*Strictly Confidential*



**Postgraduate Research Examination**

**Examiner’s Joint Report Recommendation Form**

**(This form must be typed and all sections completed)**

The Examiners are required, where possible, to complete a joint report on this form on the viva (if applicable), the result of the examination as a whole and the recommendation to the University. If an agreed report cannot be submitted, this should be stated on the form along with an indication of the difficulty.

All report forms should be submitted to the **relevant School Postgraduate Research Administrator** together with the signed and dated Individual Examiner’s Pre-Viva Reports as soon as possible either after the viva takes place (if one is held) or after the thesis has been examined.

**Candidate**

|  |  |  |  |
| --- | --- | --- | --- |
| Name*:* |  | School: |  |
| Date of Submission: |  | Degree Sought: |  |
| Title of Thesis: |  | | |

**Examiners (including titles)**

|  |  |  |  |
| --- | --- | --- | --- |
| (1) |  | (2) |  |

**Supervisors (including titles)**

|  |  |  |  |
| --- | --- | --- | --- |
| (1) |  | (2) |  |
| (3) |  |  |  |

**Viva Examination**

|  |  |  |
| --- | --- | --- |
| Report | **Date of viva: *(if no viva held, state ‘None held’)*** |  |

The Examiners are requested to report below on the viva of the candidate, please include conclusions reached by the Examiners as a result of the viva, particularly in any areas of concern identified in the Individual Examiners reports.

In the case of a PhD by Published Research, Examiners must confirm that they are satisfied that the contribution of the candidate to jointly publish work accords with the contribution recorded by the candidate in the critical review.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Are you satisfied that the thesis presented is the candidate’s own work? | Yes |  | No |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. | Did the candidate show a satisfactory knowledge and understanding of? | | | | |
|  | (a) Matters relating to the thesis? | Yes |  | No |  |
|  | (b) Background studies to the subject of the thesis? | Yes |  | No |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3. | Does the thesis demonstrate: |  | | | |
|  | (a) The discovery of new facts (PhD)/evidence of innovation (EngD)? | Yes |  | No |  |
|  | And/or |  | | | |
|  | (b) Exercise of critical powers? | Yes |  | No |  |

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| --- | --- | --- | --- | --- | --- |
| 4 | Does the thesis provide evidence of originality (PhD)/evidence of original empirical work (EngD)? | Yes |  | No |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. | Is the abstract of the thesis submitted acceptable? | Yes |  | No |  |

**Report (**A report in the region of 250 words should suffice)

**(This report must be typed and should highlight what happened during the viva as well as the thoughts of the examiners after the viva. This report should be different from the reports submitted before the viva that were purely based on the thesis alone. If a viva did not take place then this report should summarise the discussions of the examiners.)**

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| ***When completing reports, examiners should consider that Heriot-Watt University Academic Regulations allow students access to their examiners reports in the event of lodging an appeal against examiners decisions.*** |
|  |

**Recommendation**

The Examiners are requested to indicate below (1) the degree being sought and (2) the appropriate joint recommendation which applies: These options are a shortened form of the recommendations listed in the Handbook on Examining for Research Degrees**.** **In the case of examining a re-submitted thesis**, only (a), (b) and (f) apply and no further resubmission should be recommended.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Degree Sought (please tick one)** | | | | | | | | | | | |
| PhD: |  | PhD by Published Research: |  | MPhil: |  | MSc by Research: |  | EngD: |  | DBA: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Joint Examiners’ Recommendation (please tick one of the following options)** | | | | | | | |
|  | | | | | | | |
| (a) | Award degree | | | | | |  |
|  |  | | | | | |  |
| (b) | Award degree following satisfactory completion of minor corrections to the satisfaction of the Internal Examiner | | | | | |  |
|  |  | | | | | |  |
| (c) | Award degree following satisfactory completion of significant corrections to the satisfaction of the Internal Examiner | | | | | |  |
|  |  | | | | | |  |
| (d) | Re-submit after further work for consideration of the External Examiner without a further viva **(resubmission fee due)** | | | | | |  |
|  |  | | | | | |  |
| (e) | Re-submit after further work for consideration of the External Examiner and a further viva **(resubmission fee due)** | | | | | |  |
|  |  | | | | | |  |
| (f) | Do not award degree | | | | | |  |
|  | | | | | | | |
| If (f), is a different degree award recommended? | | Yes |  | No |  |  | |
|  | | | | | | | |
| If yes, please state which award is recommended | |  | | | | | |

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| For case (b) above, corrections must be completed within 3 months of the viva.  For case (c) above, corrections must be completed within 6 months of the viva. | | | |  | | | |
|  | | | | | | | |
| For case (d & e) above, please indicate a suitable time-limit for revision/re-submission.  *up to 24 months for PhD/PhD by Published Research/EngD/DBA; up to 12 months for MPhil/MSc by Research.* | | | |  | | | |
|  | | | |  | | | |
| *For case (b), (c) and (d) above, please confirm that a summary of the areas of the thesis requiring attention is attached.* |  |  | Yes | |  | No |  |

**Heriot-Watt University MacFarlane Prize**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please indicate if you consider this student to be an appropriate candidate for the above award: | Yes |  | No |  |

The MacFarlane Prize commemorates the contribution to the University made by Professor A G J MacFarlane during his tenure as Principal and Vice Chancellor. The Award is made annually to a graduate who has clearly produced a performance of outstanding quality during their studies. This may be demonstrated by some or all of the following: work of significance in the field of study; a distinguished contribution to knowledge; a thesis of high quality and/or a body of published work.

**Signatures of Examiners**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| External (1) |  | PRINT NAME: |  | Date: |  |
| External (2) |  | PRINT NAME: |  | Date: |  |
| Internal |  | PRINT NAME: |  | Date: |  |