

Report of the examiners (GSO11a-d)

There are four different forms which may be used in making the Report of the Examiners.

The appropriate form must be completed by both examiners after they have concluded the examination.

First examination

The **GSO11a (Report of the Examiners: First Examination)** form is used for a first examination. If the outcome of the first viva requires revision and re-examination, a second examination will take place (see Second Examination, below).

The options available to the examiners at the first examination are presented on form **GSO11a**; the examiners must choose one from the following list:

1. Award of the DPhil
 - a. as the thesis stands
or
 - b. subject to the submission and review of minor corrections
or
 - c. subject to the submission, review, and examination (where relevant) of major corrections

2. Reference back for revision and re-examination for DPhil

or

Award of the MLitt/MSc
 - a. as the thesis stands
or
 - b. subject to minor corrections

3. Reference back for revision and re-examination
 - a. for DPhil
or
 - b. for MLitt/MSc

If major corrections are required in the first examination, the examiners receive in due course a report form, **GSO11c (First Examination: Review of Major Corrections)**. This form contains the same options as above, and may be issued to the examiners up to twice during the first examination.

It must be noted that examiners may not recommend Outright Failure on first examination.

Second examination / Re-examination / Resubmission

Whenever a thesis is referred back for revision after the viva, the revised thesis must be resubmitted and re-examined (second examination). In this case the student must complete a new GSO3 form and follow the same procedure as for the first examination, submitting to the appropriate Graduate Studies Assistant. At the time of the second examination, the examiners decide whether or not a second viva is required.

If resubmission is required, the report on the second examination will be made using the **GSO11b (Report of the Examiners: Resubmission)** form. The above list of options will again be available to the examiners, with the addition of the following further options:

4. Reference back for revision and re-examination for MLitt/MSc only
5. Award of MLitt/MSc
6. Outright failure

If major corrections are required in the second or re-examination, the examiners receive in due course a report form, **GSO11d (Resubmission: Review of Major Corrections)**. This form contains the same options as listed above (1-6), and may be issued to the examiners up to twice during the resubmission examination.

A detailed report, agreed by both examiners, has to be appended to any form. In the case of a first examination where the examiners are unable to recommend the award of the DPhil, they are normally required to submit a further statement for transmission to the candidate, setting out the respects in which they consider that the thesis falls below the standard required and what changes are necessary for it to reach that standard.

Full explanation of these recommendations is available in **Section 6 of the Memorandum of Guidance for Examiners (GSO5)** and it is worthwhile to read this carefully.]