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| **Research & Enterprise Training Institute (RETI)**  **Research Degrees Administration**  **Form RDA11 – External Examiner’s Feedback on Conduct of Oral Examination** | | | | | | | | | | | | **Item No:**  *For RETI use only* | | | |
| **(This form should be word-processed)** | | | | | | | | | | | | | | | |
| **1. Student Details** | | | | | | | | | | | | | | | |
| First Name | |  | | | | | | | | | | | | | |
| Family Name | |  | | | | | | | | | | | | | |
| Faculty | |  | | | | | | | | | | | | | |
| School | |  | | | | | | | | | | | | | |
| **2. External Examiner Details** | | | | | | | | | | | | | | | |
| Title/Full Name | |  | | | | | | | | | | | | | |
| Organisation | |  | | | | | | | | | | | | | |
| **3. Award under consideration:** *(indicate, as appropriate)* | | | | | | | | | | | | | | | |
| PhD |  | | EdD | | |  | | MPhil | | |  | | MRes | |  |
| **4. Examination Details** | | | | | | | | | | | | | | | |
| **Date of oral examination** | | | | | | | |  | | | | | | | |
| **Method of examination** | | | | Face-to-face | | |  | Online (MS Teams) | | |  | | Blended |  | |
| **5. As part of the university’s programme of continuous improvement, it would be appreciated if you could provide feedback on your experience of the conduct of the oral examination of the above student by answering the questions below** | | | | | | | | | | | | | | | |
| **Questions** | | | | | *(please indicate)* | | | | | **Comments** | | | | | |
| **Yes** | | | | **No** |
| Did you receive the thesis and instructions for the examination in a timely manner? | | | | |  | | | |  |  | | | | | |
| Were you satisfied with the presentation of the thesis? | | | | |  | | | |  |  | | | | | |
| Were the instructions for the examination appropriate for you to fulfil your role as an External Examiner? | | | | |  | | | |  |  | | | | | |
| Were the venue and environment suitable for the oral examination? *(if applicable)* | | | | |  | | | |  |  | | | | | |
| Was the timing of the examination appropriate? | | | | |  | | | |  |  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Questions** | | *(please indicate)* | | **Comments** | | |
| **Yes** | **No** |
| Were refreshments available?  *(if applicable)* | |  |  |  | | |
| Did you have sufficient time with the Internal Examiner and the Independent Chair to discuss and agree on the approach to the oral examination? | |  |  |  | | |
| Did the Independent Chair make an explicit statement as to the purpose of the examination and the regulations, processes and procedures that would be followed for the examination? | |  |  |  | | |
| Was the Chair objective? | |  |  |  | | |
| Did the Chair manage the examination in accordance with university regulations and procedures? | |  |  |  | | |
| Was the examination conducted in a manner that did not disadvantage the student? | |  |  |  | | |
| Did the examination progress satisfactorily? | |  |  |  | | |
| Did any unusual events occur which could have disadvantaged the student? | |  |  |  | | |
| Was the examination experience satisfactory from your viewpoint? | |  |  |  | | |
| Would you be willing to act as an External Examiner at the university in the future? | |  |  |  | | |
| **6. Further comments** (*Please provide any other comments you consider would enable the university to enhance the examination process)* | | | | | | |
|  | | | | | | |
| External Examiner’s signature |  | | | | Date |  |

**Thank you for completing this form.**

**Please submit the form to the Research & Enterprise Training Institute.**

**Data Protection Statement**

The Research & Enterprise Training Institute (RETI) and the Faculty Research Degrees Committee (FRDC) have responsibility within the university for ensuring academic standards are maintained in accordance with the Academic Regulations for Postgraduate Research Awards. RETI and the FRDC will use all the information and feedback provided in this form to ensure the academic standards of examinations are being maintained within the university and determine if any changes to our regulations or procedures are required to make sure our academic standards meet requirements.

This form and all the information provided by you will not be shared with anybody or any organisation external to the university. This form and all the information provided by you will be shared internally with RETI administrative staff who are responsible for the administration of postgraduate research degree examinations and FRDC members to enable them to carry out their duties, as outlined above, on behalf of the university.

An electronic copy of this form will be held securely by RETI in accordance with the GRE Retention Schedule, after which it will be confidentially destroyed.

If you have any queries in relation to this form, please contact the Training and Research Programmes Officer for your Faculty using the appropriate email address below:

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Faculty of Education, Health and Human Sciences – [reti-pgreh@gre.ac.uk](mailto:reti-pgreh@gre.ac.uk)

Faculty of Engineering and Science – [reti-pgres@gre.ac.uk](mailto:reti-pgres@gre.ac.uk)

Faculty of Liberal Arts and Sciences – [reti-pgrlas@gre.ac.uk](mailto:reti-pgrlas@gre.ac.uk)