

RESEARCH DEGREES COMMITTEE

GUIDANCE NOTE FOR INTERNAL CONVENERS OF ORAL EXAMINATIONS

An Internal Convener is appointed from an approved list. The Internal Convener is independent of the examining team and not a subject expert, and their responsibilities are:

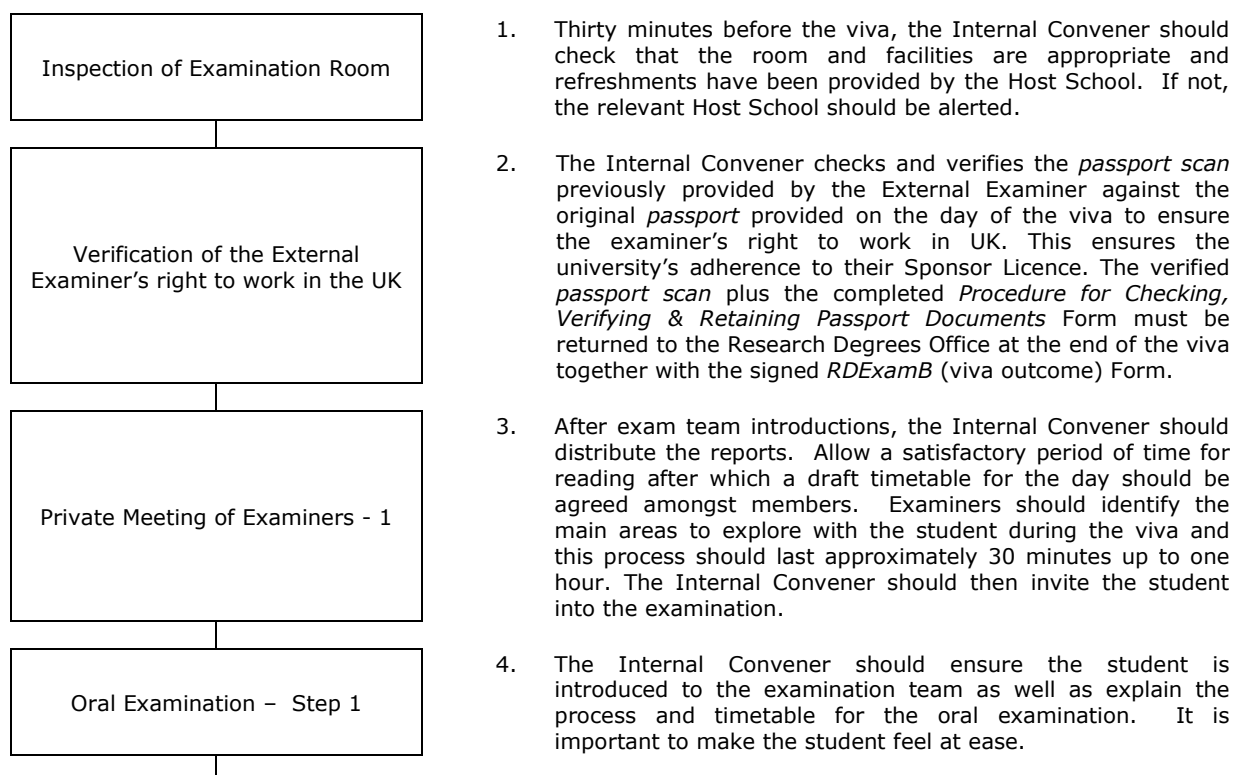
- to manage the operation of the oral examination meeting;
- to ensure compliance with the University Regulations, policies and procedures;
- to ensure the *Examiner Final Report (RDEExamB) form, or (RDEExamBR)* is completed as appropriate;
- to facilitate discussion where consensus is desirable, but not to arbitrate in any respect.

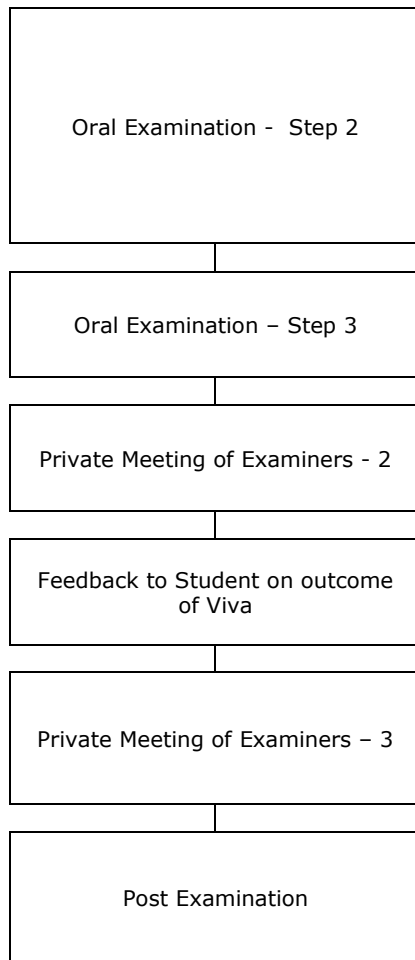
The use of an Internal Convener is considered a model of good practice across the sector. They are responsible for the completion and delivery of the Examiner Final Report (*RDEExamB*) Form on the day of viva, to the Research Degrees Office.

In the event of any student appeal, the Internal Convener may be called to act as an independent witness, so it is important to take notes of any issues which may be revisited, in the event of an appeal.

Role of Internal Conveners at the Oral Examination:

The following flowchart describes the chronological process of the Oral Examination and should be adopted by the Internal Convener.





5. Each examiner will take time to explore the thesis with the student, led by the External Examiner, taking breaks at appropriate times. The Internal Convener should take notes during the examination as this will help completion of the Examiner Final Report (*RDEExamB*) Form. In addition, they should ensure that the student remains reasonably calm throughout and fully understands the questioning. It is also important that the examination team adhere to the agreed agenda and timetable as far as possible.
6. At the end of the oral examination, the Internal Convener should remind the student of the next stage of the process and agree arrangements for the student to return to the Examination room to hear the outcome of the examination.
7. Examination Team should discuss the outcome and conclusions of the Examination. The Internal Convener must facilitate the completion of Examiner Final Report (*RDEExamB*) Form, including all signatures.
8. Student returns to Examination Room. The Internal Convener should confirm the conclusions and main recommendations to the student. The examiners should undertake to clarify the substance of the written guidance provided to the student.
9. Any required amendments should be agreed by the Examiners and confirmed on the last page of the form. If additional guidance is to be provided post-viva, an examiner should be nominated and this should be annotated on the last page of the Form.
10. The Internal Convener should return Examiner Final Report (*RDEExamB*) Form as soon as possible to the Research Degrees Office, who will confirm the outcome of the examination in writing to the student. The provisional recommendation is then subject to approval by the Research Degrees Committee.