Theses VIVA Examination

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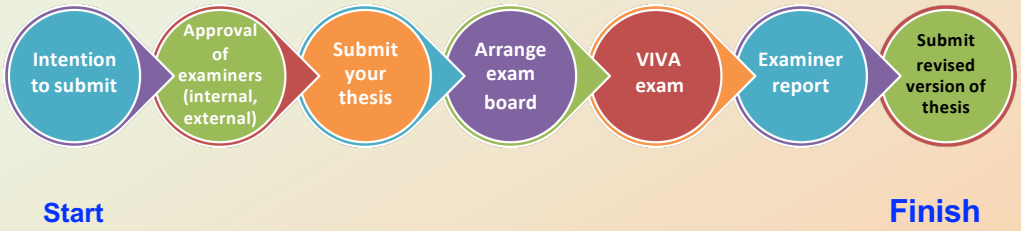
How to Pass the Final Hurdle of Your Journey

(Modified from Dr. Alice Te)



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Examination

- Student submits PG8 (and abstract) 3 months before intending to submit
- Supervisors nominate an External Examiner and Internal Examiner
- Completion of PG9 (PTL + supervisors)
- Chair nominated (UWTSD/LSC)
- PG9 to RDC for approval
- Student submits thesis, and PG10, (electronic to UWTSD AO and 2 hard copies LSC)
- UWTSD Academic Office sends electronic copies to examiners, LSC sends hard copies
- Chair of Examination Board makes arrangements for oral examination
- Examiners complete pre-oral reports (within PG12)
- Oral examination
- Examiners and Chairs complete final examination board report (in PG12) and submit to RDC
- RDC notifies students of formal outcome and sends full PG12 Report

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Intention to submit

PG8 – INTENTION TO SUBMIT FORM

This form should be completed by the student **3 months prior** to the expected date of **FIRST submission** or **1 month prior to a resubmission** and sent to the Academic Office at pgresearch@uwtsd.ac.uk and to your Director of Studies.

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Examiners (internal & external)

PG9 – NOMINATION OF EXAM BOARD

This form, with the relevant CVs, is to be completed by the Director of Studies and signed off by the Institute Representative.

Return it to the Academic Office **2 months** prior to the submission date, where it will be submitted to the Research Degrees Committee for approval.

The Academic Office will confirm approval of the Exam Board to all parties.

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Thesis submission

PG10 - NOTICE OF CANDIDATURE

This form is to be completed by the student and submitted to the Academic Office at the time of submitting or resubmitting the thesis.

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VIVA Exam – Exam Board

PG12 EXAM BOARD REPORT FORM

The examiners will assess the thesis and write comments and questions on their reports, and

Return to the Academic Office one week before the Board meeting.

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Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Appendix PG12

Y Drindod Dewi Sant
University of Wales
Trinity Saint David

PG12 EXAM BOARD REPORT FORM – Professional Doctorate (DProf, DBA, Ed D, DMin)

To be completed by the Exam Board.

The form should be returned to pgresearch@uwtsd.ac.uk

This document is also available in Welsh.

SECTION 1

1.1 Candidate Details

Institution/Centre of Study			
Overseas or Partner Institution (please provide details)			
Student Family / Surname			
Student Given / First name			
Student Number			
Student Email			
Is the Student a Member of Staff at UWTSD?	YES ☐	NO ☒	
Is the Student an International student registered on a Tier 4 visa?	YES ☐	NO ☐	
Start Date 18/2/2019	End Date	24/2/23	
Mode of Study	Part time ☐	Full time ☒	
Title of Thesis			
Degree Scheme	DProf ☐	DBA ☒	Ed D ☐	DMin ☐

1.2 Exam Board Details

Date of Viva	
Chair	
Internal Examiner or External Examiner (2)	
External Examiner (1)	

1.3 Exam Outcome

Examiners formal recommendation on the outcome of the examination	A ☐	B ☐	C ☐	D ☐
Name of examiner(s) designated to check the corrections if outcome is B				
Date outcome approved by Research				

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Feedback from DBA examiners

- Structure

- Abstract
- Introduction
- Literature Review (context)
- Methodology
- Findings / Analysis
- Discussion
- Conclusions (recommendations)

- Conceptual framework
- Balance academic and applied contribution
- Presentation, layout, grammar, spelling

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VIVA Exam Board Meeting

Meeting mode:
Online by Microsoft Teams
Meeting duration:
From 1.5 to 3.5 hours
Composition:
1. Chair – Professor from the University of Wales TSD, Prof. Jill Venus
2. External examiner
3. Internal examiner
4. Silent observer – One of student's supervisors

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VIVA Exam Board Meeting

Process:

a. Chair briefs examiners on the procedures and regulations in private without the student and supervisor for about 15 minutes.
b. Chair invites student and supervisor to join the meeting.
c. Chair asks student to introduce himself/herself to the board (5-8 minutes).
d. Chair explains the meeting process to the student and asks the examiners to start the questioning.
e. External examiner usually goes first, followed by internal examiner, comments and asks questions on the general and overall aspects of the thesis.

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VIVA Exam Board Meeting

Process:

f. Both examiners then go through the thesis chapter by chapter and ask specific questions and point out the problems.
g. After the examiners' questioning, the Chair will ask the student and supervisor to leave the meeting.
h. The Chair and examiners will discuss the assessment of performance of the student and the thesis and consider he grade for the student (about 15 minutes).
i. The Chair invites the student and supervisor to rejoin the meeting and announces the grade for the student.

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Guidance notes for Exam Board

The sections of this document require completion:

1. Candidate details
2. The External examiner's report on the thesis
3. The Internal examiner's report on the thesis
4. The Externals report on the oral examination
5. The joint report from both examiners
6. Matters of general concern
7. Chair of the Exam Board's report
8. Formal recommendation by both examiners
9. Signature of all the Exam Board members

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Guidance notes for Exam Board

The Chair of the Exam Board should ensure that all sections on the form are completed and signed by the Exam Board. The form should then be submitted to the Academic Office with 10 days of the viva voce. The Academic Quality Handbook contains the academic regulations relating to Research Degrees (Chapter 8) http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/

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VIVA Exam Outcomes

OUTCOMES:		Confirmed Outcome (tick v)
A	That the student be approved for the degree of Professional Doctorate;	☐
B	That the student be approved for the degree of Professional Doctorate subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Normally, corrections shall be completed within 6 months from the date of official notification to the student of the outcome of the examination;	☐
C	That the student be not approved for the degree of Professional Doctorate at this stage but that the student is allowed to modify the thesis and re-submit it for examination for the degree of Professional Doctorate on one further occasion. The re-submission is to take place within a period not exceeding 1 year from the date of the official notification to the student of the outcome of the examination (this option is not available in the case of a student who has re-submitted a thesis for examination);	☐
D	That the student be not approved for the award of the degree of Professional Doctorate.	☐

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VIVA Exam Outcomes

Grades:

A - Pass without revision;
B - Pass with minor or major revisions within 6 months subject to the acceptance by the Exam Board;
C - Re-submit and re-exam by the Exam Board within a year;
D - Fail, no re-submission

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Submit final version of thesis

PG16 - CONFIRMATION OF CORRECTIONS FORM

This form is to be completed by the Exam Board members and returned to the Academic Office.

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VIVA Examination

The Key success factors

- Find appropriate examiners
- Well prepared
- Answers to the potential questions

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Questions normally asked by Examiners

1. What is the key concept/framework of your study?
2. Why is your study significant?
3. What are the research aims and objective?
4. What is key theory that you have selected for your research in the literature review.

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Questions normally asked by Examiners

- Why do you use only quantitative method instead of mixed method?
- Why the quality the research work is of substance?
- What is originality of your study?
- How does your research contribute to enhance the knowledge and practice in the field?

Prepare a list of answers to the potential questions which are likely to be raised in each chapter by the examiners.

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Criteria for the quality of a thesis and VIVA exam

(Modified from Dr. Alice Te)

Criteria	High Quality Thesis	Low Quality Thesis
Topic & approach	Significant, challenging, and current	Trivial, "too obvious"
	High on originality of the approach with significant contribution to the field	Questionable originality, not convincing approach
Literature review	Expert use of the literature in design of the study and discussion of the findings	Inadequate coverage or focus of the literature of the research topic
	Thorough and clear synthesis of the literature	Inaccuracies/omissions in referencing
Methodology	Detailed, clear	Missing key components
Findings & discussion	Logical, coherent and convincing arguments	Superficial, disintegrated
Communicativ e competence	Answer questions of examiners in a professional and academic way	Lack of clarity, evasive responses

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How to Pass the Final Hurdle of Your Journey

(Modified from Dr. Alice Te)

Congratulations! Final revised thesis is accepted by the Exam Board and you receive the DBA degree!

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