

Additional examiner guidance

In line with the academic regulation an additional examiner may be appointed in cases where the originally appointed examiners are unable to reach agreement when approving amendments or following a re-examination.

Whenever possible, the additional examiner shall be of Professorial status and shall have considerable experience of examining for a research degree. The following process will apply:

1. Following the examination in question, the Research Degrees Examination Board (RDEB) will request for all reports, including the joint report, to be sent to the Research Degrees Examinations team, regardless of whether an outcome is agreed or not. This will mark the end of the involvement of the original examiners.
2. If a report is unavailable, a formal email explaining that agreement on the outcome was not possible should be sent to the Research Degrees Examinations team.
3. The supervisor will be informed by the Research Degrees Examinations Team and asked to nominate an additional, external, examiner. The supervisor should contact the additional examiner in the first instance to check if they would be willing to review the thesis and amendments. If they agree to this, their nomination as examiner will need to be approved by the Subject Area Board and Chair of the RDEB.
4. The additional examiner will be emailed by the Research Degrees Examinations Team to confirm that they are willing to examine/review the amendments and will be sent the following:
 - the original thesis
 - the amendments or amended thesis that the previous examiners would have received
 - the previous examiners' decision form, joint report and, where relevant, the list of amendments (with information redacted where necessary).
5. The additional examiner must review the amendments made against the examiner recommendations and report back on whether they think the points were addressed accordingly. The additional examiner can recommend the following options:
 - Pass
 - Fail
 - Recommendation of the award of a lower, related degree
 - One month's further amendments. If this option is selected, the additional examiner should be available to review the final amendments.