



CURRENT ACADEMIC YEAR 2019/2020

Examination Report for the Award of a Higher Degree (by Research)

Please print single-sided

The following instructions should be reviewed prior to completion and submission of report.

SECTION A - Summary of Details

- Complete as requested

SECTION B.1 & B.2 – Preliminary Reports on the Thesis

- To be completed, signed and dated by the Examiners prior to the *viva voce* and sent to the Independent Chairperson.
- In the case where no *viva voce* is due to take place (therefore no Independent Chairperson), the Internal Examiner is responsible for sending the completed reports to the Registry and informing the student of the recommendation.
- Please ensure any attachments are also each **signed and dated**.

SECTION B.3 -Report Following the Viva Voce

- Where there is a *viva voce*, Section B3 should be completed on the day.
- Where there is no *viva voce*, this section is not applicable and is not required to be completed.

SECTION C - Recommendations By Examiners

- Where there is a *viva voce*, Section C should be completed on the day of the *viva voce*.
- Where there is no *viva voce*, this section should be completed by the Internal Examiner in consultation with the External Examiner. As above, the Internal Examiner is responsible for sending the completed reports to the Registry and informing the student of the recommendation.

SECTION D.1 - Details of Corrections, SECTION D.2 - Examiner(s) Declaration &

SECTION E.1 - Report of the Independent Chairperson

- The Independent Chairperson should ensure that, where relevant, the corrected/revised thesis is sent to the appropriate examiner for review and final sign-off.
- The Independent Chairperson should send the completed PGR6 form (Section A through to Section E1) to Registry immediately following the *viva voce* examination. If corrections are required, all sections excluding D.2 should be returned to Registry immediately following the *viva voce* examination: Section D.2 should be submitted to Registry subsequently when complete.
- It is important that the PGR6 is returned, even in cases where an award has not been recommended at this time.
- Where there is no *viva voce*, the Internal Examiner should send the completed PGR6 form (Section A through to Section D.2) to Registry immediately after completion of the examination process. If corrections are required, Sections A to D.1 should be returned to Registry immediately following the examination: Section D.2 should be submitted to Registry subsequently when complete.
- The PGR6 reports are then held in Registry until the next scheduled Faculty Awards Board for Research Degrees meeting.

SECTION E.2 - Report of the Independent Chairperson to Head of School

- This should be detached and sent by the Independent Chairperson to the Head of School.



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Examination Report for the Award of a Higher Degree (by Research)

This form should be returned to Student Awards, Registry, by the Independent Chairperson (in the case of a PhD or Professional Doctorate) or the Internal Examiner (in the case of a Master’s) **immediately following the Viva Voce examination.**

A. SUMMARY OF DETAILS

Name of Candidate			
Student ID Number			
Title of Award Sought (please tick as appropriate)	DBA <input type="checkbox"/>	DMusPerf <input type="checkbox"/>	DPsych <input type="checkbox"/>
	EdD <input type="checkbox"/>	PhD <input type="checkbox"/>	LLM <input type="checkbox"/>
	MA <input type="checkbox"/>	MBS <input type="checkbox"/>	MEd <input type="checkbox"/>
	MEng <input type="checkbox"/>	MPhil <input type="checkbox"/>	MSc <input type="checkbox"/>
Title of Thesis			
School			
Internal Examiner			
External Examiner(s)			
Independent Chairperson			
Supervisor(s)	Principal/ Joint Principals	Secondary Internal (where relevant)	Secondary External (where relevant)



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B.1.: EXTERNAL EXAMINER - PRELIMINARY REPORT ON THE THESIS

Name of Candidate:			
Student ID Number:		Title of Award Sought:	

Notes regarding submission of the preliminary report and the *viva voce* examination:

- In the cases where a *viva voce* is being held, please send this report to the Independent Chairperson prior to the *viva voce* examination.
- External and Internal Examiners may meet in advance of a *viva voce* examination, if any of the examiners desire, without a candidate's academic supervisor and/or the Independent Chairperson being present.
- In the case where no *viva voce* is due to take place, Section B1 should be sent to the Internal Examiner.

<p>External Examiner - Preliminary Report of the Examination of the Thesis</p> <ul style="list-style-type: none"> • The External Examiner(s) should populate their preliminary report below. This report should incorporate a commentary on the work presented for examination as well as detailing any corrections to be made. • <u>Please ensure any attachments are also signed and dated.</u>

External Examiner Signature		
Please ensure any attachments are also <u>signed and dated.</u>		
Sign: _____	Print: _____	Date: _____
External Examiner		



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B.2.: INTERNAL EXAMINER - PRELIMINARY REPORT ON THE THESIS

Name of Candidate:			
Student ID Number:		Title of Award Sought:	

Notes regarding submission of the preliminary report and the *viva voce* examination:

- In the cases where a *viva voce* is being held, please send this report to the Independent Chairperson prior to the *viva voce* examination.
- External and Internal Examiners may meet in advance of a *viva voce*, if any of the examiners desire, without a candidate's academic supervisor and/or the Independent Chairperson being present.
- In the case where no *viva voce* is due to take place, the Internal Examiner is responsible for sending the completed reports to the Registry and informing the student of the recommendation.

<p>Internal Examiner - Preliminary Report of the Examination of the Thesis</p> <ul style="list-style-type: none"> • The Internal Examiner should populate their preliminary report below. This report should incorporate a commentary on the work presented for examination as well as detailing any corrections to be made. • <u>Please ensure any attachments are also signed and dated.</u>

Internal Examiner Signature		
Please ensure any attachments are also <u>signed and dated</u> .		
Sign: _____	Print: _____	Date: _____
Internal Examiner		



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B.3.: REPORT FOLLOWING THE VIVA VOCE

Sections B3 and C should be completed on the day of the viva voce and should focus on performance during the Viva Voce.

Name of Candidate:			
Student ID Number:		Title of Award Sought:	

<p>Report following the Viva Voce</p> <ul style="list-style-type: none"> To be completed jointly by examiners, if in agreement, or individually, if in disagreement. <u>Please ensure any attachments are also signed and dated.</u>

Internal & External Examiner(s) Signature		
Please ensure any attachments are also <u>signed and dated.</u>		
Sign: _____	Print: _____	Date: _____
Internal Examiner		
Sign: _____	Print: _____	Date: _____
External Examiner		
Note: Insert additional signature line if there are two External Examiners.		



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C: RECOMMENDATIONS BY EXAMINERS

To be completed on the day of the viva voce in cases where one is being held.

Name of Candidate:			
Student ID Number:		Title of Award Sought:	

<ul style="list-style-type: none"> The Examiners are asked to indicate the final outcome of the Examination by placing a tick (v) in the box corresponding to the relevant recommendation. In the cases where the Examiners disagree on the outcome, separate PGR6 forms must be completed by each Examiner. Please ensure any attachments are also signed and dated. 		
1.	Award recommended: no correction needed.	<input type="checkbox"/>
2.	Award conditionally recommended: subject to inclusion of corrections and revisions as specified in Section D (<i>please also complete sections 2.1 & 2.2</i>)	<input type="checkbox"/>
	2.1 Please indicate if the corrections required are:	
	a. clearly specified textual emendations <i>and/or</i>	<input type="checkbox"/>
	b. clearly specified revisions to content	<input type="checkbox"/>
	2.2 Please indicate if corrections can be validated by:	
	a. the internal examiner only	<input type="checkbox"/>
	b. the external examiner only	<input type="checkbox"/>
	c. by both the internal and external examiners	<input type="checkbox"/>
3.	Award NOT recommended but resubmission and full re-examination of a revised thesis to be permitted (normally within one year from the date when the student is informed of the recommendation (ref Section 11.4.7 of the Academic Regulations)).	<input type="checkbox"/>
4.	Recommendation to permit candidate to withdraw thesis submitted for Master's degree, for revision and resubmission at a later date for the higher award of PhD.	<input type="checkbox"/>
5.	Where a doctoral award is sought, award of Master's Degree is recommended subject to re-formatting as a master's thesis and inclusion of corrections and revisions as specified in Section D. (<i>Section 2.2 must also be completed to indicate the arrangements for validation of corrections</i>).	<input type="checkbox"/>
	5.1 Please indicate the recommended award title:	
LLM <input type="checkbox"/> MA <input type="checkbox"/> MBS <input type="checkbox"/> MEng <input type="checkbox"/> MEd <input type="checkbox"/> MPhil <input type="checkbox"/> MSc <input type="checkbox"/>		
6.	No Degree be awarded as candidate is unlikely to reach the standard for a research award.	<input type="checkbox"/>

Internal & External Examiner(s) Signature		
Please ensure any attachments are also signed and dated .		
Sign: _____	Print: _____	Date: _____
Sign: _____	Print: _____	Date: _____
Note: Insert additional signature line if there are two External Examiners.		



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Name of Candidate:			
Student ID Number:		Title of Award Sought:	

Further Comments:
 Examiners are asked to indicate below the grounds for their recommendation, if the outcome is not clear-cut or favourable. This space may be used also to comment on the examination process as a whole.

Internal & External Examiner(s) Signature		
Please ensure any attachments are also <u>signed and dated.</u>		
Sign: _____	Print: _____	Date: _____
Internal Examiner		
Sign: _____	Print: _____	Date: _____
External Examiner		
Note: Insert additional signature line if there are two External Examiners.		



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D.1: DETAILS OF CORRECTIONS

Name of Candidate:			
Student ID Number:		Title of Award Sought:	

<p>Details of Corrections</p> <ul style="list-style-type: none">• Examiners are asked to provide precise details of any corrections and/or revisions.• Furthermore, if the recommendation is a resubmission, please provide any conditions attached.• Please use a separate sheet, if necessary and attach to this form.

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D.2: EXAMINER(S) DECLARATION – COMPLETION OF CORRECTIONS

Name of Candidate:			
Student ID Number:		Title of Award Sought:	

Complete *either* Section D.2 (i) *or* Section D.2 (ii)

D.2 (i) Corrections Satisfactory

EXAMINER'S DECLARATION (NOTE: The declaration below should only be signed by the relevant Examiner(s) indicated in Section C, AFTER the Candidate's corrections have been validated).		
I/We hereby certify that the corrections and/or revisions specified above have been carried out in accordance with the Examiners' recommendations.		
Sign: _____ Internal Examiner	Print: _____	Date: _____
Sign: _____ External Examiner	Print: _____	Date: _____
Note: Insert additional signature line if required.		

OR

D.2 (ii) Corrections Unsatisfactory – New Recommendation

EXAMINER'S DECLARATION (NOTE: The declaration below should only be completed where revisions are considered to be unsatisfactory and, in accordance with Section 11.4.6 of the Academic Regulations for Postgraduate Degrees by Research and Thesis, the examiners deem that a new recommendation is necessary.)	
We hereby certify that the corrections and/or revisions specified above have <i>not</i> been carried out in accordance with the Examiners' recommendations and our revised recommendation is as follows:	

1.	Award NOT recommended but resubmission and full re-examination of a revised thesis to be permitted (normally within one year from the date when the student is informed of the recommendation (ref Section 11.4.7 of the Academic Regulations)).	<input type="checkbox"/>
2.	Where a doctoral award is sought, award of Master's Degree is recommended subject to re-formatting as a master's thesis and inclusion of corrections and revisions as specified in Section D	<input type="checkbox"/>
3.	No Degree be awarded as candidate is unlikely to reach the standard for a research award.	<input type="checkbox"/>



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Further Comments:

Examiners are asked to indicate below the grounds for their revised recommendation. Please ensure any attachments are also **signed and dated**.

[Large empty box for further comments]

Internal & External Examiner(s) Signature

Please ensure any attachments are also signed and dated.

Sign: _____ Print: _____ Date: _____
Internal Examiner

Sign: _____ Print: _____ Date: _____
External Examiner

Note: Insert additional signature line if there are two External Examiners.



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E.1.: REPORT OF THE INDEPENDENT CHAIRPERSON

Name of Candidate:			
Student ID Number:		Title of Award Sought:	

- The role of the Independent Chairperson is to ensure adherence to the examination regulations and procedures as per section 11.5 of the Academic Regulations for Postgraduate Degrees by Research and Thesis and to ensure that the oral examination is conducted in a reasonable and equitable manner.
- The assessment of the candidate remains the sole responsibility of the Examiners appointed by Academic Council. The Independent Chairperson does not have any input into nor participation in any way in the assessment of the candidate.
- Independent Chairpersons are asked to state that the oral examination was conducted according to the University's regulations.

Date of Oral Examination:		
The oral examination was carried out in accordance with the University's Regulations:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments can be populated below:

Independent Chairperson Signature		
Sign: _____ Independent Chairperson	Print: _____	Date: _____



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E.2.: REPORT OF THE INDEPENDENT CHAIRPERSON TO HEAD OF SCHOOL

(Please **detach Section E2** and forward to the Head of School)

Name of Candidate:			
Student ID Number:		Title of Award Sought:	

- The Chair should make a formal report to the Head of School on the quality of the examination process and on the recommendations made by the examiners. This ensures that the School will get appropriate feedback that can be used to good effect in improving the overall quality of future activities.

Date of Oral Examination:	
Chairperson’s report on quality of the examination process:	

Independent Chairperson Signature		
Sign: _____	Print: _____	Date: _____
Independent Chairperson		

Data Protection Notice

Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the Registry Data Protection Notice, which can be viewed at the following website address: <https://www.dcu.ie/registry/data-protection-notice.shtml>