**ONE YEAR MASTER’S DEGREE JOINT REPORT BY EXAMINERS**

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| --- | --- | --- | --- |
| **Name of Candidate:** |  | **ID No:** |  |
| **Title of Thesis:** |  |
| **Date of oral:** |  | **Duration of oral:** |  |

A joint report must be prepared by the examiners after the oral examination using this report form. It contains five parts:

1. Assessment of the oral examination
2. Recommendation to Senate on the outcome of the examination
3. List of the corrections and/or changes required
4. Checklist
5. Signatures

To assist us with our QA process, should you wish to comment on the examination procedure please enclose your comments with the completed reports.

**1. ASSESSMENT**

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| --- |
| The Joint Report Form should contain an account of the oral examination, and its bearing on reservations expressed in the Independent Report forms, which is sufficiently detailed to justify the Recommendation which follows. The Senate may not accept recommendations that are inadequately justified. If the viva was longer than 2 hours, please detail how breaks were given, or if the candidate declined the offer of a break. |
|  |

**2. RECOMMENDATION**

(Regulations 33 & 34 refer)

**2.1 We consider that “displays evidence of originality or that it is a satisfactory, orderly and critical exposition of existing knowledge within the field concerned” (regulation 33)**

[ ]  Yes (if selected pleased complete section 2.2) [ ]  No (if selected please complete section 2.3)

**2.2 If Yes has been selected in 2.1**, the Examiners should make one of the following recommendations (please tick which applies):

Please note that It is at the discretion of the examiners to recommend the designation of “Distinction” be awarded to a one year Master’s degree by that they judge to be of outstanding quality overall at Master’s level in terms of presentation and, e.g., source discovery and interpretation, literature review, scholarly analysis, originality and/or contribution to knowledge (regulation 35). The option to do this is given below.

|  |  |
| --- | --- |
| a) |[ ]  Thesis be sustained for a one year Master’s degree without any corrections or changes. |
|  |  |  |
| b) |[ ]  Thesis be sustained for a one year Master’s degree with Distinction and without any corrections or changes. |
|  |  |  |
| c) |[ ]  The thesis be sustained for the degree of one year Master’s degree subject to minor corrections being made by the candidate and approved by one of the examiners. |
|  |  |  |
|  |  | **The number of months agreed for completion of minor corrections** **(normally 3 but no more than 6)**: |  |
|  |  |  |  |
| d) |[ ]  The thesis be sustained for the degree of one year Master’s degree with Distinction subject to minor corrections being made by the candidate and approved by one of the examiners. |
|  |  |  |
|  |  | **The number of months agreed for completion of minor corrections** **(normally 3 but no more than 6)**: |  |

**2.3 If No has been selected in 2.1**, the Examiners should make one of the following recommendations (please tick which applies):

|  |  |
| --- | --- |
| e) |[ ]  The thesis be not sustained in its present form but that the candidate be given the opportunity to re-submit in a revised form for a one year Master’s degree within a stated period.  |
|  |  |  |
|  |  | **Please state the period to be allowed for resubmission** **(this should not exceed 12 months):** |  |
|  |  |  |  |
| f) |[ ]  The thesis does not meet the standards for one year Master’s degree but is of sufficient merit to warrant a formal recognition by the award of a Certificate of Postgraduate Research Studies.  |
|  |  |  |  |
| g) |[ ]  The thesis not be sustained.  |

**Notes**

1. Minor corrections are either (a) factual, typographic, limited in extent and can be achieved immediately after the oral, or (b) where there is no doubt that the thesis is of a standard for the degree sought but corrections are needed which should not require major re-working or re-interpretation of the intellectual content of the thesis.
2. Only one resubmission of a thesis will be permitted, irrespective of the degree being considered.
3. Normally, all those appointed to examine the original submission will be required to examine the re-submitted thesis.
4. Where a thesis has been resubmitted, a second oral exam will be held only if Senate approves a proposal to that effect, normally on the recommendation of the examiners. If the examiners wish to recommend a second oral exam that should be clearly stated on this report form.
5. If the recommendation is (e) but the candidate indicates that he/she does not want to resubmit, where the examiners consider the thesis meets the standard of a lower degree without further examination, recommendation (f) should be used.

**3. MINOR CORRECTIONS ARISING FROM (b) OR CHANGES ARISING FROM (c)/(e)**

These should be listed on the form for detailing corrections and handed to the candidate and supervisor(s) when the results of the viva are being communicated or immediately afterwards. A copy of the corrections should be submitted for approval along with this form.

**Please note that neither the Examiners Independent Report Form nor the Examiners Joint Report Form should be given to the candidate.**

**4.** **Check List**

**For each examination, please ensure that the following documents have been completed:**

Independent Report Forms from each Examiner (please ensure these are signed) [ ]

Signed Joint Report Form (please ensure this is signed and dated by both examiners) [ ]

 - Account of the Oral Examination included [ ]

Copy of Corrections/Changes if required [ ]

 - Does the student have a copy Yes [ ]  No [ ]

**5. SIGNATURES**

|  |  |
| --- | --- |
| **Examiners** |  |
| Signature: |  | Name: |  | Date: |  |
|  |  |  |  |  |  |

Under the Data Protection Act 1998, this Report will normally be disclosed in anonymous form if requested by the student to whom it relates. Please tick the box opposite if, for a particular reason, you wish the University to seek your consent before doing it. [ ]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | Name: |  | Date: |  |

Under the Data Protection Act 1998, this Report will normally be disclosed in anonymous form if requested by the student to whom it relates. Please tick the box opposite if, for a particular reason, you wish the University to seek your consent before doing it. [ ]

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| **This form, along with both Independent report forms and the list of corrections, must now be passed to the School PGR administrator for uploading to the online Sharepoint site for the approval of Examiner report forms by the Quality Assurance Committee. Pdf is the preferred file format for uploading. It is the responsibility of the Internal Examiner/Internal Moderator to ensure that the PGR administrator is provided with the forms for uploading.** **The system, including user guides, can be accessed at the following link:** [**https://www.abdn.ac.uk/staffnet/teaching/postgraduate-research-1681.php**](https://www.abdn.ac.uk/staffnet/teaching/postgraduate-research-1681.php)**The individual submitting the report will receive email confirm once it has been approved, or if there are any queries. Queries regarding the system can be sent to** **postgraduate@abdn.ac.uk** |