



Postgraduate Research Code of Practice

APPENDIX 8

Policy on Research Degree Examinations and Examiners

1. Introduction

- 1.1 This Policy forms part of the University's Postgraduate Research (PGR) Code of Practice. In addition to the PGR Code of Practice and its Appendices, other University of Liverpool (UoL) policies, procedures and documents which may be relevant to this Policy are as follows:
- Ordinances governing Postgraduate Research degrees listed in 1.2 below
 - PGR Handbook
 - Student Complaints Procedure
- 1.2 This Policy covers the following research programmes: Doctor in Philosophy (PhD)
- Master of Philosophy (MPhil)
 - Doctor of Medicine (MD)
 - Campus-based and Online Professional Doctorates
- 1.3 The value of a UoL research degree award is underpinned by the quality of the research experience provided to candidates studying on the respective degree programme. UoL is responsible for the academic quality and standards of the examinations of its research degree programmes, including those offered under a collaborative agreement with an institutional partner.

2. General Principles

- 2.1 Following submission of the thesis, a *viva voce* (hereafter referred to as *viva*) examination will be held, at which the candidate will be required to defend the subject of the thesis, or other submitted work, and matters relevant thereto. The *viva* may be held remotely in accordance with [Appendix 9 of the PGR Code of Practice](#): Policy and Procedures for Conducting Remote *Viva Voce* Examinations for Research Degrees.
- 2.2 There must be a minimum of two Examiners to examine the thesis, one Internal Examiner and one External Examiner, appointed in accordance with this Policy as part of the PGR Code of Practice.
- 2.3 An Internal Examiner shall be a suitably qualified member of staff of UoL who meets the criteria set out in section 3 of this Policy. Individuals holding honorary appointments with the University may, in appropriate circumstances, be appointed as Internal Examiners.
- 2.4 An External Examiner shall not be a member of staff of UoL, i.e. shall not hold a contract of employment with UoL. Normally an individual holding an honorary appointment with UoL shall not be appointed as an External Examiner except in exceptional circumstances where it can be demonstrated that a suitable alternative External Examiner cannot be easily identified.
- 2.5 Former members of UoL's academic staff should not be invited to act as External Examiners until a period of at least five years has elapsed since they left the employment of UoL.
- 2.6 Where deemed appropriate (see section 7.1), and in all re-submission *viva* examinations, an Independent Chair of the Examiners will be appointed by the relevant Faculty, and will normally be an experienced academic member of staff of UoL.

POSTGRADUATE RESEARCH CODE OF PRACTICE – APPENDIX 8
Policy on Research Degree Examinations and Examiners

- 2.7 In re-submission cases a second *viva* will be held in order to allow the candidate the opportunity to defend their thesis¹.
- 2.8 A second External Examiner will be appointed where the candidate (studying full or part-time) is or has during the preceding five years been primarily a member of UoL staff or a member of staff of a “recognised institution” as defined in the relevant Ordinance. Candidates who acquire roles at UoL that complement their research degree studies (e.g. GTAs) will not normally require a second External Examiner.
- 2.9 The candidate’s Supervisors will make a recommendation as to the Examiners to be appointed.
- 2.10 If the candidate informs their School/Institute Director of PGR Studies (SDPR/IDPR) of any exceptional or medical circumstances that might affect their performance in the *viva* examination, it is the responsibility of the SDPR/IDPR to ensure that the Examiners are informed of these circumstances prior to the examination, provided that the candidate has given consent to share this information. Normally the SDPR/IDPR is expected to contact the Internal Examiner in such cases.
- 2.11 Candidates who declare a disability (including long term medical condition) to their School/Institute Director of PGR Studies (SDPR/IDPR) may be entitled to reasonable adjustments. The candidate should be advised to contact the Disability Advice & Guidance Team to discuss potential reasonable adjustments. Reasonable adjustments must be approved by the Disability Advice & Guidance Team and the SDPR/IDPR. If the candidate does not think that the proposed adjustments are reasonable they should use the reasonable adjustments complaints process set out in the [Policy and Procedures Regarding Reasonable Adjustments and Support for Disabled Students](#).
- 2.12 Candidates are not permitted to bring a laptop or tablet computer into a face-to-face *viva* examination unless they are given exceptional permission to do so as a reasonable adjustment (see section 2.11 above). If a candidate wishes to use a laptop or tablet computer during the *viva* examination for demonstration purposes, they may do so only where Exceptional Approval has been given in advance of the examination by the Faculty Director of Postgraduate Research. Candidates who are permitted to undertake their *viva* remotely must refer to [Appendix 9 of the PGR Code of Practice](#): Policy and Procedures for Conducting Remote *Viva Voce* (*Viva*) Examinations for Research Degrees. Candidates may not access any additional material either on their computer or on the internet during the course of the *viva* examination nor engage in any electronic communication with any other person during the examination. Should the Examiners have reason to suspect that a candidate is in breach of any of the rules set out in this Policy, the candidate would be subject to disciplinary action for examination misconduct.
- 2.13 The *viva* may not be recorded.
- 2.14 The thesis must be written in English except for quoted material, which may be in the original language (see [Appendix 7 of the PGR Code of Practice](#): Policy on Submission of a Research Degree Thesis for Examination, section 3.2f). The thesis must be examined in English.

¹ Except in cases the candidate’s ordinance specifically permits that a re-submission *viva* may exceptionally be waived at the discretion of the Examiners. In such cases, the *viva* shall not be waived if it is the considered initial view of the Examiners that the re-submitted thesis has not reached the standard for the award of the degree sought.

3. Criteria for appointment of Examiners

- 3.1 The essential criteria for the appointment of individuals as Examiners, regardless of whether or not they are UoL staff and across all research degree programmes, are:
- a) **Either**, the person is a subject specialist and currently research active, as demonstrated by a publication record which includes both recently published work and work in progress, or active involvement in on-going projects;
 - b) **Or**, for appropriate research degrees and in appropriate subjects, the person is an expert practitioner, demonstrated by ten years or more of professional experience in a relevant field that includes holding an appropriate senior position, and being involved in on-going research projects.
- 3.2 Normally, at least one of the Examiners should have had previous experience of examining a research thesis. If the Internal Examiner has no such experience, an Independent Chair will be appointed.
- 3.3 Examiners should normally hold a qualification at Doctoral level or, alternatively, at least at Master's level where the Master's has a demonstrable piece of independent research associated with its award. These qualifications should be from a Higher Education Institution providing secure academic standards for undertaking research and learning about research approaches, methods, procedures and protocols, within a research environment that offers candidates appropriate opportunities and support.
- 3.4 Under normal circumstances, in order to prevent a conflict of interest, an individual should not be appointed as an Examiner where they have a relationship with the candidate through kinship (whether by blood, marriage, civil partnership or common law), a business relationship or prior academic funding relationship or sponsorship.

4 Appointment of Examiners

- 4.1 With the exception of the Examiners for Online Professional Doctorates (for which see the separate subsection 4.3 below) the formal responsibility for the appointment of Examiners for MPhil, PhD, MD and campus-based Professional Doctorate candidates rests with the Faculty Director of Postgraduate Research, following recommendation from the relevant UoL Dean of School/Institute or their nominee.² The following procedures shall be adopted prior to the submission of Examiners' names to the Faculty Director by the Dean of School/Institute:
- a) To ensure the Dean of School/Institute is aware of the expertise required of the Examiners, the Primary Supervisor, on behalf of the supervisory team, should present the relevant Dean of School/Institute with an appropriate summary of the candidate's thesis, indicating clearly the field or fields of specialist study that are involved.
 - b) The Primary Supervisor, on behalf of the supervisory team, should also supply a list of proposed or potential Internal and External Examiners, with a clear indication of their specialised competence and indicating how this matches the detailed content of the candidate's thesis (this is of particular importance when the thesis embodies a range of work in disparate methodologies).

²The duties of a UoL Level 2 Dean of School/Institute within this Policy may be delegated within the School/Institute where appropriate.

- c) Supervisors must ensure that none of the proposed Examiners have had substantial direct involvement in the candidate's research project/thesis. For example, it would not normally be appropriate for an Examiner to be a co-author on a paper resulting from the research presented in the thesis.

4.2 Once the Faculty Director of Postgraduate Research has approved the proposed Examiners, as recommended by the Dean of School/Institute:

- a) The Research Degree Administration Team (SAS) will write to the Examiners concerned, outlining the conditions of appointment and their responsibilities. No Examiner will be considered appointed until they have received the letter from the Research Degree Administration Team (SAS).
- b) Candidates must not be informed of the names of the approved Examiners until the formal appointment of those Examiners by UoL has taken place. Once the Examiners have been appointed, it is the responsibility of the Primary Supervisor to inform the candidate of the names of the appointed Examiners.
- c) The supervisors and candidate must not contact the appointed Examiners prior to the *viva* to discuss any matter connected to the examination, other than logistical arrangements.
- d) The supervisors must not attend the *viva*.

4.3 *Examinations conducted for Online Professional Doctorates*

The appointment of Examiners for Online Professional Doctorates will be made in accordance with the [Frameworks for Online Professional Doctorates \(Appendices 12a and 12b of the PGR Code of Practice\)](#).

4.4 *Dual awards*

The appointment of Examiners for dual awards will be made in accordance with the relevant agreement for the dual award.

4.5 In the event that an External Examiner becomes unavailable to assess revisions to a thesis following the *viva*, the appropriate Faculty PGR Director must be consulted, with a view to obtaining an evaluation of the revisions, which will be carried out solely by the Internal Examiner. If the Internal Examiner also becomes unavailable to assess the modified thesis it will be referred to the Dean of School/ Institute (or nominee) to determine whether the candidate has adequately responded to the Examiners' feedback.

4.6 In circumstances where all Examiners involved with a candidate's initial *viva* become unavailable to assess any subsequent re-submission, an appropriate set of alternative Examiners will be appointed to carry out the re-assessment in line with the requirements set out in this policy. The new team of Examiners will have access to the full range of re-submission examination outcomes and will be provided with the original Examiners' reports and feedback from the candidate's initial *viva*.

5 Duties and Responsibilities of Internal Examiners

The Internal Examiner has the following responsibilities:

- 5.1 To notify the Research Degree Administration Team (SAS) immediately if they can no longer act as Examiner and wish to withdraw from the appointment.

- 5.2 To ensure that the research degree examination, including the *viva*, is conducted in accordance with UoL's Ordinances and its PGR Code of Practice. If any concerns arise during the *viva* regarding academic integrity these shall be handled in accordance with the [PGR Academic Integrity Policy](#) (Appendix 4 of the PGR Code of Practice).
- 5.3 To arrange the date and location of the *viva* examination, in consultation with the External Examiner(s) and the candidate; to ensure that all parties are formally notified of the date, which must normally be no later than three months after submission of the thesis.
- 5.4 To read the thesis and prepare an independent preliminary report in advance of the examination, identifying any concerns and giving an initial view. The preliminary report must be finalised at least five working days in advance of the examination and must not be disclosed to or discussed with the candidate or the Supervisors prior to the examination.
- 5.5 To ensure that the External Examiner has prepared an independent preliminary report and submitted it at least five working days in advance of the *viva* examination.
- 5.6 To meet with the External Examiner on the day of the examination before the candidate is examined, in order to:
 - discuss the preliminary reports;
 - agree an outline of how the examination will proceed;
 - confirm the possible outcomes of the *viva* permitted in accordance with the relevant Ordinance governing the degree award.

Where an Independent Chair is appointed, it will be their responsibility to agree with the Examiners how they will proceed in the examination.

- 5.7 To participate in the *viva* examination and, with the External Examiner, to agree an outcome, using their knowledge and experience in order to ensure that there is consistency of standards across the University and with external benchmarks.
- 5.8 To conduct themselves in the *viva* examination in a way that is fair and reasonable and gives the candidate every opportunity to explain and defend their work.
- 5.9 Should challenging circumstances arise during the *viva*, to exercise judgment and take executive action, which might include suspending or adjourning the *viva*, and initiating an investigation (e.g. where academic misconduct is alleged).
- 5.10 To ensure that informal feedback on the thesis and examination is given to the candidate on the day of the examination.
- 5.11 To ensure that an agreed final report is produced and signed by all Examiners (except where they fail to agree) and to forward a copy of this to the Research Degree Administration Team (SAS) within ten working days.
- 5.12 To retain a copy of the examined thesis until the examination process has been completed.
- 5.13 To ensure that any modifications required to a thesis or recommendations for re-submission are communicated clearly and sent directly to the candidate in writing. This will normally be done no later than ten working days after the *viva* examination and, where applicable, will identify where a named Examiner is responsible for assessing specific modifications. Recommendations regarding pass with major modifications and re-submission should be provided in appropriate detail.

POSTGRADUATE RESEARCH CODE OF PRACTICE – APPENDIX 8
Policy on Research Degree Examinations and Examiners

- 5.14 Where the Examiners do not agree on a recommendation, in accordance with the relevant Ordinance, to prepare an independent final report, and forward this to the Research Degree Administration Team (SAS), and to provide instructions to the External Examiner(s) to do likewise (refer to [Annexe 2 to Appendix 8](#): Disagreement between Examiners).
- 5.15 Where re-submission or major modifications are required, to make themselves available to the candidate and Primary Supervisor soon after the first *viva* in order to clarify the recommendations made. However, the Internal Examiner must not be requested by either candidate or Supervisors to review the revised work in progress before it is re-submitted for examination.
- 5.16 To report any significant problems which occur in the *viva* examination, or any general issues arising from it, to the Faculty Director of Postgraduate Research.
- 5.17 Where minor modifications have been requested to the thesis, to ensure that all designated Examiners (see subsection 6.8 below) have seen and reviewed the modifications and signed a form to this effect, which must be forwarded to the Research Degree Administration Team (SAS). It is expected that such modifications will be completed by the candidate within three months from the date of the formal notification of the outcome of their *viva* by the Research Degree Administration Team (SAS) and will normally be reviewed by the Examiners within ten working days of receipt by them of the modified thesis submitted by the candidate.
- 5.18 Where major modifications have been requested to the thesis, to ensure that all Examiners (see subsection 6.9 below) have seen and reviewed the modifications and signed a form to this effect, which must be forwarded to the Research Degree Administration Team (SAS). It is expected that such modifications will be completed by the candidate within six months from the date of the formal notification of the outcome of their *viva* by the Research Degree Administration Team (SAS) and will normally be reviewed by all Examiners within ten working days of receipt by them of the modified thesis submitted by the candidate.
- 5.19 Where a re-submission is required, which is permitted on one occasion only and must be made no later than one calendar year from the date of the formal notification of the outcome of their *viva* by the Research Degree Administration Team (SAS), to arrange a second *viva* examination³.
- 5.20 To engage in appropriate professional development to support their examining work. Additionally, all appointed Internal Examiners must undertake appropriate UoL Examiner training or other workshops which have been approved by UoL.
- 5.21 To treat the thesis as privileged and confidential information (see section 9.6 below).
- 5.22 Where a pass with minor modifications or a pass with major modifications examination outcome is recommended, to ensure that no additional thesis modifications over and above those communicated by the Examiners in writing following the *viva* examination are requested of the student. Where further small revisions (such as correction of typographical, referencing or formatting errors) are identified the student will be given an opportunity to address them.

³ Except in cases where the candidate's ordinance specifically permits that a re-submission *viva* may be waived at the discretion of the Examiners. If, exceptionally, the *viva* is waived, it is expected that the thesis will be reviewed by all Examiners in the normal way (i.e in accordance with this Policy) by no later than three months after the re-submission of the thesis and that the student will be notified of the Examiners' decision no later than ten working days after the last day of the three month period.

5.23 To ensure that the student is given an opportunity to respond to the Examiners' feedback on their modified thesis.

6 Duties and Responsibilities of External Examiners

External Examiners, in accordance with the terms of their appointment, have the following responsibilities:

- 6.1 To be rigorous in ensuring that the thesis and the candidate have been examined in accordance with UoL's Ordinances and PGR Code of Practice.
- 6.2 In advance of the *viva* examination, to read the thesis and prepare a preliminary report on it, identifying any concerns and giving an initial view. The preliminary report must be submitted at least five working days in advance of the examination and must not be disclosed to or discussed with the candidate or the Supervisors prior to the *viva* examination. The External Examiner must notify the Research Degree Administration Team (SAS) immediately if they can no longer act as Examiner and wish to withdraw from the appointment.
- 6.3 To meet with the Internal Examiner on the day of the examination before the candidate is examined, in order to:
 - discuss the preliminary reports.
 - agree an outline of how the examination will proceed.

Where an Independent Chair is appointed, it will be their responsibility to agree with the Examiners how the examination will proceed.

- 6.4 To conduct themselves in the *viva* examination in a way that is fair and reasonable and gives the candidate every opportunity to explain and defend their work.
- 6.5 To give informal feedback to the candidate, with the other Examiner(s), on the day of the examination.
- 6.6 To ensure that they sign an agreed final report, and send it to the Internal Examiner (except where they fail to agree) in time for the Internal Examiner to comply with the requirements of section 5.11.
- 6.7 To ensure that detailed feedback in respect of any modifications required to the thesis or re-submission is made available to the Internal Examiner in time for the Internal Examiner to comply with the requirements of section 5.13.
- 6.8 To agree with the other Examiner(s) who will be responsible for reviewing any minor modifications required to the thesis. Where this includes the External Examiner, to ensure that the modified thesis is reviewed within ten working days of receipt by them of the modified thesis submitted by the candidate and the appropriate form signed and forwarded to the Internal Examiner or Research Degree Administration Team (SAS) as instructed.
- 6.9 Where major modifications to a candidate's thesis are required, to ensure that the modified thesis is reviewed within ten working days of submission by the candidate and the appropriate form signed and forwarded to the Internal Examiner or Research Degree Administration Team (SAS) as instructed.
- 6.10 To ensure that general issues about the examination are notified to the Internal Examiner. These may also be raised directly with the Research Degree Administration Team (SAS).

6.11 Where the Examiners cannot agree on a recommendation, to prepare an independent final report and forward this to the Research Degree Administration Team (SAS) (refer to [Annexe 2 to Appendix 8: Disagreement between Examiners](#)).

6.12 To treat the thesis as privileged and confidential information (see section 9.6 below).

7 Appointment, Duties and Responsibilities of the Independent Chair

7.1 Appointment of the Independent Chair

- a) An Independent Chair should be appointed, to ensure that a candidate has full opportunity to defend their thesis, in the following circumstances:
- i) In all re-submission *vivas*, including where further examination is required in circumstances where the Examiners were unable to reach a consensus on the candidate's examination outcome or following a research degree appeal when it has been determined that the thesis should be re-examined as a first attempt.
 - ii) In particular circumstances where the candidate is undertaking their research and being examined at a partner institution.
 - iii) In any circumstances where there might be a perception that the candidate could be disadvantaged by the examination arrangements.
 - iv) If, exceptionally, the Internal Examiner has no experience of examining a relevant research thesis.
 - v) In circumstances where a *viva* has been rescheduled in accordance with section 5.3(d) (i) and (ii) of the PGR Academic Integrity Policy (Appendix 4 to the PGR CoP).
 - vi) In all examinations associated with *aegrotat* or posthumous awards.
 - vii) In all examinations associated with PhD by Prior Publication.
- b) It is normally the responsibility of the School/ Institute Director of PGR Studies to nominate an Independent Chair for appointment by the Faculty PGR Director. The Independent Chair must be a member of UoL academic staff, who has previously acted in the capacity of a PGR Examiner, possesses a full understanding of the UoL regulations governing PGR examinations and may be a member of the same Faculty but not normally of the same School/Institute in which the candidate is registered or the Internal Examiner is located.

For Online Professional Doctorate programmes, the Independent Chair must be a member of UoL academic staff, who has previously acted in the capacity of a PGR Examiner and possesses a full understanding of the UoL regulations governing Professional Doctorate examinations. If no suitably experienced Independent Chair is available from outside the School/ Institute where the candidate is registered or the Internal Examiner is located, an Independent Chair from the same School/ Institute may be appointed, however, the Independent Chair must not have had any direct involvement with the OPD student's supervision or their research project.

- c) Once appointed, the Independent Chair will be supplied by the Research Degree Administration Team (SAS) with an electronic copy of the following:
- The submitted thesis.
 - The Primary Supervisor's accompanying statement (for theses submitted for *aegrotat* and posthumous awards only).
 - The previous thesis, where appropriate.

- The corrections required by the Examiners following the first *viva*, where appropriate.
- A template form for completion after the *viva*. Advice regarding use of this form may be obtained from the Research Degree Administration Team (SAS).

The Independent Chair may refer to this information if they wish, in order to follow the discussions during the *viva* (but not to participate in those discussions).

7.2 *Duties and responsibilities*

It is **not** the responsibility of the appointed Independent Chair to exercise academic judgment in the *viva* examination, i.e. to participate in discussion of the thesis or the candidate or to act as academic arbiter between the Examiners. The Chair must not ask substantive questions of the candidate regarding defence of their thesis during the *viva*. It is their role to ensure due consideration of the welfare of the candidate during the *viva*. The Independent Chair has the following responsibilities:

- a) To ensure that the *viva* examination is conducted in accordance with UoL's Ordinances, its PGR Code of Practice and any regulations governing the award.
- b) On the day of the examination, to explain to the Examiners and candidate the role of the Independent Chair and advise on the conduct of the *viva*. It should be explained that the role of the Chair is not that of a further Examiner, i.e. not to exercise academic judgment.
- c) On the day of the examination, to advise the Examiners as necessary on the possible outcomes of the *viva* using their knowledge and experience of examining research degrees in order to help ensure that the process is fair and consistent.
- d) Should challenging circumstances arise during the *viva*, to exercise judgment and take executive action, which might include suspending or adjourning the *viva*, in order that an investigation can be conducted (e.g. where academic misconduct is alleged).
- e) After the *viva*, to prepare an independent report on the conduct of the *viva* examination and submit it to the Research Degree Administration Team (SAS) and to the Faculty Director of Postgraduate Research within ten working days of the *viva* having been conducted. This would include a report on any significant problems which occur in the *viva* examination (e.g. significant disagreement between the Examiners), or any general issues arising from it. In the event of significant disagreement between the existing Examiners, the Chair may recommend appointment of an Independent (External) Examiner (see [Annexe 2 to Appendix 8: Disagreement between Examiners](#)). This report will not be provided to the candidate as part of the examination process.
- f) To treat the thesis as privileged and confidential information (see section 9.6 below).
- g) Additional duties and responsibilities of Independent Chairs for PhD by Prior Publication examinations are outlined in [Appendix 16 of the PGR Code of Practice](#).

8 Outcome of the Examination

- 8.1 For PhD, MPhil, MD, campus-based and Online Professional Doctorate degrees the possible outcomes of the examination(s) shall be as defined in the relevant Ordinances and Frameworks governing these degrees.
- 8.2 A candidate is not permitted to request the opportunity of making a re-submission; it is wholly the decision of the Examiners whether a candidate should be allowed to re-submit.

9 Entitlements and responsibilities of candidates in relation to the examination

- 9.1 Candidates registered on a research degree programme are entitled to a fair, timely and properly conducted examination and to the allocation of appropriately qualified individuals as Examiners.
- 9.2 Following submission of their thesis for examination, candidates are required to take responsibility for their preparation for the *viva*. Candidates should be aware that their Supervisors play no part in the examination process.
- 9.3 The student will be examined on the material that has been submitted and the context within which the research has been conducted. The student may **not** submit further material after initial submission of the thesis.
- 9.4 Candidates should maintain a professional and courteous relationship with the Examiners and should be prepared to receive critical feedback on their work and the *viva*. They are entitled to expect, however, that any feedback will be provided by their Examiners in a constructive and supportive way.
- 9.5 Candidates should inform the SDPR/IDPR before the *viva* of any exceptional or medical circumstances that might affect their performance in the *viva* examination.
- 9.6 The Examiners will treat the thesis as privileged and confidential information. The full thesis must be submitted to the Examiners for examination. Where a candidate or their sponsor considers that elements of the thesis are particularly confidential, the candidate should inform the Research Degree Administration Team (SAS) prior to submission of the thesis, in order for the Examiners to be informed of the particularly sensitive nature of the material.
- 9.7 If a candidate feels that they wish to raise concerns about the conduct of the *viva* examination, in the first instance they should raise the issue with their SDPR/IDPR, who should advise them about the University's requirements in relation to the conduct of *vivas*, as set out in this Policy. If the matter is not resolved, the candidate should refer to the [Research Degree Appeals Procedure](#) (Appendix 10 of the PGR Code of Practice) regarding the permitted grounds of appeal and the procedures to be followed.
- 9.8 If a candidate wishes to make an appeal against the decisions of the Examiners appointed to examine the thesis, they should consult the Research Degree Appeals Procedure, or if the concern does not relate to the **outcome** of the *viva* then to the University's [Student Complaints Procedure](#).
- 9.9 If the candidate does not receive notification of required modifications within 10 working days from the date of the *viva*, it is their responsibility to contact the Internal Examiner.
- 9.10 The SDPR/IDPR should aim to address any concerns raised by candidates as quickly as possible, keeping in mind the deadlines referred to in the formal procedures, referring matters to other members of staff as appropriate.

10 Summary

This Policy on Research Degree Examinations and Examiners outlines the responsibilities of the University in assigning suitably qualified Examiners to conduct the *viva* examinations of candidates and the responsibilities of the appointed Examiners. It also describes the entitlements and responsibilities of the research student.

Compliance with this Policy should ensure that research degree examinations, including the *viva*, are conducted in an appropriate and timely manner and that research students are enabled to submit any modifications or re-submissions.

11 Sources of further information

- [The PGR Code of Practice](#)
- [Research Degree Administration Team \(SAS\)](#)
- [Student Complaints Policy and Procedure](#)
- [University of Liverpool Guild of Students Advice Service](#)