Final viva: examiner pre-viva report form

Examiners must not consult with each other prior to submitting this paperwork to the Graduate School.

This form should be completed by each examiner and returned to [graduateschoolexaminations@edgehill.ac.uk](mailto:graduateschoolexaminations@edgehill.ac.uk) at **least two weeks prior to the viva.**

The administrator supporting the viva will confirm a deadline for receipt with you. These comments will inform the panel’s pre-viva meeting*.*

PGR details

|  |  |
| --- | --- |
| **PGR name:** | Click here to enter text. |
| **PGR number:** | Click here to enter text. |
| **Title of thesis/dissertation:** | Click here to enter text. |
| **Research area:** | Choose an item. |

Viva details

|  |  |
| --- | --- |
| **Date of viva:** | Click here to enter a date. |
| **Chair:** | Click here to enter text. |

Examiner details

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal examiner:** |  | **External examiner:** |  |
| **Examiner name:** | Click here to enter text. | | |
| **Examiner institution:**  *(Externals only)* | Click here to enter text. | | |

Examiner report

Please include comments on:

* Content of thesis/dissertation
* Summary and analysis of the PGR’s argument
* Structure/coherence
* Presentation
* Originality of the work and the contribution to knowledge (doctoral examination only)

Please type your report below and attach any appendices as necessary:

Click here to enter text.

Please identify and indicate below areas of discussion for the viva:

Click here to enter text.

Confirmation

Please confirm whether this work is of a sufficient standard to warrant a viva voce examination:

* Yes, this is of a sufficient standard
* No, this is not of a sufficient standard

**If ‘No’**, please provide a bullet list of the deficiencies of the thesis/dissertation, as required in N16.5 of the Research degree regulations.[[1]](#footnote-1) Information from both the internal, and external, examiners will be collated, and jointly agreed, prior to being sent to the PGR as part of their examination.

|  |
| --- |
| Please provide a list of the deficiencies and refer to the Research Degree Regulations as needed. |

Conflict of interest declaration[[2]](#footnote-2)

Please declare any close personal or business relationship that might be regarded as presenting a conflict of interest with regard to the examination process ([Research Degree Regulations N9.9](https://www.edgehill.ac.uk/documents/research-degree-regulations/)). Internal and external examiners are required to complete this section.

* Yes, I do have a personal connection to declare
* No, I do not have a personal connection to declare

If ‘Yes’, please provide details of this for the Graduate School to review.

Click or tap here to enter text.

Examiner signature

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

|  |
| --- |
|  |

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

**Please return your completed form to Graduate School to review**

*(cc:* [*GraduateSchooexaminations@edgehill.ac.uk*](mailto:GraduateSchooexaminations@edgehill.ac.uk)*)*

*Template updated: 18 October 2022*

1. <https://www.edgehill.ac.uk/documents/research-degree-regulations/> [↑](#footnote-ref-1)
2. PGRs, supervisors, advisors, examiners and examination chairs must declare any close personal or business relationship that might be regarded as presenting a conflict of interest with regard to the examination process (*Research Degree Regulations* N9.9). The University treats conflict of interest as an objective matter relating to a relationship and roles, not something that should be thought of as bringing into question the integrity and professionalism of individuals. That means that you are required to declare any potential conflict of interest so that the Graduate School can make a decision on whether it requires action. Please do not neglect to declare anything just because you think it shouldn’t be regarded as presenting any problem.

   Indicative examples (but not an exhaustive list) include the following:

   * anyone involved in the examination being a relative, partner or someone with whom you have, or have had, a close personal or professional relationship;
   * having previously supervised or acted as an advisor for the PGR on the degree for which the PGR is *currently* registered;
   * having acted as an external examiner on a taught programme at Edge Hill during the previous three years;
   * having acted as a research degree external examiner at Edge Hill more than twice during the previous three years;
   * currently conducting or previously having conducted research or having published with the PGR, any of the supervisors or advisors, another examiner, or the chair.

   Clearly there are some cases in which circumstances such as those may not present a problem, for example, an internal examiner is highly likely to have a close working relationship with members of the supervisory team. In such cases there is no conflict of interest, but it is always best to declare anything that might require a decision to be made so that where alterations to the arrangements are necessary the Graduate School can make them and where no action is necessary the Graduate School can confirm in writing that there is no conflict of interest. [↑](#footnote-ref-2)