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| **Final viva** | | |
| **Viva date:** | | Click here to enter a date. | |
| **Chair:** | | Click here to enter text. | |
| **Internal examiner:** | | Click here to enter text. | |
| **External examiners (& institutions)** | **1.** | Click here to enter text. | |
| **2.** | Click here to enter text. | |
| **Is this a resubmission?** | | Choose an item. | |

1. The panel recommends that the PGR should:

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| Final viva [[1]](#footnote-1) |
| Receive the award of **MRes** |
| Make **minor** amendments for the award of **MRes** |
| Make **major** amendments for the award of **MRes** |
| Revise & re-submit for re-examination for the award of **MRes** (**with viva**) |
| Following ***re-examination***: make **further** amendments for award of **MRes** |
| Following re-examination: **receive no award** |
| Be considered under the University’s malpractice regulations |

1. Chair’s report on the viva and the reasons for the panel’s recommendation (please attach any appendices)

*The chair’s report should* ***focus on procedural matters and observations*** *regarding the* ***conduct*** *and* ***tone*** *of the viva. It is* ***not intended for the PGR*** *so the report should* ***not*** *be used to record specific comments, advice or guidance for them.*

*The report should identify the* ***key substantive issues*** *drawn from the pre-viva reports, pre-viva meeting, and viva. It should indicate the* ***examiners’******judgement*** *in relation to those matters, show* ***how they are connected*** *to the recommendation to the Board, and record any* ***unusual events*** *that took place during the viva. No further information is normally required in the chair’s report.*

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| **Click here to enter chair’s report.** |

Declaration of interest

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| **Please declare any personal connection to Edge Hill or the PGR being examined (e.g. family connection).**  *Please provide details for each panel member in this section****.*** | Click here to enter text. |

Viva Chair signature

*Please insert or type your signature into the box below.*

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**Date:** Click here to enter a date.

***Re: final vivas (where applicable): the chair is responsible for ensuring that the Graduate School administrator & Graduate School receive a copy of the list of amendments/summary of revisions. Please see the guidance below on how this should be submitted.***

3. Next steps

* If the PGR is international, the Graduate School administrator should notify the International Office of the outcome of the viva as soon as it is known.
* If applicable, the PGR should provide the amended/revised text to the Graduate School administrator (cc: [***GraduateSchoolexaminations@edgehill.ac.uk***](mailto:GraduateSchoolexaminations@edgehill.ac.uk)) by 23.59 on the deadline date (see regulations for the applicable timescales).
* Examiners should seek to provide any feedback for the PGR **to the viva chair within five working days of the viva** – *inc. a list of required amendments/summary of required revisions.* **All feedback/revisions must be provided using the correct specification**.
* The viva chair should establish whether the feedback is appropriate and notify the Graduate School administrator that it should be sent to the PGR.
* The Graduate School administrator will forward the feedback to the PGR.
* The viva chair should provide the viva chair’s report to the Graduate School administrator (cc: [GraduateSchoolexaminations@edgehill.ac.uk](mailto:GraduateSchoolexaminations@edgehill.ac.uk)) **in five working days of the viva**.

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| *cid:image003.png@01D3FC1C.F50B03E0* | At Edge Hill, we are committed to respecting and protecting your personal information. To find ways in which the Graduate School uses your data, please see [edgehill.ac.uk/research/privacy](https://www.edgehill.ac.uk/research/privacy/). |

*Template updated: 08 December 2021*

1. Exit awards: MPhil is only an option for those being examined for PhD; MRes is only an option for those being examined for MRes. Please see the [Research Degree Regulations for details](https://www.edgehill.ac.uk/documents/research-degree-regulations/). [↑](#footnote-ref-1)