

Guidance for Examiners

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Receiving Theses for Examination

The Doctoral College Office will send out research degree candidate's theses to the examining team by post as soon as the examining team has been formally approved by the Director of the Doctoral College.

First Submissions

Examiners will receive:

- An electronic copy of the candidate's thesis
- details of the other members of the examining team and their contact details
- a copy of the examiners joint report template
- a form and guidance for claiming fees and expenses (external examiners only)

Examiners will be notified by email when the thesis has been issued.

Resubmissions

Examiners will receive:

- an electronic copy of the candidate's thesis
- details of the other members of the examining team and their contact details
- a copy of the examiners (resubmission) joint report template
- a form and guidance for claiming fees and expenses (external examiners only)

Examiners will be notified by email when the thesis has been issued.

Examiners are reminded that the award outcomes for referred theses differ from those available at first submission stage:

Practice Based Degrees

Where the candidate to be examined is registered for a practice-based degree there is also a requirement to review and assess the practical component of the submission.

Where this cannot be sent by post (i.e., in cases where the practical component relates to an exhibition or visual display) then the candidate's department will be responsible for making the assessment arrangements and confirming this to all members of the examining team.

Pre-Viva Examination Assessment and Report

Research degree examinations consists of two distinct parts:

- an independent pre-viva assessment and report
- a joint viva assessment
- a Pre Viva Report
- The initial independent pre-viva assessment of the candidate's thesis should:

- consider whether the candidate has demonstrated a broad knowledge and understanding of their discipline and its associated research techniques
- assess whether the candidate has applied the techniques, as appropriate, to their thesis
- summarise the main argument of the thesis
- comment on its strengths and weaknesses
- highlight any particular issues that the examiners would like to draw out in the oral exam.

Where the candidate's submission involves the practical element of a practice-based degree the pre-viva report should consider both elements of the submission - the thesis and the practical element. Please note that a pre-viva report is not needed where a resubmitted thesis is being assessed.

The pre-viva report must not be shared with the other examiner until both reports have been submitted to the Doctoral College Office or until the day of the examination. Pre-viva reports are independent assessments, but may be shared with the other examiner on the day of the examination as they may be useful for planning the viva questions and writing the joint-report which may include corrections or observations documented in the pre-viva report.

If examiners have any particular concerns or queries that they would like to raise about the material submitted before the oral exam takes place then they should contact the Doctoral College Office directly - please email pgresearch@le.ac.uk

Returning the Pre-Viva Report

The pre-viva report should be completed, signed and returned to the Doctoral College Office by email to pgresearch@le.ac.uk **at least one working day before** the viva takes place.

Examiner and Examination Chair Responsibilities

The attention of research degree examiners and Chairs is drawn to the following specified responsibilities.

Internal Examiner Responsibilities

- making all arrangements for the viva exam, including any subsequent re-viva if the student is referred for resubmission, and communicating these arrangements to the research student and the external examiner(s)
- notifying the Doctoral College Office of the date and time at which the viva voce examination will take place
- ensuring that they are familiar with senate regulations specifically relating to available award descriptions and viva outcomes
- undertaking an assessment of the thesis in advance of the viva exam and completing an independent pre-viva report which must be submitted to the Doctoral College Office at least one day before the viva takes place

- conducting the viva exam with the external examiner(s) and agreeing a joint decision with them
- advising the research student of the decision made by the examining team
- providing the research student with a verbal report (minor amendments) or written report (major amendments or referral for resubmission) on the amendments required by the examining team
- preparing a joint post-viva report with the external examiner(s) and submitting this to the Doctoral College Office together with a copy of the written report on amendments required by the examining team
- assessing the amendments made by the research student and then confirming whether these have been completed satisfactorily (where minor or major amendments were specified)
- assessing the resubmitted thesis and, if needed, conducting a further viva exam if the examining team has decided that the research student should be referred for resubmission

External Examiner Responsibilities

- undertaking an assessment of the thesis in advance of the viva exam and completing an independent pre-viva report which must be submitted to the Doctoral College Office at least one day before the viva takes place
- conducting the viva exam with the internal examiner and agreeing a joint decision with them
- agreeing with the internal examiner the amendments that the student will be asked to make
- preparing a joint post-viva report with the internal examiner
- assessing the amendments made by the research student and then confirming whether these have been completed satisfactorily if the examining team comprises two external examiners (and either minor or major amendments were specified)
- assessing the resubmitted thesis and, if needed, conducting a further viva exam if the examining team has decided that the research student should be referred for resubmission

Examination Chair Responsibilities

- providing the examining team with administrative and/or procedural advice as needed
- submitting a chair's report detailing the conduct of the viva which should take place in a professional, fair and transparent manner
- ensuring that the examining team's joint decision on completion of the viva exam is consistent with the approved award descriptions and viva outcomes
- If the examining team comprises two external examiners and does not include an internal examiner, the chair of the viva will also be responsible for making all arrangements for the exam, including any subsequent re-viva if the research student is referred for resubmission, and communicating these arrangements to the research student and the external examiners.

Viva Voce Exam Arrangements

Research students must successfully complete a viva voce examination to be awarded a research degree. Where a research student is asked by the examiners to resubmit their thesis the examiners should decide after they have assessed the resubmitted thesis whether a second viva examination is needed.

The internal examiner (or Chair where two external examiners are appointed) is responsible for making all arrangements for the viva exam including:

- agreeing a suitable time with the examiners and the research student
- booking a suitable room/equipment for the exam
- making any specific arrangements relating to the assessment of the practical element of a practice-based degree submission

Accommodation for External Examiners

Where external examiners are travelling to the viva from a distance and need to book overnight accommodation then this should be booked via:

College Court Conference Centre
Knighton Road
LEICESTER
LE2 3UF
Tel: 0116 244 9669
email: info@collegecourt.co.uk

Requests for Viva Examinations to be Held Off-Campus

In very exceptional circumstances departments may need to request that viva exams are held off-campus.

Exceptional circumstances will include instances where international research students are unable to secure a visa to travel to the UK for their viva exam. Exceptional circumstances do not include instances such as inclement weather, illness by any member of the examining team, conflicting engagements, and financial issues.

Where an off-campus viva examination is being sought the request should be made to the Doctoral College Office with as much notice as possible and departments are asked to note that very specific criteria apply.

Viva Exam Conduct

Timing of the Viva Exam

Research degree viva voce examinations should normally be held:

- within 3 months of examiners receiving the thesis

- at the University including, where appropriate, University Hospitals of Leicester sites

Attendees at the Viva Exam

Only the research student to be examined and the examining team (including a Chair where one has been appointed) should be present during the viva exam.

Members of the research student's supervisory team may attend the viva exam as observers; however, the attendance of members of the supervisory team is at the discretion of the examining team and only with the prior permission of the research student.

The research student's first supervisor should normally be available at the time of the viva exam in case the examining team need to contact them.

Examination Purpose and Conduct

The purpose of the viva examination is to:

- demonstrate that the thesis is the research student's own work
- confirm that the research student understands what they have written and can defend it verbally
- investigate the research student's awareness of where their original work sits in relation to the wider research field
- establish whether the thesis is of sufficiently high standard to merit the award of the degree for which it is submitted
- allow the research student to clarify and develop the written thesis in response to the examiners' questions

The viva examination should be a positive experience for the research student and should be conducted in a fair, transparent, and professional manner. The research student should be put at their ease as far as possible during the examination.

If an examination Chair is present they will be expected to write a short report on the conduct of the exam and this should be appended to the examiners' joint report paperwork.

Research Degree Award Descriptions

To award a research degree the examiners must be satisfied that the research student meets the relevant award description.

In all cases the thesis must be:

- the result of the research student's own work. Where parts of the thesis are the result of work undertaken by or with others this must be explicitly acknowledged in the thesis text and/or references

- the result of work undertaken by the research student over their period of registration – except where the thesis comprises inter-related published works or clinical case studies

Award Types

Doctor of Philosophy (PhD)

To be awarded the degree of Doctor of Philosophy the research student must satisfy the examiners by means of a thesis which makes a distinct and original contribution to knowledge in the discipline and contains work which is considered to be worthy of publication.

The research student must demonstrate a broad knowledge and understanding of their discipline and its associated research techniques and show that these have been successfully applied.

For research students registered for the degree of PhD and who will submit a practice based thesis, both components of the thesis must form a coherent whole which meets the requirements for the award of the degree.

Doctor of Medicine (MD)

To be awarded the degree of Doctor of Medicine, the research student must satisfy the examiners either:

- by means of a thesis in any branch of medicine, surgery, or medical science, which has been specifically composed for the purpose, includes a review of the relevant background literature, contains a critical account of original laboratory-based or clinical research, carried out personally by the research student, that constitutes a significant contribution to knowledge, and contains work which is deemed worthy of publication
- by submission, with the approval of the MD Degree Board of Studies, of collected inter-related published works or clinical case studies embodying original work, of which a substantial proportion has been carried out personally by the research student, and constituting a significant contribution to knowledge

Doctor of Psychology (PsyD)

To be awarded the degree of Doctor of Psychology, the research student must satisfy the examiners by means of a thesis which has been specifically composed for the purpose and constituting a significant contribution to knowledge and includes:

- a critical literature review (the topic normally being relevant to the research question addressed in the main study)
- a self-contained research paper which reports on the main study and which conforms to the requirements of a peer-reviewed journal appropriate to the research topic
- a reflective critique of the work
- a service evaluation or audit report based on the student's area of practice or service setting

Doctor of Clinical Psychology (DClinPsy)

To be awarded the degree of Doctor of Clinical Psychology the research student must successfully complete all taught elements to the appropriate standard described in the relevant programme specification and satisfy the examiners by means of a thesis which makes a distinct and original contribution to knowledge in the discipline and contains work which is considered to be worthy of publication.

The research student must demonstrate a broad knowledge and understanding of their discipline and its associated research techniques and show that these have been successfully applied.

Doctor of Education (EdD)

To be awarded the degree of Doctor of Education the research student must successfully complete all taught elements to the appropriate standard described in the relevant programme specification and satisfy the examiners by means of a thesis which makes a distinct and original contribution to knowledge in the discipline and contains work which is considered to be worthy of publication.

The research student must demonstrate a broad knowledge and understanding of their discipline and its associated research techniques and show that these have been successfully applied.

Doctor of Engineering (EngD)

To be awarded the degree of Doctor of Engineering the research student must successfully complete all taught elements to the appropriate standard described in the relevant programme specification and satisfy the examiners by means of a thesis which makes a distinct and original contribution to knowledge in the discipline and contains work which is considered to be worthy of publication.

The research student must demonstrate a broad knowledge and understanding of their discipline and its associated research techniques and show that these have been successfully applied.

Doctor of Social Science (DSocSci)

To be awarded the degree of Doctor of Social Science the research student must successfully complete all taught elements to the appropriate standard described in the relevant programme specification and satisfy the examiners by means of a thesis which makes a distinct and original contribution to knowledge in the discipline and contains work which is considered to be worthy of publication.

The research student must demonstrate a broad knowledge and understanding of their discipline and its associated research techniques and show that these have been successfully applied.

Master of Philosophy (MPhil)

To be awarded the degree of Master of Philosophy, the research student must satisfy the examiners by means of a thesis which demonstrates a satisfactory record of research, a broad knowledge and understanding of the field of study and associated research techniques, and shows that these have been successfully applied.

The thesis must present evidence of a critical survey of knowledge in the discipline but does not need to be a distinct and original contribution to knowledge of their discipline or to be of publishable quality.

For research students registered for the degree of MPhil and who will submit a practice based thesis, both components of the thesis must form a coherent whole which meets the requirements for the award of the degree.

Doctoral Degree First Submission Examination Outcomes

Following first submission of the thesis the examiners of research students on doctoral programmes can choose from these specified outcomes.

Award Types

Award of Doctoral Degree - No Amendments Required

The thesis requires no corrections and is acceptable as it stands for the award of the degree.

Award of Doctoral Degree Subject to Minor Amendments

Amendments are largely typographical or grammatical and may include corrections to references and/or diagrams and the re-writing of small sections of text.

Where examiners are recommending minor amendments, details of the amendments should be given to the research student at the viva exam and the research student should be given between 1-3 months to complete these from the date of the viva. Please note that where minor amendments are given the Doctoral College Office does not contact the research student and the research student should be advised to submit their revised thesis directly to the internal examiner for review.

Award of Doctoral Degree Subject to Major Amendments

Amendments are more substantial and may include substantial re-writing of parts of the thesis.

Please outline the required amendments on the joint report form together with the amendments period (this should be between 3-6 months).

The Doctoral College Office will write to the research student upon receipt of the completed and signed joint report and:

- include a copy of the joint report including the list of amendments to be undertaken
- advise the research student of the timescale for completion and submission of the amendments to the internal examiner
- confirm that the revised thesis should be submitted directly to the internal examiner for review

Referral for Resubmission of the Thesis for the Same Degree

A referral for resubmission should be made where the examining team agree that the research student should undertake further research or repeat completed research and/or re-write or restructure large parts of the thesis.

Where a referral is required please outline the amendments on the joint report form together with confirmation of the amendments period (this should be between 6-12 months). The Doctoral College Office will write to the research student upon receipt of the completed and signed joint report form and:

- include a copy of the joint report including the list of amendments to be undertaken
- advise the research student of the timescale for completion and submission of their revised thesis to the Doctoral College Office

Where a referral for resubmission is required the examining team will need to determine whether a further viva exam is needed. The decision on whether to hold a further viva exam shall be taken once both examiners have had the opportunity to assess the resubmitted thesis. The second viva exam should normally take place within three months of the Doctoral College Office issuing the resubmitted thesis.

Where examiners are in the position of choosing between a referral for resubmission for the degree for which the research student submitted or awarding a lower degree, the examiners may, if they wish, take the research student's wishes into account.

Award of a Lower Degree

A decision to award a lower degree to a research student who was examined for the degree of PhD or EdD shall be conditional upon the thesis meeting the requirements of the degree of MPhil or the student having successfully completed the taught components and other programme requirements (research students registered for the degree of DSocSci or EdD).

There are no lower award options for research students registered for the degrees of DClInPsy, PsyD, or EngD.

Award of MPhil Subject to Minor Amendments

The thesis does not meet the criteria for award of a doctoral degree but meets the criteria for an MPhil (PhD and EdD students only) subject to minor amendments.

Referral for Resubmission of the Thesis for Degree or MPhil

The thesis will need further research and/or extensive writing before it can be examined for the award of MPhil (PhD and EdD students only). It is deemed that even with revisions the work will not meet the criteria for a doctoral degree.

Fail

It is unusual for a thesis to be failed at this stage without even the possibility of resubmission for a lower degree. Where examiners are considering this they may wish to discuss their decision with us before proceeding.

If this recommendation is made a full report is essential giving reasons for the decision.

Resubmission Outcomes

Examiners are asked to note that the full range of award outcomes are not available where a research student is resubmitting their thesis.

MPhil Degree First Submission Examination Outcomes

Following first submission of the thesis the examiners of research students on MPhil programmes can choose from these specified outcomes.

Award Types

Award of MPhil Degree - No Amendments Required

The thesis requires no corrections and is acceptable as it stands for the award of the degree.

Award of MPhil Degree Subject to Minor Amendments

Amendments are largely typographical or grammatical and may include corrections to references and/or diagrams and the re-writing of small sections of text.

Where examiners are recommending minor amendments, details of the amendments should be given to the research student at the viva exam and the research student should be given between 1-3 months to complete these from the date of the viva. Please note that where minor amendments are given the Doctoral College Office does not contact the research student and the research student should be advised to submit their revised thesis directly to the internal examiner for review.

Award of MPhil Degree Subject to Major Amendments

Amendments are more substantial and may include substantial re-writing of parts of the thesis. Please outline the required amendments on the joint report form together with the amendments period (this should be between 3-6 months).

The Doctoral College Office will write to the research student upon receipt of the completed and signed joint report and:

- include a copy of the joint report including the list of amendments to be undertaken
- advise the research student of the timescale for completion and submission of the amendments to the internal examiner
- confirm that the revised thesis should be submitted directly to the internal examiner for review

Referral for Resubmission of the Thesis for the Same Degree

A referral for resubmission should be made where the examining team agree that the research student should undertake further research or repeat completed research and/or re-write or restructure large parts of the thesis.

Where a referral is required please outline the amendments on the joint report form together with confirmation of the amendments period (this should be between 6-12 months). The Doctoral College Office will write to the research student upon receipt of the completed and signed joint report form and:

- include a copy of the joint report including the list of amendments to be undertaken

- advise the research student of the timescale for completion and submission of their revised thesis to the Doctoral College Office

Where a referral for resubmission is required the examining team will need to determine whether a further viva exam is needed. The decision on whether to hold a further viva exam shall be taken once both examiners have had the opportunity to assess the resubmitted thesis. The second viva exam should normally take place within three months of the Graduate School Office issuing the resubmitted thesis.

Fail

It is unusual for a thesis to be failed at this stage without even the meeting the degree requirements subject to major amendments. Where examiners are considering this they may wish to discuss their decision with us before proceeding.

If this recommendation is made a full report is essential giving reasons for the decision.

Resubmission Outcomes

Examiners are asked to note that the full range of award outcomes are not available where a research student is resubmitting their thesis.

Post-Exam Viva Report and Chair's Report

The examining team should reach a joint agreement on the outcome of the assessment. Where examiners are unable to reach a joint decision they should contact the Doctoral College Office for advice as to whether an additional external examiner should be appointed and a further viva exam held.

Completing the Joint Report

With reference to permitted [award descriptions](#) and having reached an agreed outcome both examiners must complete a post-viva joint report form.

A bespoke joint report form will be emailed to all members of the examining team for this purpose when the thesis is issued. If a further copy is required this can be sought from the Doctoral College Office - please email pgresearch@le.ac.uk

It is important that the report is completed in as much detail as possible, particularly where examiners require amendments to the thesis. Examiners are asked to note that research students who are asked to undertake major amendments to the thesis or who are referred for resubmission will be sent a copy of the joint report form by the Doctoral College Office as a matter of course.

Where the research student is being assessed for a practice-based degree the assessment should consider both aspects of the submission as a whole.

Where amendments are required, examiners should note the period of the amendments on the front of the joint report.

The report should be signed as an original document or contain scanned email signatures - we are unable to accept typed signatures.

Further details regarding award outcomes can be found here:

- [Doctor Exam Outcomes \(First Submission\)](#)
- [MPhil Exam Outcomes \(First Submission\)](#)
- [Resubmission Outcomes](#)

Chair's Report Form

Where there is an examination Chair, they should complete and return a Chair's report form, detailing the conduct of the viva:

-  [Chair's Report Form](#)

Returning the Joint Report

The completed and signed joint report should be returned to the Doctoral College Office by email to pgresearch@le.ac.uk

Receiving Amendments to the Thesis

In most cases candidates will be required by their examining team to undertake amendments to their thesis.

Where these amendments are either minor or major it is the responsibility of the internal examiner (or designated external where no internal examiner is appointed) to review these and confirm whether they have been satisfactorily completed or not. Where a candidate has been referred for resubmission, their amended thesis will be re-examined by both members of the examining team.

Receiving Minor or Major Amendments

These will be submitted directly to the internal examiner (or designated external examiner where no internal examiner is appointed) by the candidate.

The candidate should provide the amendments in the form that the reviewing examiner deems appropriate (i.e., in hard form or electronically).

Referrals for Resubmission

Candidates required to resubmit their thesis will do so by submitting two soft-bound versions to us and we will log and send these out to the examining team for re-assessment.

It is a requirement that, for resubmitted theses, the members of the examining team agree whether a second viva is needed. Where a second viva is needed please let the Doctoral College Office know as soon as possible by email to pgresearch@le.ac.uk

Approval of Amendments

Where minor or major amendments are required the internal examiner (or designated external examiners where there is no internal examiner appointed) is responsible for reviewing and signing off minor/major amendments. Where the candidate has been asked to resubmit their thesis both members of the examining team will be required to re-assess the thesis.

Once the reviewing examiner is satisfied that the amendments have been completed satisfactorily they should notify the Doctoral College Office of this by completing and submitting a confirmation of amendments form:

-  [Confirmation of Amendments Form](#)

Returning the Confirmation of Amendments Form

The completed form can be sent to the Doctoral College Office by email to pgresearch@le.ac.uk

Where examiners have concerns that the candidate has not adequately completed the required amendments, they should discuss their concerns with the Doctoral College Office.

Fees and Expenses

The University pays external examiners £175 to examine/re-examine a PhD/MD thesis and £120 to examine/re-examine a professional doctorate degree thesis.

In addition the University pays reasonable out of pocket expenses and travelling expenses up the value of first class rail fare.

One night's accommodation can be paid where the distance travelled requires this and travel to the viva by car is reimbursed at the rate of 45p per mile for the first 80 miles and 31p per mile thereafter.

The Doctoral College Office will pay a total of £250.00 expenses (this is in addition to the fee). Where total expenses exceed £250.00 the balance will be passed to the candidate's department for payment.

Claiming Fees and Expenses

External examiners should claim fees and expenses on the claims form sent out with the candidate's thesis.

The form requires a National Insurance number and this is needed together with confirmation of the examiner's gender which can be confirmed by ticking the relevant box (it is not always possible to tell from the titles of Dr or Professor).

The claims form and all receipts should be left with the internal examiner at the exam or emailed pgresearch@le.ac.uk

Eligibility to Work in the UK

It is a condition of UK immigration law that the University verifies and retains appropriate documentary evidence of the right to work in the UK of anyone that is appointed to undertake work for the University. This includes external examiners and applies to examiners of all nationalities.

Unfortunately the University is unable to pay the examination fee where eligibility documentation is not provided.

Learn more about [verification of your right to work in the UK](#).

Eligibility to Work in the United Kingdom

It is a condition of UK immigration law that the University verifies and retains appropriate documentary evidence of the right to work in the UK of anyone appoint to undertake work. This includes external examiners and applies to examiners of all nationalities.

Verification of Documents

To comply with this requirement external examiners must bring their eligibility to work in the UK documentation with them to the viva. This needs to be an original document and should be brought in person.

Eligibility documentation should be checked and verified by the department on the day of the viva and scanned copies of all documentation should be sent to the Doctoral College Office by email to pgresearch@le.ac.uk

If external examiners are travelling to the viva from abroad and entering the UK under the “permitted paid engagements” route then the Doctoral College Office should be contacted if a formal appointment letter is needed for this purpose. Examiners may also need written confirmation of the arrangements for the viva from the candidate’s department in support of their application.

Unfortunately the University is unable to pay the examination fee where eligibility documentation is not provided.

Any queries about eligibility to work in the UK should be directed to the Doctoral College Office by emailing pgresearch@le.ac.uk

Acceptable Forms of Documentation

Nationals of the EEA and Switzerland

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the UK Border Agency or UK Visas and Immigration to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office, the UK Border Agency or UK Visas and Immigration to the family member of a national of a European Economic Area country or Switzerland.
- A Biometric Residence Permit issued by the UK Border Agency or UK Visas and Immigration to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.

- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office, the UK Border Agency or UK Visas and Immigration to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, the UK Border Agency or UK Visas and Immigration to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

Non-EEA/Swiss Nationals

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.

- A Biometric Residence Permit issued by the UK Border Agency or UK Visas and Immigration to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office, the UK Border Agency or UK Visas and Immigration when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, the UK Border Agency or UK Visas and Immigration to the holder or the employer or prospective employer confirming the same.
- A Certificate of Application issued by the Home Office, the UK Border Agency or UK Visas and Immigration to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with a positive confirmation letter from our Employer Checking Service.
- A residence card or document issued by the Home Office, the UK Border Agency or UK Visas and Immigration to a family member of a national of a European Economic Area country or Switzerland.
- An Application Registration Card issued by the Home Office, the UK Border Agency or UK Visas and Immigration stating that the holder is permitted to take employment, when produced in combination with a positive confirmation letter from our Employer Checking Service.
- An Immigration Status Document issued by the Home Office, the UK Border Agency or UK Visas and Immigration to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, the UK Border Agency or UK Visas and Immigration to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question when produced in combination with an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

Resubmitted Theses

Where a candidate has been asked to resubmit their thesis or the practical element of a practice-based degree they will do so by submitting two copies to the Doctoral College Office and these will be sent out to examiners by post.

Assessing Resubmitted Theses

Step 1 Independently Assess the Thesis/Practical Element

The resubmitted thesis / practical element should be independently re-assessed against the list of required amendments given to the candidate as part of the original examination.

Step 2 Agree Whether a Second Viva is Required

Following this independent re-assessment examiners should agree whether a further viva is needed. If a second viva is required this should be communicated to the candidate, with sufficient notice, by the internal examiner (or chair where there is no internal examiner).

Step 3 Agree the Award Outcome

The re-assessment outcome should be agreed by both examiners with reference to possible award descriptions and award outcomes. Where you are unable to reach agreement please contact the Doctoral College Office for advice.

Step 4 Complete a Joint Report

In all cases (i.e., whether a second viva was held or not), examiners will need to complete a joint report form. The internal examiner (or chair) will coordinate the completion of a joint report which should be signed as a joint document by both examiners.

The joint report form will be emailed to the examination team when the referred thesis is issued to the examiners for assessment. A replacement copy can be obtained by contacting the Doctoral College Office by email - pgresearch@le.ac.uk

Resubmitted Theses - Award Outcomes

Resubmitted Doctoral Theses - Award Outcomes

Award of the Degree

The thesis requires no corrections and is acceptable as it stands for the award of the degree.

Award of the Degree Subject to Minor Amendments

Amendments are largely typographical or grammatical and may include corrections to references and/or diagrams and the re-writing of small sections of text.

Where examiners are recommending minor amendments details of the amendments should be given to the candidate at the viva exam and the candidate should be given between 1-3 months to complete these from the date of the viva.

Please note that the Doctoral College Office does not contact the candidate where minor amendments are required and the candidate should be advised of the amendments directly and asked to submit their revised thesis directly to the internal examiner (or designated external examiner where there is no internal examiner) for review.

Award of a Lower Degree

A decision to award a lower degree to a research student who was examined for the degree of PhD or EdD shall be conditional upon the thesis meeting the requirements of the degree of MPhil or the student having successfully completed the taught components and other programme requirements (research students registered for the degree of DSocSci or EdD).

There are no lower award options for students registered for the degrees of DClInPsy or EngD.

Award of MPhil Subject to Minor Amendments (PhD and EdD Only)

The thesis does not meet the criteria for award of a doctoral degree but meets the criteria for an MPhil (PhD and EdD students only) subject to minor amendments.

Fail

Where examiners are considering this they may wish to discuss their decision with the Doctoral College Office before proceeding. If this recommendation is made a full report is essential giving reasons for the decision.

Please note that there is no option to recommend award of a degree subject to major amendments or a second referral where a referred thesis is being re-examined.

Resubmitted MPhil Theses - Award Outcomes

Award of MPhil with No Amendments

The thesis requires no corrections and is acceptable as it stands for the award of the degree.

Award of MPhil Subject to Minor Amendments

Amendments are largely typographical or grammatical and may include corrections to references and/or diagrams and the re-writing of small sections of text.

Where examiners are recommending minor amendments details of the amendments should be given to the candidate at the viva exam and the candidate should be given between 1-3 months to complete these from the date of the viva.

Please note that the Doctoral College Office does not contact the candidate where minor amendments are required and the candidate should be advised of the amendments directly and asked to submit their revised thesis to the internal examiner (or designated external examiner where no internal examiner is appointed) for review.

Fail

Where examiners are considering this they may wish to discuss their decision with the Doctoral College Office before proceeding. If this recommendation is made a full report is essential giving reasons for the decision.

Please note that there is no option to recommend award of a degree subject to major amendments or a second referral where a referred thesis is being re-examined.