

SAM examination process

Examinations for PhD, Professional Doctorates, MPhil, MRes and PhD by Existing Published Works are all managed through SAM.

This guide gives an outline of what happens at each stage, please note processes can be slightly different for each award. MRes students don't have a viva as a rule.

Please see the information in the Research Student Handbook for more details and useful information about the examination process: <https://www.leedsbeckett.ac.uk/the-graduate-school/documents-and-forms/>


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Introduction

A new tab has been added to the PGR Project Page, called examinations. This is where all the information about a PGR's examination journey is kept in SAM.

Reason week child parent art on head where money problem

Edit 

Title	Reason week child parent art on head where money problem	Project history
Researcher	Ms Alexi Armstrong	Project dates
Supervisory Team	<i>Director of Studies</i> Dr Garold Chan <i>Supervisor 1</i> Dr Alex Price <i>Supervisor 2</i> Dr Jesselyn Long	Supervision meetings
Doctoral Research Project Status	Active	Confirmation of registration
Project mode	Part Time	Annual progression
Doctoral Research Project Type	PhD	Interim progression
Doctoral Research Project Stage	Transferred	Examinations
Current Year of Study	4	Submit a change request
CAPP Year	4	Absence
Level Attribute	8	DEVELOPMENT
Cohort	201610	Analysis
Campus	LCS	
Paper Number	1	
CRN	12345-1910	

Overview of Examination Stages

Please note that all timeframes are approximate and may vary

Stage	Who	Why	When
Examination Arrangements	Supervisory team	To appoint the exam team	At least 6 months prior to the PGR's expected submission date
	Graduate School	To take the request to the URDSC	The next available committee meeting
	Chair	To agree to chair the viva	As soon as possible after receipt
Intention to submit	PGR	To notify the Grad School and the supervisory team that a submission is imminent	Around 1 month before the expected submission date
	Supervisory team	To confirm the request	As soon as possible after receipt
Thesis submission	PGR	To send the e-thesis in to the Graduate school ready for circulation	By the expected submission date
	Supervisory team	To confirm the submission	By the expected submission date
	Grad school	To carry out fee and enrolment checks, then send the e-thesis to the examination team once all is clear	Around 2-3 weeks
Viva arrangements	Graduate School	To liaise with the examination team to find a suitable date for the viva. To confirm the details to the PGR, supervisory team, exam team via SAM	This can take up to 6 weeks and is subject to the availability of the examiners.
Preliminary Reports	Examiners	To read the thesis and complete their preliminary report which is then circulated to the examination team.	- 7 to 14 Days before viva date - for MRes within 4 weeks of receiving thesis
Examination outcomes	Independent Chair	To give the PGR the outcome of the examination; to put together the outcome report for the Graduate school	- On the day of the viva - For MRes within 1 week of Graduate school receiving confirmed reports from the exam team
	Graduate School	To send the formal outcome of the examination to the PGR and supervisory team	As soon as possible, within 7 days of receipt from the Chair
Amendments - submission	PGR	To submit the amended thesis	By the amendments deadline date
	Supervisory team	To confirm submission of the PGR's amended thesis	By the amendments deadline date
Amendments – review	Examiners	To review the amended thesis and submit the Amendments report	8 to 10 weeks on average, this is at the Examiner's discretion
	Chair	To review the Examiner's decision and edit the Chair confirmation form	As soon as possible after receipt of the decision

	Grad School	To send the formal outcome of the examination to the PGR and supervisory team	As soon as possible, within 7 days of receipt of the Chair's confirmation form
Resubmission – thesis submission	PGR	To send the e-thesis to the Graduate school ready for circulation	By the expected resubmission date
	Supervisory team	To confirm the submission	By the expected resubmission date
	Grad school	To carry out enrolment checks, then send the e-thesis to the examination team once all is clear. No Fee checks here	Around 1-2 weeks
Resubmission – viva arrangements (if needed)	Graduate School	To liaise with the examination team to find a suitable date for the viva. To confirm the details to the PGR, supervisory team, exam team via SAM	This can take up to 6 weeks and is subject to the availability of the examiners.
Resubmission - Preliminary Reports	Examiners	To read the thesis and complete their preliminary report which is then circulated to the examination team.	- 7 to 14 Days before viva date - for MRes within 4 weeks of receiving thesis
Resubmission - Examination outcomes	Independent Chair	To give the PGR the outcome of the examination; to put together the outcome report for the Graduate school	-On the day of the viva -For MRes within 1 week of Graduate school receiving confirmed reports from the exam team
	Graduate School	To send the formal outcome of the examination to the PGR and supervisory team	As soon as possible, within 7 days of receipt of the Chair's confirmation form

Pre-examination:

- Examination Arrangements
- Intention to Submit

The examination process can be started either by the PGR submitting their thesis or by the supervisory team putting in the appointment of examiners request.

Examination Arrangements (all awards).

Stage	Who	Why	When
Examination Arrangements	Supervisory team	To appoint the exam team	At least 6 months prior to the PGR's expected submission date
	Chair	To agree to chair the viva	As soon as possible after receipt
	Graduate School	To take the request to the URDSC	The next available committee meeting

The examination arrangements should be submitted and approved prior to the PGR's intention to submit and/or the PGR's registration end date. It is the responsibility of the supervisory team to do so and the PGR should not be involved.

The supervisory team should identify suitable examiners, one internal and one external (two for staff), plus an Independent Chair. The proposed team should be approached and CVs requested which will then go, via SAM, to the University Research Degrees Sub Committee (URDSC) for approval. The form in SAM will ask you to provide specific information from examiners in order for the URDSC to make an informed decision. You can use the template [here](#) if you wish.


When liaising with proposed examiners, especially External examiners, please make it clear that SAM will be used throughout the examination process. Once approved, External Examiners will have access to the record for the PGR they are examining and will receive a 'welcome to SAM' email advising them how to access the system.


For MRes PGRs, the same process should be followed but no Independent Chair is needed.

To start the Appointment of Examiners process on SAM:

Click into the exam tab from the PGR's project page, click create new to start a new exam process.

Examinations: Reason week child parent art on head where money problem

 Reason week child parent art on head where money problem


 Ms Alexi Armstrong


Examination	Status
Examination record	Create new...

The examinations record is used to administer the examination process from thesis submission to final award.

You will then be able to see a link to the Appointment of Examiners process:

Examination - Ms Alexi Armstrong




 Examination

Title	Examination - Ms Alexi Armstrong	STATUS Pre-examination
Researcher	Ms Alexi Armstrong	
Supervisory Team	<p><i>Director of Studies</i> Dr Garold Chan</p> <p><i>Supervisor 1</i> Dr Alex Price</p> <p><i>Supervisor 2</i> Dr Jesselyn Long</p>	Appointment of examiners Not started Start now...
Project	Reason week child parent art on head where money problem	
Date	19 Jul 2021	
Academic year	2020 - 2021	

Click Edit appointment of examiners form to start the process:

Appointment of examiners: Examination - Ms Alexi Armstrong

Title	Examination - Ms Alexi Armstrong	STATUS Waiting for supervisor to nominate the examiners
Researcher	Ms Alexi Armstrong	
Supervisory Team	<p><i>Director of Studies</i> Dr Garold Chan</p> <p><i>Supervisor 1</i> Dr Alex Price</p> <p><i>Supervisor 2</i> Dr Jesselyn Long</p>	CURRENTLY WITH Garold Chan <input type="radio"/> Delegate this task <input checked="" type="radio"/> Edit appointment of examiners form <input type="radio"/> Add note
Project	Reason week child parent art on head where money problem	
Date	19 Jul 2021	
Academic year	2020 - 2021	

 Garold Chan started the workflow 19 Jul 2021, 12:43

Edit Appointment of examiners form: Appointment of examiners: Examination - Ms Alexi Armstrong

Guidance Thesis Examination team Rationale

Applications should be submitted before the end of each month to be considered within the following month's committee meeting.

A list of Approved Independent Chairs and the CV templates that should be used for Internal and External Examiners can be found under Request to Research Degree Sub Committee on the following page: <https://www.leedsbeckett.ac.uk/the-graduate-school/documents-and-forms/>

Guidance Thesis Examination team Rationale

Edit Appointment of examiners form: Appointment of examiners: Examination - Ms Alexi Armstrong

Guidance **Thesis** Examination team Rationale

Thesis title
Reason week child parent art on head where money problem

Expected date of submission *

Is the candidate a member of staff? *
If yes, two external examiners are required. Please note, part time hourly paid lecturers are not classed as staff in this situation.
 Yes
 No


Guidance **Thesis** Examination team Rationale

Click 'add' for each examiner to enter their details and CV. For the proposed Chair you just need to enter their contact phone number and address (for posting out hard copies of thesis).


Edit Appointment of examiners form: Appointment of examiners: Examination - Ms Alexi Armstrong

Guidance Thesis **Examination team** Rationale


Internal Examiner

 1. (required)

External Examiner

 1. (required)

Chair

 1. (required)

Guidance Thesis **Examination team** Rationale

Edit Appointment of examiners form: Appointment of examiners: Examination - Ms Alexi Armstrong

Guidance Thesis Examination team **Rationale**

Please provide a rationale for the selection of the examination team *

Please specify any other relevant information relating to their selection

Save and continue Save for later

Guidance Thesis Examination team **Rationale**

Once you have submitted your form, a notification will be sent to the proposed Chair to ask whether they agree to act as Chair.

CHAIR FORM

Stage	Who	Why	When
Examination Arrangements	Chair	To agree to chair the viva	As soon as possible after receipt

Appointment of examiners: Examination - Ms Alexi Armstrong

Title Examination - Ms Alexi Armstrong

Researcher Ms Alexi Armstrong

Supervisory Team

- Director of Studies Dr Garold Chan
- Supervisor 1 Dr Alex Price
- Supervisor 2 Dr Jesselyn Long

Project Reason week child parent art on head where money problem

Date 19 Jul 2021

Proposed Chair Dr Aubine Ahmed

Academic year 2020 - 2021

STATUS

Waiting for the Chair to submit the form

CURRENTLY WITH

Aubine Ahmed

● Edit chair form

● Return to Supervisor

NOMINATION

Appointment of examiners form

Download printable PDF...

● Add note

Activity Log

Garold Chan started the workflow	19 Jul 2021, 12:43
Garold Chan submitted the appointment form	19 Jul 2021, 12:54

Chair – complete this form as appropriate:

Edit Chair form: Appointment of examiners: Examination - Ms Alexi Armstrong

Are you willing to act as Chair? *

Yes No

If no, please explain why

The form will be returned to the supervisor

Once the Chair has completed the form and is in agreement, the Appointment of Examiners will go to the URDSC for approval.

The URDSC decision can either be 'approve' or 'not approve'.

If it is 'approve' then the Examiners are added in SAM. External examiners will receive an introduction email about how to access SAM and will need to have a right to work check.


If the outcome is 'not approve', then the request will be returned to the Director of Study to review the request and propose a new team if needed.


Intention to submit (all awards)

Stage	Who	Why	When
Intention to submit	PGR	To notify the Grad School and the supervisory team that a submission is imminent	Around 1 month before the expected submission date
	Supervisory team	To confirm the request	As soon as possible after receipt

PGR – you should complete the Intention to submit form at least a month before you intend to submit your final thesis. Click on the Examinations button on your project page to access your Examination page, then click on the examination record:

Examinations: Reason week child parent art on head where money problem

 Reason week child parent art on head where money problem

 Ms Alexi Armstrong

Examination	Status
Examination - Ms Alexi Armstrong	In progress

The examinations record is used to administer the examination process from thesis submission to final award.

Complete the Intention to Submit form. Your proposed submission date must be in the future:

Edit Intention to submit form: Intention to submit: Examination - Ms Alexi Armstrong

Once you have submitted your intention to submit, you can find details about how to present and submit your thesis [here](#).

Thesis title

Reason week child parent art on head where money problem

Do you need to change the thesis title? *

- Yes
 No

If yes, what is the new thesis title?

Please note the way you write your title here is how it will be displayed in the system

Submission deadline

16 Dec 2023

Proposed submission date *

If your proposed submission date is after your submission deadline, you will need to submit a change request to the Research Degree Sub Committee.



I understand the standard time frame between the point of my submission and my Viva Voce is 3 months. This may be longer dependent on examiner availability or if I have any fees outstanding.

Save and continue


Save for later


The form will then go to your DoS for approval.

DoS:

You will receive a notification and task that your PGR has submitted their Intention to Submit form. Log in to check all the details then click confirm once you are happy to submit the form. This will then go to the Graduate School.

Examination - Ms Alexi Armstrong







Title	Examination - Ms Alexi Armstrong	STATUS Pre-examination
Researcher	Ms Alexi Armstrong	
Supervisory Team	<i>Director of Studies</i> Dr Garold Chan <i>Supervisor 1</i> Dr Alex Price <i>Supervisor 2</i> Dr Jesselyn Long	Appointment of examiners Approved Intention to submit <i>In progress</i> Waiting for supervisor to review the form With: Garold Chan
Project	Reason week child parent art on head where money problem	
Chair	Dr Aubine Ahmed	
Examiner	<i>Internal</i> Prof Agna Abbott <i>External</i> Dr Test Test	
Date	19 Jul 2021	
Academic year	2020 - 2021	

Intention to submit: Examination - Ms Alexi Armstrong

Title	Examination - Ms Alexi Armstrong	
Researcher	Ms Alexi Armstrong	
Supervisory Team	<i>Director of Studies</i> Dr Garold Chan <i>Supervisor 1</i> Dr Alex Price <i>Supervisor 2</i> Dr Jesselyn Long	STATUS Waiting for supervisor to review the form CURRENTLY WITH Garold Chan <input type="radio"/> Delegate this task <input type="radio"/> Check supervisor form <input checked="" type="radio"/> Submit review <input type="radio"/> Return to PGR Student
Project	Reason week child parent art on head where money problem	
Chair	Dr Aubine Ahmed	
Examiner	<i>Internal</i> Prof Agna Abbott <i>External</i> Dr Test Test	
Date	19 Jul 2021	
Academic year	2020 - 2021	

 <i>Alexi Armstrong</i> started the workflow	19 Jul 2021, 16:02
 <i>Alexi Armstrong</i> submitted the form	19 Jul 2021, 16:04

INTENTION TO SUBMIT
 Intention to submit form

Download printable PDF...

Thesis submission

Stage	Who	Why	When
Thesis submission	PGR	To send the e-thesis in to the Graduate school ready for circulation	By the expected submission date in your project dates
	Supervisory team	To confirm the submission	By the expected submission date
	Grad school	To carry out fee and enrolment checks, then send the e-thesis to the examination team once all is clear and proceed with arranging the examination	2 weeks

PGR:

Click into your examination page, then click on Thesis submission. Work through the steps to complete the form and submit the electronic version of your thesis. This can either be a pdf upload or a link to your preferred document transfer tool link, such as wetransfer, google drive.

Examination - Ms Alexi Armstrong 📄

Title Examination - Ms Alexi Armstrong

Researcher Ms Alexi Armstrong

Supervisory Team

- Director of Studies* Dr Garold Chan
- Supervisor 1* Dr Alex Price
- Supervisor 2* Dr Jesselyn Long

Project Reason week child parent art on head where money problem

Chair Dr Aubine Ahmed

Examiner

- Internal* Prof Agna Abbott
- External* Dr Test Test

Date 19 Jul 2021

Academic year 2020 - 2021

STATUS
Pre-examination

Thesis submission
Not started
[Start now...](#)

Appointment of examiners
Approved

Intention to submit
Completed

Supervisors:

Once your PGR has submitted their thesis it will come to you to review and confirm the accompanying information. You will have a task in your task list and will receive a notification.

Thesis submission: Examination - Ms Alexi Armstrong

Title: Examination - Ms Alexi Armstrong

Researcher: Ms Alexi Armstrong

Supervisory Team

- Director of Studies: Dr Garold Chan
- Supervisor 1: Dr Alex Price
- Supervisor 2: Dr Jesselyn Long

Project: Reason week child parent art on head where money problem

Chair: Dr Aubine Ahmed

Examiner

- Internal: Prof Agna Abbott
- External: Dr Test Test

Date: 19 Jul 2021

Academic year: 2020 - 2021

Alexi Armstrong started the workflow 19 Jul 2021, 16:21

Alexi Armstrong submitted the application 19 Jul 2021, 16:24

STATUS

Waiting for Supervisory Team to review submission

CURRENTLY WITH

Garold Chan

- Delegate this task
- Review submission
- Submit review
- Return to PGR Student

APPLICATION

PGR Student form

Download printable PDF...

Viva arrangements (PhD, Professional Doctorates, MPhil, PhD by Existing Published Work)

Stage	Who	Why	When
Viva arrangements	Graduate School	To liaise with the examination team to find a suitable date for the viva. To confirm the details to the PGR, supervisory team, exam team via SAM	This can take up to 6 weeks and is subject to the availability of the examiners.

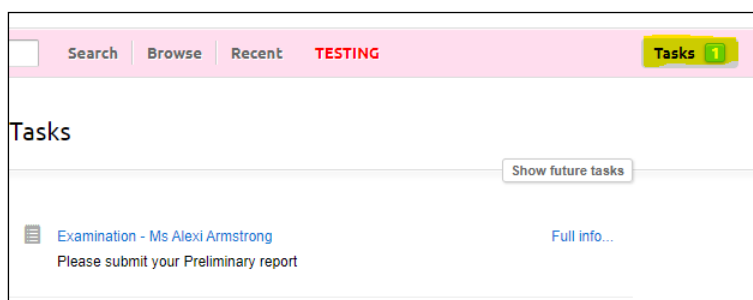
PGR, Supervisory team, Examination team – the Graduate School will work with the Examination team to finalise a date for the viva. You will receive an email from SAM once the details of the examination have been finalised.

Preliminary Reports

Preliminary Reports	Examiners	To read the thesis and complete their preliminary report which is then circulated to the examination team.	- 7 to 14 Days before viva date - for MRes within 4 weeks of receiving thesis
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Examiners:

Once the thesis has been submitted and the Graduate School have carried out their checks, you will be sent an email from SAM with a link to the thesis and the PGR's examination pages. When you log into SAM you will also have a task that you can click into to complete your preliminary report:



Please complete your report at least 10 working days before the date of the viva, this will allow time for other members of the examination team to read it in advance. You will be sent the reports of the other examiner(s) once all reports have been submitted.

For MRes exams, once you have completed your preliminary report, it will be shared with the Graduate School, who will then share with all examiners once all reports have been received. The internal examiner should then complete the final outcome form, liaising with other examiners via email and phone if needed.

Examination Outcomes

Chair

After the exam, in the Post viva-voce examination outcome and recommendation part of the meeting the team will discuss and agree the outcome for the PGR. The Chair will complete the Chair's Report, again there will be a task and notification sent linking to this:

Examination outcome: Examination - Ms Alexi Armstrong

Title	Examination - Ms Alexi Armstrong
Researcher	Ms Alexi Armstrong
Supervisory Team	
<i>Director of Studies</i>	Dr Garold Chan
<i>Supervisor 1</i>	Dr Alex Price
<i>Supervisor 2</i>	Dr Jesselyn Long
Project	Reason week child parent art on head where money problem
Chair	Dr Aubine Ahmed
Examiner	
<i>Internal</i>	Prof Agna Abbott
<i>External</i>	Dr Test Test
Date	19 Jul 2021
Viva date	19 Jul 2021, 11:00
Viva location	Microsoft Teams - link tba
Academic year	2020 - 2021

Bud Adams started the workflow 19 Jul 2021, 16:51

STATUS
Waiting for report submission

CURRENTLY WITH
Aubine Ahmed

● [Edit chair report](#)

● [Add note](#)

Examiners - The chair's report will then be sent to all the examiners to review and approve the outcome. A notification will be sent and a task will appear on the task bar.

Examination outcome: Examination - Ms Alexi Armstrong	
Title	Examination - Ms Alexi Armstrong
Researcher	Ms Alexi Armstrong
Supervisory Team	<p><i>Director of Studies</i> Dr Garold Chan</p> <p><i>Supervisor 1</i> Dr Alex Price</p> <p><i>Supervisor 2</i> Dr Jesselyn Long</p>
Project	Reason week child parent art on head where money problem
Chair	Dr Aubine Ahmed
Examiner	<p><i>Internal</i> Prof Agna Abbott</p> <p><i>External</i> Dr Test Test</p>
Date	19 Jul 2021
Viva date	19 Jul 2021, 11:00
Viva location	Microsoft Teams - link tba
Academic year	2020 - 2021
<div style="border: 1px solid #ccc; padding: 5px;"> Bud Adams started the workflow 19 Jul 2021, 16:51 </div>	

STATUS
Waiting for report confirmation

CURRENTLY WITH
Agna Abbott

Progress

EXAMINATION
Chair report

Download printable PDF...

When all examiners have confirmed the outcome is correct, it will go to the Graduate School to review and send the formal outcome to the PGR.

If you receive an outcome resulting in a resubmission and re-examination, you will only be allowed to do this once. Amendments and resubmissions are handled via SAM.

Possible outcomes (Doctoral awards and MPhil)

Possible outcome	What this means
The candidate receives the award.	Your certificate will be produced by our Registration and Awards team and posted out to the address we have for you on file. Please log in to My Beckett to check and/or update this. You will be asked to provide a clean pdf e-thesis for the Library
The candidate receives the award subject to minor amendments being made to the thesis within a one-month period.	You must make some small amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis.
The candidate receives the award subject to substantive amendments being made to thesis within a three to six-month period. The examiners will be required to indicate the date by which the amendments are to be completed.	You must make some amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis.
The candidate is permitted to resubmit for the award and be re-examined on the thesis with an oral examination (and/or further examination as applicable) in any period up to 12 months.	You must resubmit your thesis and have a further viva voce examination. You will need to follow the Resubmission process in SAM to do this.

The candidate is permitted to resubmit for the award and be re-examined on the thesis only.	You must resubmit your thesis. You will need to follow the Resubmission process in SAM to do this.
For PhD and professional doctorates (excluding PhD by Existing Published Work): The candidate has not achieved the standard of the award but has satisfied the criteria of award of an MPhil. In this case, the candidate may, after changes to the format of the thesis to meet the requirements for the degree, be awarded the degree of MPhil.	You must make some amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis for the alternative award on offer.
For MPhil The candidate has not achieved the standard of the award for MPhil and should be awarded the alternative award of MRes, subject to confirmation that the thesis meets the requirements for the award.	You must make some amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis for the alternative award on offer.
For all examinations The candidate has not achieved the standard of the award but should be offered the opportunity to resubmit and be assessed for the award of MPhil (for PhD or professional doctorate PGRs) or MRes (for MPhil PGRs).	Your work is not up to the standard of your original target award. You must resubmit your thesis to be assessed for the alternative award on offer. You will need to follow the Resubmission process in SAM to do this.

Possible outcomes (MRes)

Possible outcome	What this means
The candidate receives the award	Your certificate will be produced by our Registration and Awards team and posted out to the address we have for you on file. Please log in to My Beckett to check and/or update this. You will be asked to provide a clean pdf e-thesis for the Library
The candidate receives the award subject to minor amendments being made to the thesis within a 1 month period	You must make some small amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis.
The candidate receives the award subject to substantive amendments being made to thesis within a 1-3 month period. The examiners will be required to indicate the date by which the amendments are to be completed	You must make some amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis. You will be advised of the date you need to submit by.
The candidate is permitted to re-submit for the award (within a 6 month period)	You must resubmit your thesis. You will need to follow the Resubmission process in SAM to do this.

Unable to decide and wish to request an oral examination	The Graduate school will arrange a Viva Voce exam for you and you will be informed of the details once the date has been set.
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Amendments (all awards)

Please see the information in the Research Student Handbook for more details and useful information about resubmitting your thesis: <https://www.leedsbeckett.ac.uk/the-graduate-school/documents-and-forms/>

Thesis amendments are required after the following outcomes of your original examination:

The candidate receives the award subject to minor amendments being made to the thesis within a one-month period.	You must make some small amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis.
The candidate receives the award subject to substantive amendments being made to thesis within a three to six-month period. The examiners will be required to indicate the date by which the amendments are to be completed.	You must make some amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis.

For MRes:

The candidate receives the award subject to minor amendments being made to the thesis within a 1 month period	You must make some small amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis.
The candidate receives the award subject to substantive amendments being made to thesis within a 1-3 month period. The examiners will be required to indicate the date by which the amendments are to be completed	You must make some amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis. You will be advised of the date you need to submit by.

Thesis Amendments

PGR – when you are ready to submit your amended thesis, click back through to your examination page, you will have a new task there called Thesis Amendments. Follow the process through to submit your amended thesis, in the same way you originally submitted.

You will also need to submit a separate Word document listing all the amendments you have made. To speed up the process and to help the examiners, it would be beneficial to indicate the relevant page numbers for each amendment on the Word document.

Examination - Ms Alexi Armstrong 📄

Examination

Title	Examination - Ms Alexi Armstrong
Researcher	Ms Alexi Armstrong
Supervisory Team	
<i>Director of Studies</i>	Dr Garold Chan
<i>Supervisor 1</i>	Dr Alex Price
<i>Supervisor 2</i>	Dr Jesselyn Long
Project	Reason week child parent art on head where money problem
Chair	Dr Aubine Ahmed
Examiner	
<i>Internal</i>	Prof Agna Abbott
<i>External</i>	Dr Test Test
Date	19 Jul 2021
Viva date	19 Jul 2021, 11:00
Viva location	Microsoft Teams - link tba
Academic year	2020 - 2021

STATUS

Post-examination, amendments

Thesis amendments

Not started

Start now...

Appointment of examiners

Approved

Intention to submit

Completed

Thesis submission

Completed

Viva arrangements

Completed

Examination outcome

Minor Amendments

Supervisory team – when your PGR has submitted their amended thesis you will receive a notification and a task will appear.

Thesis amendments: Examination - Ms Alexi Armstrong

Title	Examination - Ms Alexi Armstrong
Researcher	Ms Alexi Armstrong
Supervisory Team	<p><i>Director of Studies</i> Dr Garold Chan</p> <p><i>Supervisor 1</i> Dr Alex Price</p> <p><i>Supervisor 2</i> Dr Jesselyn Long</p>
Project	Reason week child parent art on head where money problem
Chair	Dr Aubine Ahmed
Examiner	<p><i>Internal</i> Prof Agna Abbott</p> <p><i>External</i> Dr Test Test</p>
Date	19 Jul 2021
Viva date	19 Jul 2021, 11:00
Viva location	Microsoft Teams - link tba
Academic year	2020 - 2021

STATUS

Waiting for Supervisor to review amendments

CURRENTLY WITH

Garold Chan

Delegate this task

Review thesis

Return to researcher

EXAMINATION

Thesis amendments

Download printable PDF...

Click on Review thesis to view the work and add your comments to the thesis amendments form, similar to when you reviewed the first submission. When you submit the form it goes to the Examiner(s) who have been specified to review the amendments.

Examination - Ms Alexi Armstrong



Title	Examination - Ms Alexi Armstrong
Researcher	Ms Alexi Armstrong
Supervisory Team	<p><i>Director of Studies</i> Dr Garold Chan</p> <p><i>Supervisor 1</i> Dr Alex Price</p> <p><i>Supervisor 2</i> Dr Jesselyn Long</p>
Project	Reason week child parent art on head where money problem
Chair	Dr Aubine Ahmed
Examiner	<p><i>Internal</i> Prof Agna Abbott</p> <p><i>External</i> Dr Test Test</p>
Date	19 Jul 2021
Viva date	19 Jul 2021, 11:00
Viva location	Microsoft Teams - link tba
Academic year	2020 - 2021

STATUS

Post-examination, amendments

Appointment of examiners

Approved

Intention to submit

Completed

Thesis submission

Completed

Viva arrangements

Completed

Examination outcome

Minor Amendments

Thesis amendments

In progress

Waiting for Supervisor to review amendments

With: Garold Chan

Tasks

Examiner – you will receive an email from SAM when the amendments have been received, linking to the revised thesis and table of amendments. You will also have a task.

Thesis amendments: Examination - Ms Alexi Armstrong	
Title	Examination - Ms Alexi Armstrong
Researcher	Ms Alexi Armstrong
Supervisory Team	
<i>Director of Studies</i>	Dr Garold Chan
<i>Supervisor 1</i>	Dr Alex Price
<i>Supervisor 2</i>	Dr Jesselyn Long
Project	Reason week child parent art on head where money problem
Chair	Dr Aubine Ahmed
Examiner	
<i>Internal</i>	Prof Agna Abbott
<i>External</i>	Dr Test Test
Date	19 Jul 2021
Viva date	19 Jul 2021, 11:00
Viva location	Microsoft Teams - link tba
Academic year	2020 - 2021

STATUS
Waiting for examiner to review amendments

CURRENTLY WITH
Agna Abbott

● **Edit amendments report**

● Return to supervisor

EXAMINATION

Thesis amendments

Supervisor review

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Click into 'Edit amendments report' to review the revised thesis, then enter your decision and submit. Your decision will then be sent to the Chair to review. For MRes students your decision will go straight to the Graduate School.

Edit Amendments report: Thesis amendments: Examination - Ms Alexi Armstrong	
Decision: *	
<input type="radio"/> The candidate has made the suitable recommended revisions and is recommended for the award	
<input type="radio"/> The candidate is recommended for the award subject to minor amendments (to be made within 1 month of receipt of the notification by the candidate)	
<input type="radio"/> The candidate has not achieved the standard of the award, or that of a lesser or alternative award; and shall not receive an award	
<input type="button" value="Save and continue"/>	<input type="button" value="Save for later"/>

Chair – you will receive a notification and a task when the examiner’s decision is ready to review. Click through and edit the Chair Confirmation form. You will have the option to add details in support of the decision:

Thesis amendments: Examination - Ms Alexi Armstrong	
Title	Examination - Ms Alexi Armstrong
Researcher	Ms Alexi Armstrong
Supervisory Team	
<i>Director of Studies</i>	Dr Garold Chan
<i>Supervisor 1</i>	Dr Alex Price
<i>Supervisor 2</i>	Dr Jesselyn Long
Project	Reason week child parent art on head where money problem
Chair	Dr Aubine Ahmed
Examiner	
<i>Internal</i>	Prof Agna Abbott
<i>External</i>	Dr Test Test
Date	19 Jul 2021
Viva date	19 Jul 2021, 11:00
Viva location	Microsoft Teams - link tba
Academic year	2020 - 2021

STATUS
Waiting for Chair to confirm report

CURRENTLY WITH
Aubine Ahmed

● Edit chair confirmation

● Return to examiner

EXAMINATION

Thesis amendments

Supervisor review

Amendments report

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Edit Chair confirmation: Thesis amendments: Examination - Ms Alexi Armstrong

Decision *

- The candidate has made the suitable recommended revisions and is recommended for the award
- The candidate is recommended for the award subject to minor amendments (to be made within 1 month of receipt of the notification by the candidate)
- The candidate has not achieved the standard of the award, or that of a lesser or alternative award; and shall not receive an award

Please provide details

Once the Chair has confirmed the outcome, an email is sent to the PGR, their supervisory team and their examination team advising of the decision. If further amendments are required, please follow the Amendments process from the beginning again. If the amendments have been signed off, the PGR has achieved their award. Please refer to the outcomes table above for what happens at this stage.

Resubmission (all awards)

Please see the information in the Research Student Handbook for more details and useful information about resubmitting your thesis: <https://www.leedsbeckett.ac.uk/the-graduate-school/documents-and-forms/>

Resubmission is required after the following outcomes of the original examination:

The candidate is permitted to resubmit for the award and be re-examined on the thesis with an oral examination (and/or further examination as applicable) in any period up to 12 months.	You must resubmit your thesis and have a further viva voce examination. You will need to follow the Resubmission process in SAM to do this.
The candidate is permitted to resubmit for the award and be re-examined on the thesis only.	You must resubmit your thesis. You will need to follow the Resubmission process in SAM to do this.
For all examinations The candidate has not achieved the standard of the award but should be offered the opportunity to resubmit and be assessed for the award of MPhil (for PhD or professional doctorate PGRs) or MRes (for MPhil PGRs).	Your work is not up to the standard of your original target award. You must resubmit your thesis to be assessed for the alternative award on offer. You will need to follow the Resubmission process in SAM to do this.


For MRes:

The candidate is permitted to re-submit for the award (within a 6 month period)	You must resubmit your thesis. You will need to follow the Resubmission process in SAM to do this.
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Resubmission of thesis

PGR – once you are ready to resubmit your thesis, you will need to click into your Examinations page again and create a new record.

Examinations: The state school of job government right eye problem

 The state school of job government right eye problem

 Ms Carroll Abbott

Examination	Status
Examination record	Create new...
Examination - Ms Carroll Abbott	Not awarded, resubmission recommended

The examinations record is used to administer the examination process from thesis submission to final award.

Click into Thesis Submission and follow the steps as above. You will have the opportunity to change the information you provided when you originally submitted should you need to.

Supervisory team – you will receive a task when your PGR has resubmitted, please click into Edit Supervisor form and complete the form.

Appointment of Examiners (Resubmission)

Supervisory team – you can also create the new Examination Record if you need to do so before the PGR.

Once the new record has been created, you will need to revisit the Appointment of Examiners form. The Examination Team can remain the same or can be amended. Click into the Appointment of Examiners task in the Examination record, then choose Edit. You can then choose to leave the same team in place or submit changes. If you submit changes, the process will follow the original Appointment of Examiners process, please see the guidance above. If the team is staying the same, once you submit the form it will show as approved in the PGR's resubmission record.

Please confirm if any changes are required to the examination team for resubmission. *

- The examination panel remains the same for resubmission
- I wish to submit changes to the nominated examination panel for resubmission

Examination - Ms Carroll Abbott (resubmission)

Edit ▼

Examination

Title	Examination - Ms Carroll Abbott (resubmission)	STATUS
Researcher	Ms Carroll Abbott	Pre-examination
Supervisory Team		Viva arrangements
<i>Director of Studies</i>	Prof Kristian Goodwin	<i>Not started</i>
<i>Supervisor 1</i>	Prof Pierette Hodgson	Start now...
Project	The state school of job government right eye problem	Appointment of examiners
Chair	Prof Aгна Abbott	Approved
Examiner		
<i>Internal</i>	Dr Geneva Carr	
<i>External</i>	Dr Test Test	
Date	26 Jul 2021	
Academic year	2020 - 2021	

Viva Voce arrangements (resubmission)

PGR, Supervisory team, Examination team – if a second Viva Voce is needed the Graduate School will work with the Examination team to find a suitable date. You will receive an email from SAM once the details of the examination have been finalised.

Outcome (resubmission)

Chair - After the exam, in the Post viva-voce examination outcome and recommendation part of the meeting the team will discuss and agree the outcome for the PGR. The Chair will complete the Chair's Report as per the Examination Outcome guidance above, again there will be a task and notification sent linking to this. There will be different outcomes available this time.

For MRes the Internal Examiner will act as Chair and will complete the examination outcome.

Edit Chair report: Examination outcome: Examination - Ms Carroll Abbott (resubmission)

Viva Supervisory team PhD & Prof Doc PhD and MPhil Examiners **Outcome**

Decision *

- The candidate receives the award
- The candidate receives the award subject to minor amendments being made to the thesis within a 1 month period
- That the candidate has not achieved the standard of the award, and should be awarded the degree of MPhil, subject to the conditions for that award being met (within a 6 month period)
- That the candidate has not achieved the standard of the award or that of a lesser or alternative award; and shall not receive an award

Save and continue

Save for later

Viva Supervisory team PhD & Prof Doc PhD and MPhil Examiners **Outcome**

Examiners - the report will then be sent to all the examiners to review and approve the outcome. A notification will be sent and a task will appear on the task bar.

When all examiners have confirmed the outcome is correct, it will go to the Graduate School to review and send the formal outcome to the PGR.

If further amendments are required, please follow the Amendments process to submit these.

Possible outcomes following resubmission (doctoral awards and MPhil)

Possible outcome	What this means
The candidate receives the award.	Your certificate will be produced by our Registration and Awards team and posted out to the address we have for you on file. Please log in to My Beckett to check and/or update this. You will be asked to provide both a hard copy of your thesis and a clean pdf e-thesis for the Library
The candidate receives the award subject to minor amendments being made to the thesis within a one-month period.	You must make some small amendments to your thesis and then follow the Amendments

	process in SAM to submit your revised thesis.
That the candidate has not achieved the standard of the award, and should be awarded a lower award subject to the conditions for that award being met (within a 6 month period)	Your work is not up to the standard of your original target award. You must make some amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis for the alternative award on offer. You will need to follow the Amendments process in SAM to do this.
That the candidate has not achieved the standard of the award or that of a lesser or alternative award; and shall not receive an award	Your work is not up to the standard of your original target award or an alternative award and your registration on the programme will be terminated. The Graduate School will be in contact.

Possible outcomes following resubmission (MRes)

Possible outcome	What this means
The candidate receives the award.	Your certificate will be produced by our Registration and Awards team and posted out to the address we have for you on file. Please log in to My Beckett to check and/or update this. You will be asked to provide both a hard copy of your thesis and a clean pdf e-thesis for the Library
The candidate receives the award subject to minor amendments being made to the thesis within a one-month period.	You must make some small amendments to your thesis and then follow the Amendments process in SAM to submit your revised thesis.
That the candidate has not achieved the standard of the award or that of a lesser or alternative award; and shall not receive an award	Your work is not up to the standard of the MRes award and your registration on the programme will be terminated. The Graduate School will be in contact.