University of Stirling logo

**Research Degree**

**Independent Chair Report Form**

An Independent Chair is not an examiner. An Independent Chair will not participate in any decision on the academic merit of the thesis, which is the responsibility of the examiners.

The Independent Chair manages proceedings and has the following duties:

* Arrange the viva and the pre-viva meeting amongst examiners;
* act as host to the external examiner(s);
* read examiners' independent pre-viva reports;
* chair and introduce the viva including reminding the examiners of the appropriate regulations and protocols for the examination itself;
* act as student's supporter ensuring that due process is followed and that the student is offered a full opportunity to defend their thesis;
* advise on University regulations and examination protocol should queries arise;
* facilitate examiners' deliberations in reaching a decision and ensure the date for submission of any corrections, amendments or re-submission is set and agreed by the examiners;
* ensure all requirements for corrections, amendments or re-submission (as appropriate) are agreed by the examiners and clearly conveyed to the candidate before the conclusion of the examination and followed up with a written record of requirements within 10 working days of the viva.

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| **Candidate Name:** |  | **Student ID:** |  |

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| Please describe any unusual circumstances or events relating to the conduct of this viva. |
| Were you called upon to provide advice to the examiners or candidate? If so, what advice was provided? |
| Did the examiners wish to raise any matters for consideration by the Academic Panel in relation to the conduct of this examination? |
| Did the Candidate raise any matters pertaining to the arrangement or conduct of the viva or project? |

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| Were Examiners provided with guidelines prior to the examination? | Choose an item. |
| Was the joint examiners' report form completed at the viva? | Choose an item. |

I confirm that this examination was conducted in accordance with the regulations and procedures of the University of Stirling.

**Signed**:  **Date**:

(Independent Chair of the Examination)

**The Independent Chair should complete the form within 2 weeks of the viva taking place and notify** [PGRStudentAdmin@stir.ac.uk](mailto:PGRStudentAdmin@stir.ac.uk)