Doctoral viva chair’s report: progression/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
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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 thesis:** | Click here to enter text. |

Viva details

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| [ ]  **Progression viva** | [ ]  **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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| Progression viva | Final viva (first submission) |
| [ ]  Progress | [ ]  Receive the award of **Select award** |
| [ ]  Revise & re-submit for re-examination (**no viva**) | [ ]  Make **minor** amendments for the award of **Select award** |
| [ ]  Revise & re-submit for re-examination (**with viva**) | [ ]  Make **major** amendments for the award of **Select award** |
| [ ]  Following re-examination: **not progress**; not of an appropriate standard for PhD/professional doctorate | [ ]  **Revise & re-submit** for re-examination for the award of **Select award** (**with viva**) |
| [ ]  Be considered under the University’s malpractice regulations | [ ]  Make amendments to the thesis for the award of **Select award** |
|  | [ ]  Be permitted to be re-examined for the award of **Select award** *with* a further oral examination |
|  | [ ]  Be permitted to be re-examined for the award of **Select award** *without* a further oral examination |
|  | [ ]  Receive no award |
|  | [ ]  Be considered under the University’s malpractice regulations |
|  | Final viva (re-submission) |
|  | ☐ Following re-examination: receive the award of Select award without making any further amendments |
|  | [ ]  Following re-examination: make further amendments for award of **Select award** |
|  | [ ]  Following re-examination: receive no award |
|  | [ ]  Following re-examination: 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 receives 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***) 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**. For final viva please use this [form](http://eshare.edgehill.ac.uk/14786/). For progression please use this [form](http://eshare.edgehill.ac.uk/14949).
* 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 the Graduate School administrator will forward the feedback to the PGR.
* The viva chair should provide the viva chair’s report to the the Graduate School administrator (cc: GraduateSchoolexaminations@edgehill.ac.uk) **within 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*