THE DOCTORAL EXAMINATION PROCESS IN ESW*

**Director of Doctoral Studies (ESW)** (or nominee**)

1. Completes supervisor’s section of ‘intention to submit’ form (RF002) and sends to RSA Office. Notifies REC.

**Research & Enterprise Coordinator (REC) / Doctoral Co-ordinator**

2. Receives submission notice and generates appointment of examiners form.

**Exam Board Chair** (either Research Degrees or Professional Doctorates Examination Board).

3. Receives Appointment of Examiners form; informs Director of Doctoral Studies, starts log of exam process.

**Internal Examiner**

4. Consults supervisor over examiners, gains general approval from internal and external and fills in names on form and signs **

5. Copies appointment form, files it and sends it on to Exam Board Chair

6. Signs appointment form and passes it to RSA Office.

**Research Student Admin (RSA) Office**

7. Sends out official appointment letters to examiners on basis of appointment form

**Supervisor**

8. Contacts external examiner and candidate to arrange date and time of viva.

9. Sends letter to candidate at least 14 days in advance confirming date, time and place of viva and confirms with student if supervisor will be present (copies to internal, external, supervisor, Convenor and RSA office)


11. Completes Form 1 and sends to RSA office (normally within 8 weeks of thesis, with viva to happen within 1 month of exchange Form 1)

12. Receives Form 1 from each examiner and sends out copies of the one they did not write to the other.

13. Meets with External Examiner to discuss Forms 1 immediately before viva; conducts viva with external examiner and ensures that Form 2 is completed. Sends Form 2 to RSA office. Advises REC and Course Convenor of viva outcome.

14. Receives Form 2 from examiners and instructs candidate according to outcome of viva. Sends forms to supervisor. Notifies DoDS, REC and Supervisor of any re-registrations due to major corrections. REC to copy to Course Convenor.

15. Reads examiners’ reports and advises on corrections. Only forms agreed by the examiners should be released to the student. Conducts any necessary communication with examiners on behalf of the student.

*This is the process for University of Sussex generally and would be applicable throughout the University.

** It may be sensible for the DoDS to delegate responsibility for identifying and making informal contact with potential examiners to someone within the department e.g. the Convenor of the relevant course.