

# Being an internal examiner

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igmm  
INSTITUTE OF GENETICS  
& MOLECULAR MEDICINE

THE ROSLIN INSTITUTE  
BUILDING

## What happens before the examination – roles of student and supervisor

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| <ul style="list-style-type: none"> <li>• Student           <ul style="list-style-type: none"> <li>– Is responsible for final version of the thesis</li> <li>– May submit some chapters as papers</li> <li>– Must adhere to all rules regarding copyright and plagiarism</li> <li>– Must download and complete their intention to submit (IoS) form</li> <li>– May ask to give a short presentation at start of the viva</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Primary supervisor           <ul style="list-style-type: none"> <li>– Must be ready to nominate <b>suitable</b> examiners immediately after IoS submitted</li> <li>– Must nominate TWO externals for employees (e.g. clinical fellows)</li> <li>– Must complete nomination form and send to PG lead for school/deanery <b>asap</b>.</li> <li>– May <i>help</i> internal arrange viva data/location</li> </ul> </li> </ul> |
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## University Regs 2015/6

- The College PG committee must ensure the external is competent to conduct the exam [this is why we need info beyond a simple web-link when nominating]
- The External Examiner is appointed for his or her specialist knowledge, whereas the Internal Examiner may be a generalist or an expert in only part of the subject matter of the thesis
- Internal examiners must be conversant with the rules and regulations of the examination process\*
- During the assessment the internal and external must hold the thesis in *strictest confidence*

## Agreeing to be an internal examiner

- Primary supervisor gets in contact.....they may send you the student's thesis abstract
- Make sure you understand your role/responsibilities before saying yes! MVM recommend internals are UoE employees not honorary.
- Find out when thesis is due, any constraints on timing of Viva.. Say NO if it is going to be impossible to find time to read thesis!!!
- Check whether there will be one or two externals (2 may be useful in case of interdisciplinary projects)
- Supervisor/School PGR contact will ask for info for nomination forms – CV, experience to date etc
- A non-examining chair will be appointed if you are inexperienced or if there are reasons to believe independent input might be useful.
- Thesis and forms (part I, II etc will arrive...)
- Arrange viva date, location etc. – Please consult with supervisor and be aware of any special circumstances e.g. disability

## If you want to look at the forms before saying yes!



The screenshot shows the University of Edinburgh Academic Services website. At the top left is the university logo and name. A search bar is visible with the text 'Search' and a magnifying glass icon. Below the search bar is a photograph of three students in a courtyard. A red banner below the photo reads 'ACADEMIC SERVICES'. The main content area shows a breadcrumb trail: 'Home > Academic Services > Forms > Postgraduate forms'. A 'Contact us' button is in the top right of this section. The main heading is 'Postgraduate forms' with the subtext 'University standard academic forms for use by Colleges, Schools and for thesis submission.' A sidebar on the left lists 'Forms' with sub-items 'Forms for students' and 'Forms for Schools and Colleges'.

<http://www.ed.ac.uk/academic-services/forms/pg-forms>

<http://www.ed.ac.uk/academic-services/forms/school-college-forms>

**ACADEMIC SERVICES**

Academic Services home

Home > Academic Services > Forms > Postgraduate forms Contact us

**Forms**

- Forms for students
- Forms for Schools and Colleges
- Postgraduate forms**

## Postgraduate forms

University standard academic forms for use by Colleges, Schools and for thesis submission.

**Thesis submission forms**


The suite of forms for thesis submission for assessment and final thesis submission, are available on our [Forms for Students](#) page.

[Forms for students](#)

**Examiner report forms**

Examiner reports for higher and doctoral degrees are available on our [Forms for Schools and Colleges](#) page.

[Forms for Schools and Colleges](#)



All the information is also on the PG wiki

College of Medicine & Veterinary Medicine Postgraduate Research

## College of Medicine & Veterinary Medicine Postgraduate Research Wiki

Created by Tanya Houston, last modified by Kim Orsi on Feb 01, 2016

Pages / Home Share Tools

**CMVM Postgraduate**

16 Added by Lauren Johnston-Smith, last edited by Lauren Johnston-Smith on Sep 22, 2014 (view change)

**Quick Links**

- College Website
- Research Institutes & Centres
- Follow us on Twitter
- RIE-WGH Shuttle Bus Timetable

**Latest News**  
Recently added: Report on geodemographics of CMVM applicants and students.

**Postgraduate Taught**  
Administration, applications, new programme development.

**Postgraduate Research**  
**NEW!** Click here for our Postgraduate Research Wiki.

**Forms**  
Forms for external examiners, interruptions of studies, requests for extensions.


**Committees**  
Information about College and University postgraduate committees

**Contacts**  
Contacts dealing with postgraduate issues in the College Office and across Schools and Centres

**Internationalisation Strategy**  
Information on the College's Internationalisation Strategy

**Marketing and Communications**  
Marketing advice for PGT and PGR staff

**Policy and Guidance**  
Policy documents

 Like Be the first to like this No labels

EASE login  
<https://www.wiki.ed.ac.uk/display/CMVMPGMarketing/CMVM+Postgraduate>

## From the PGR Wiki...

College of Medicine & Veterinary Medicine Postgraduate Research / College of Medicine & Veterinary Medicine Postgraduate Research Wiki

### Thesis & Dissertation submission

Created by Jacqueline Plummer, last modified by Sharon Pearson on Jul 20, 2013

<p><b>Doctorate Thesis Submission</b> Doctorate Thesis Submission, e.g. PhD and MD</p>	<p><b>MSc by Research Submission</b> MSc by Research Submission</p>
<p><b>Final Doctorate Thesis Submission</b> Final Doctorate Thesis Submission</p>	<p><b>PhD by Research Publications</b> PhD by Research Publications</p>
<p><b>Doctorate Thesis Resubmission</b> Doctorate Thesis Resubmission</p>	<p><b>Thesis and Dissertation Binding</b> Thesis and Dissertation Binding</p>

No labels


**7 Child Pages**

- Final Doctorate Thesis Submission
- Thesis & Dissertation Binding
- Doctorate Thesis Resubmission
- MSc by Research Submission
- Doctorate Thesis Submission
- PhD by Research Publications
- Thesis and Dissertation Binding


## Examiner's Report Form

### Pre-Viva Preliminary Report (Part I)

(Doctoral or MPhil Thesis Submission/Resubmission)




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Each examiner should complete and return the Part I report form to the College Office **preferably one week, and in no case later than 24 hours** before the date of the oral examination. When the viva date is known, please email this to the College Office (email address shown below). 

Each examiner submits an initial, independent pre-viva report (this form) in advance of the oral examination. The examiners must not consult with each other in completing their initial report. See [Postgraduate Assessment Regulations for Research Degrees](#).

Examiners are reminded that Part I reports can also be requested and made available to students and their supervisor(s) after the oral examination and ratification by the College. If examiners have any concerns about this they should contact the College Postgraduate Office.


<b>Name of Student:</b>		<b>UUN</b>	<b>S</b>	
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Examiner Report Form		THE UNIVERSITY of EDINBURGH	
Doctoral Thesis Submission Post Viva (Part II)			
<p>Examiners are requested to complete the form jointly and to return it <b>without delay (within two weeks of the oral examination)</b>, as an email attachment to:</p> <p>&lt;College email address&gt; (emailed reports need not be signed but will require verification)</p> <p>Alternatively, a signed paper copy may be returned by post to:</p> <p>&lt;College Office address&gt;</p>			
Please complete the form in typescript or block capitals			
Name of student:	Click here to enter text.	UUN	Click here to enter text.
Title of thesis:	Click here to enter text.		
Degree sought:	Click here to enter text.		

Report to the College Committee	
Were there any areas of significant disagreement between the examiners in their respective Part I reports?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>If YES, please explain below how these differences were reconciled. If the Examiners are not in agreement (and are therefore completing separate copies of this report), please state below details of the disagreement and, where appropriate, relate them to the preliminary report.</p> <p>Click here to enter text.</p>	
<p>Please comment on how criticisms made in the initial reports were resolved or reinforced by the student's performance at the oral examination and any further criticisms that arose during the examiners' discussion or in the course of the oral examination.</p> <p>Click here to enter text.</p>	

Please indicate your joint recommendation (refer to [Postgraduate Assessment Regulations for Research Degrees](#)). Please place an "x" or tick in the appropriate box.

	Options:	Student Action:	Re-examination:	"X"
<b>a</b>	Award PhD/Doctorate: student meets the doctorate requirements without corrections.	• Finalise hard-copy thesis submission for doctorate degree	• Nil	<input type="checkbox"/>
<b>b</b>	Minor Corrections Needed: thesis is satisfactory apart from the rectification of editorial corrections or minor weaknesses.	• Make specified corrections within 3 months	• Corrections to be certified by the Internal Examiner(s), and by the External Examiner (if requested)**	<input checked="" type="checkbox"/>
<b>c</b>	Additional Oral Examination Needed: student's oral defence of the thesis was inadequate in specified respects. *	• Re-sit viva.	• Further oral examination of original thesis required.**	<input type="checkbox"/>
<b>d</b>	Additional Work on Thesis Needed - No Oral Re-Examination Needed: The thesis needs work above and beyond editorial corrections or minor weaknesses in order to meet one or more of the requirements for the degree, and this work may require further supervision * (Examiners to specify period of corrections, usually up to 6 months, but exceptionally up to 12 months with reappointment to (a))	• Complete the thesis revision specified period. No thesis resubmission is required.	• Revisions are subject to certification by the Internal Examiner(s), and by the External Examiner (if requested)**	<input type="checkbox"/>
<b>e</b>	Substantial Work on Thesis and Oral Re-Examination Needed: Examiners may recommend resubmission within a further specified period of study, with reasons stated in their Part II report. * (Examiners to specify period of corrections, usually up to 12 months, but exceptionally up to 24 months.)	• Rectify deficiencies and resubmit thesis within specified period.	• Oral examination of the resubmitted thesis required	<input type="checkbox"/>
<b>f</b>	Award MPhil: thesis is deficient for doctoral award but meets the MPhil requirements without corrections.	• Finalise hard-copy thesis submission for MPhil degree.	• Nil	<input type="checkbox"/>
<b>g</b>	Award MPhil following Minor Corrections: thesis is inadequate for doctoral award but student is eligible for an MPhil degree if	• Make specified corrections within 3 months	• Corrections are subject to certification by the Internal Examiner(s), and by	<input type="checkbox"/>



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## Report of Non-Examining Chair (NEC)

Please return your report **without delay (under 5 working days) after the oral examination** and return it as an email attachment to:

**<College email address>**  
(emailed reports need not be signed but will require verification)

**Alternatively, a paper copy may be returned by post to:**

**<College Office address>**

\*\*Please record any problems encountered

## Things that cause us problems!

- Failure to identify suitable examiners
- Failure to let College Office the date of the viva [email [cmvmpgr-examinations@ed.ac.uk](mailto:cmvmpgr-examinations@ed.ac.uk)]
- Part 2 reports being submitted without a list of corrections but comments like 'thesis handed back to student with corrections marked'!
- Huge list of corrections and only 3 months to complete them [students run over/get upset if internal does not sign them off]
- Reports not being submitted in timely fashion post viva – this holds up their ability to graduate!

## Key contacts

- PG office – Chancellor's top floor. Thesis receipt and processing. Carol Wilson [Carol.Wilson@ed.ac.uk – organises all paperwork, speaks to students, chases reports]
- For any viva being conducted by video link contact Kim.Orsi in PGR office to discuss process
- If you have concerns about the thesis/student/process contact PGR leads (Abbott, Dutia, Hall, Hecht) or myself.
- Info on COI  
[http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Conflict\\_of\\_Interest.pdf](http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Conflict_of_Interest.pdf)