

PHD MANAGER GUIDANCE FOR EXAMINERS

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PRE-VIVA

Nomination of Examiners Approval

The nomination of examiners process will begin before the thesis is submitted. The nomination is completed, with the relevant approval from the Department and Doctoral School. Upon approval, external examiners will be sent links to access the thesis and instructions on the examination process. Internal examiners will receive access to the thesis upon approval. No theses are sent out until the nominations process is complete.

External Examiners - Access to PhD Manager

As an external examiner, if you have not examined Doctoral Researchers before, please note that you will receive an email from the Doctoral School to set up an account for PhD Manager where all documents for the viva are held. Please refer to the two images below.

If you need to re-set your password, please email the Doctoral School (doctoralschool@soas.ac.uk) who will send you a new password setting link.



SOAS University of London

Welcome to SOAS University of London. Your external account has been created, and to get started you need to set your password.

[Click here to set password.](#)

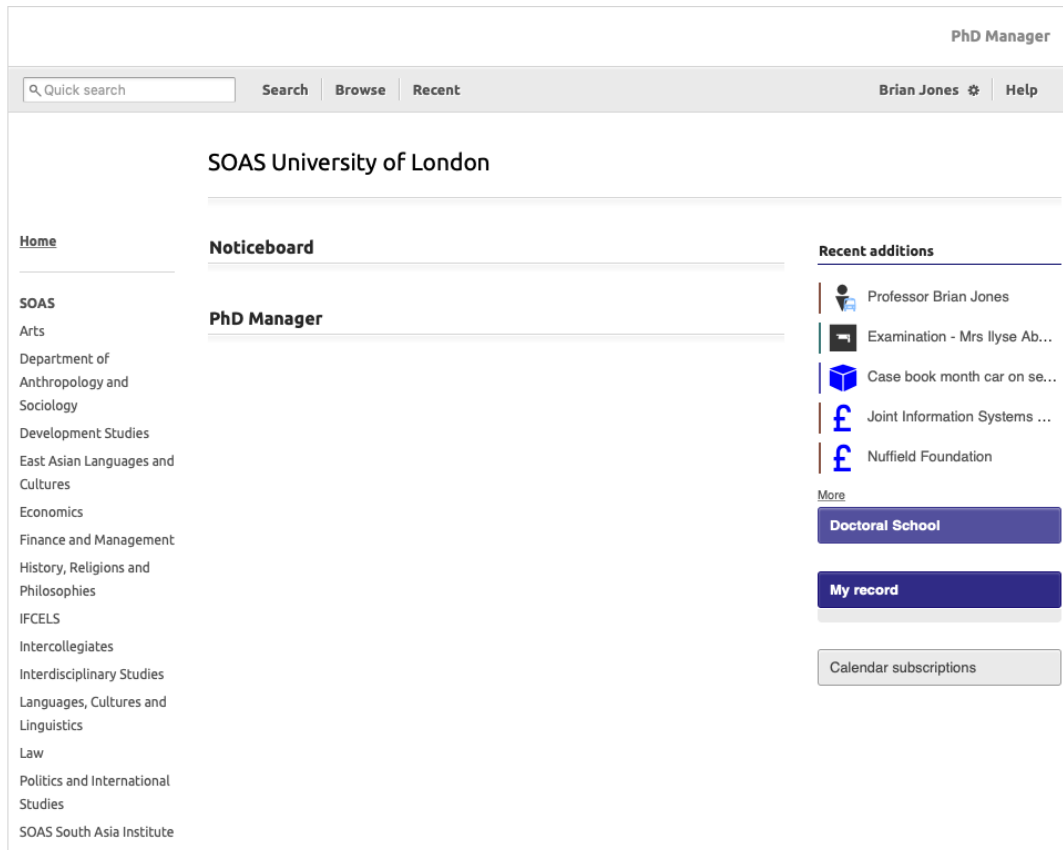
This link will work only once. Once you've set your password, you can discard this email.

Please use the alternative external user login link on the home page.

The screenshot shows the 'PhD Manager' interface. At the top right, it says 'PhD Manager'. Below that is a navigation bar with a search box, 'Search', 'Browse', 'Recent', 'Add', 'Tasks', 'Dirk Hancock', and 'Help'. The main content area has a heading 'Welcome to SOAS University of London'. On the left is a sidebar menu with 'Home' at the top, followed by 'SOAS' and a list of departments: Arts, Department of Anthropology and Sociology, Development Studies, East Asian Languages and Cultures, Economics, Finance and Management, History, Religions and Philosophies, IFCELS, Intercollegiates, Interdisciplinary Studies, Languages, Cultures and Linguistics, Law, Politics and International Studies, and SOAS South Asia Institute. The main content area says 'Hello Brian.' and 'Please choose a password. Passwords must contain at least 8 characters and include both letters and numbers.' There are two input fields for 'Password' and 'Confirm password', and a 'Set password' button. Below the button, it says 'It's important to choose a secure password. The security of your information depends on choosing a password which is not easily guessed. Choose a password which you don't use anywhere else. Make sure it includes some random letters and numbers, and try not to include common words.'

Examiners View of Examination Record

Upon accessing PhD Manager, you will be able to access your examination record.



The screenshot shows the PhD Manager interface for SOAS University of London. At the top right, it says "PhD Manager". Below this is a navigation bar with a search box labeled "Quick search" and buttons for "Search", "Browse", and "Recent". On the right side of the navigation bar, the user's name "Brian Jones" is displayed along with a gear icon and a "Help" button.

The main content area is titled "SOAS University of London". On the left, there is a "Home" section with a list of departments and programs, including Arts, Anthropology and Sociology, Development Studies, East Asian Languages and Cultures, Economics, Finance and Management, History, Religions and Philosophies, IFCELS, Intercollegiates, Interdisciplinary Studies, Languages, Cultures and Linguistics, Law, Politics and International Studies, and SOAS South Asia Institute.

In the center, there is a "Noticeboard" section with a sub-section for "PhD Manager".

On the right, there is a "Recent additions" section listing several items: Professor Brian Jones, Examination - Mrs Ilyse Ab..., Case book month car on se..., Joint Information Systems ..., and Nuffield Foundation. Below this list is a "More" link and a "Doctoral School" button. Further down, there is a "My record" button and a "Calendar subscriptions" button.

Access to Thesis

Accessing the thesis of the examination candidate will be sent to you via email – an email example is below and shows the regulations and where to find additional information.

SOAS University of London

Dear Professor Brian

Thank you for agreeing to act as an examiner of the thesis as detailed below:

Student: Mrs Ilyse Abbott

Supervisor: Dr Sholom Leach

Student number:

Thesis title: Case book month car on service program by

Department: Economics

Degree: PhD

Exam panel chair: Dr Antonina Adams

Examiner 1: Dr Basia Adams

Examiner 2: Professor Brian Jones

It is the responsibility of the candidate's supervisor to contact you about the arrangements for any oral examination. The supervisor may, with the candidate's agreement, attend the oral examination as an observer. If the candidate has more than one supervisor, only one may attend.

The thesis is available [online](#).

Please refer to the following guidance and regulations:

- [Guidance for Examiners](#)
- [SOAS Research Degree Regulations](#)

While the Regulations should contain all the information you require about the requirements for the degree, the Guidance for Examiners has been produced to guide you through the examination process. It is hoped that you will find it useful, but if you have any concerns or wish to seek advice at any stage in the examination process, please do not hesitate to contact the Doctoral School Section of the Registry.

Please find below a brief overview of your duties as examiners:

- Submit a Preliminary Independent Report on the thesis via our [online system](#) 2 weeks before the date of the viva;
- Submit a Joint Report to the Doctoral School co-authored with the co-examiner detailing the grounds on which the decision is based, and where applicable any corrections the candidate is required to make within 4 weeks of the date of the viva;

Please note that no official result can be released to the candidate (or payment made to the examiner) until both the documents listed above are received and processed by the Doctoral School.

The fee for examining a PhD thesis is £200.00 (gross). Please see the enclosed guidelines with regard to travelling expenses and subsistence allowances. After the viva, please submit your expenses claim online.

I should advise you that all parts of the examination reports will be made available to the departmental Research Tutor, supervisor and the relevant Associate Dean (Research) for the candidate's faculty. The candidate will only be sent a copy of the joint report in the first instance, but may, under the Data Protection Act (2018), request to view the preliminary independent reports.

It is understood that examiners may wish to provide an informal notification of the result to the candidate after the viva voce examination and return the annotated thesis to the candidate so that they may work on amendments. However, any result is unofficial until all forms and reports are received by the Doctoral School, who will notify the candidate of the official result and where applicable set deadlines for minor or major amendments.

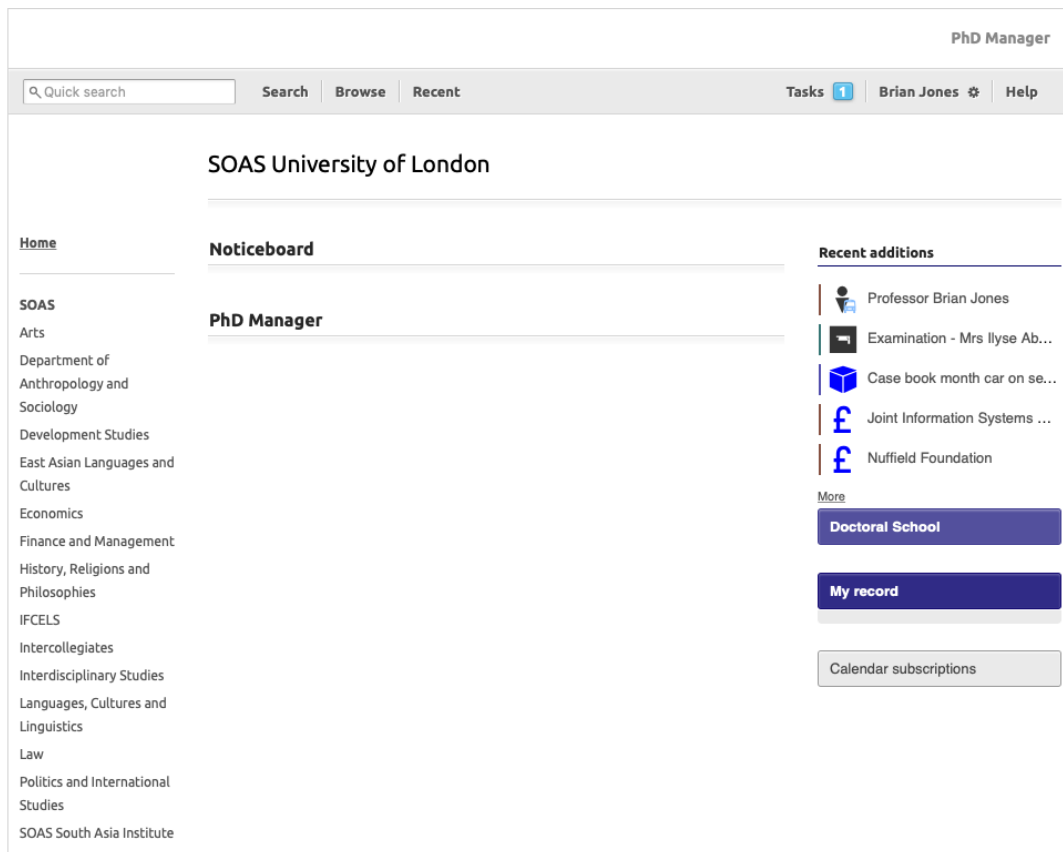
Please note that if the final recommendation is that the student should revise and resubmit the thesis, it is normally expected that the original examiners will re-examine the thesis. At their discretion another viva may or may not be held.

Tasks List for Examiners

Completing all relevant documentation and examination outcomes are broken down into ‘tasks’ on PhD Manager. These include the following:

- Preliminary Report upload
- Joint Report upload (first examiner)
- Joint Report confirmation (both examiners)
- Payment Information
- (Thesis amendments review, if applicable)

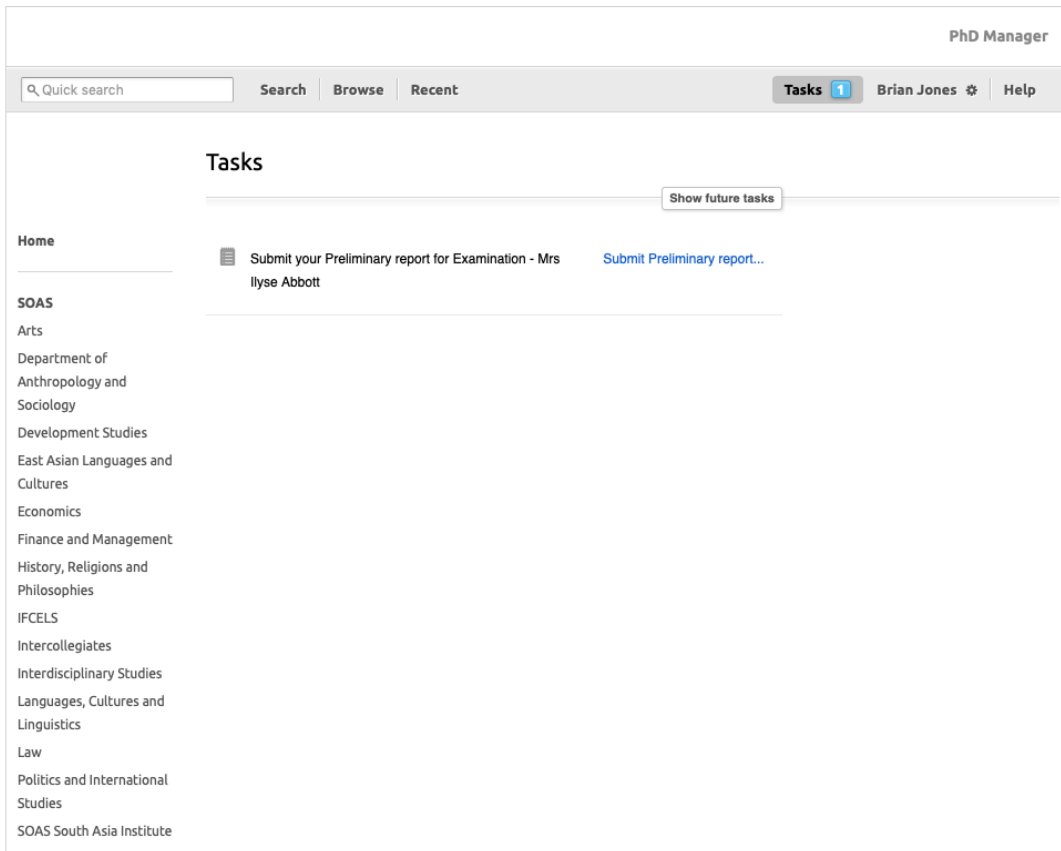
All these tasks will be visible under the ‘Tasks’ list as seen in the screenshot below, situated in the top right hand corner of the screen.



The screenshot shows the PhD Manager interface. At the top right, there is a 'PhD Manager' header. Below it, a navigation bar contains a search box, 'Search', 'Browse', 'Recent', 'Tasks 1', 'Brian Jones', and 'Help'. The main content area is titled 'SOAS University of London' and is divided into three columns: 'Home' (with a list of departments), 'Noticeboard' (with a 'PhD Manager' link), and 'Recent additions' (with a list of recent items and buttons for 'Doctoral School', 'My record', and 'Calendar subscriptions').

Submitting the Preliminary Report

The preliminary report should be written and uploaded to PhD Manager before the viva takes place. The upload of this report can be seen as a task in the tasks list. Please refer to the screenshots on the next page.



The screenshot shows the 'PhD Manager' interface. At the top right, it says 'PhD Manager'. Below that is a navigation bar with a search box labeled 'Quick search', and buttons for 'Search', 'Browse', and 'Recent'. On the right side of the navigation bar, there is a 'Tasks' button with a notification icon showing '1', and user information 'Brian Jones' with a gear icon and a 'Help' link. The main content area is titled 'Tasks' and has a 'Show future tasks' button. Below this, there is a list of tasks. The first task is 'Submit your Preliminary report for Examination - Mrs Ilyse Abbott', with a 'Submit Preliminary report...' link next to it. On the left side of the page, there is a sidebar menu with the following items: Home, SOAS, Arts, Department of Anthropology and Sociology, Development Studies, East Asian Languages and Cultures, Economics, Finance and Management, History, Religions and Philosophies, IFCELS, Intercollegiates, Interdisciplinary Studies, Languages, Cultures and Linguistics, Law, Politics and International Studies, and SOAS South Asia Institute.

Please see the screenshot on the next page for uploading the report. Examiners have the option to either upload the report or copy in the report text. Please note that you will need to specify in the highlighted pink box, 'please see attached' – if the report document has been uploaded and then press save, and proceed to confirm submission of the report.

PHD Manager

Quick search Search Browse Recent Tasks 1 | Brian Jones ✖ | Help

← Examination

Edit Preliminary report: Professor Brian Jones (Preliminary reports: Examination - Mrs Ilyse Abbott)

Home

SOAS

- Arts
- Department of Anthropology and Sociology
- Development Studies
- East Asian Languages and Cultures
- Economics
- Finance and Management
- History, Religions and Philosophies
- IFCELS
- Intercollegiates
- Interdisciplinary Studies
- Languages, Cultures and Linguistics
- Law
- Politics and International Studies

Each examiner is asked to write an independent preliminary report on the thesis. It is expected that this will be written by each examiner after reading the thesis but before conferring with the co-examiner about it. Typically the preliminary report identifies particular areas which the examiner believes should be explored with the candidate during the viva examination, and, if possible, a tentative recommendation, based on an assessment of the thesis, for the result of the examination. Tentative recommendations should not be indicated to the candidate in advance of the viva, which is an integral component of the examination.

↑ Drag files here or [choose file...](#)

Save
Save for later

Once the preliminary reports have been uploaded, the reports will be seen as 'collected'. Please refer to the screenshot on the next page:

PhD Manager

Quick search Search Browse Recent Brian Jones Help

Examination - Mrs Ilyse Abbott

Home

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- Department of Anthropology and Sociology
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- Economics
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- History, Religions and Philosophies
- IFCELS
- Intercollegiates
- Interdisciplinary Studies
- Languages, Cultures and Linguistics
- Law
- Politics and International Studies
- SOAS South Asia Institute

Examination

Title	Examination - Mrs Ilyse Abbott
Researcher	Mrs Ilyse Abbott
SUPERVISOR	Dr Sholom Leach Prof Sidney Mason Prof Dyna Francis
Project	Case book month car on service program by
Chair	Dr Antonina Adams
Examiner	<i>Internal</i> Dr Basia Adams <i>External</i> Professor Brian Jones
Date	12 Mar 2020
Academic year	2019 - 2020

Tasks

Examination record	
<i>Ilyse Abbott</i> started the workflow	12 Mar 2020, 11:52

STATUS

Pre-examination

[Entry to examination](#)
Acknowledged

[Nomination of examiners](#)
Approved

[Thesis submission](#)
Completed

[Preliminary reports](#)
Collected

[Viva scheduling](#)
In progress
Waiting for the viva to be scheduled
With: Sholom Leach

Notification of Viva arrangements

Once the supervisor has confirmed the viva details (date, time, room), confirmation will be sent via email to examiners, as seen on the screenshot on the next page:

SOAS University of London

The oral examination arrangements for the following student have been confirmed.

Student: Mrs Ilyse Abbott

Supervisor: Dr Sholom Leach

Student number:

Department: Economics

Degree: PhD

Exam panel chair: Dr Antonina Adams

Examiner 1: Dr Basia Adams

Examiner 2: Professor Brian Jones

Exam date: 31 Mar 2020

Exam time: 10:00

Location: Room 5

Following the examination, please complete an Examination report via our [online system](#).

You should familiarise yourself with the relevant [Examination guidelines](#).

Please bring with you your documents to show your right to work in the UK.

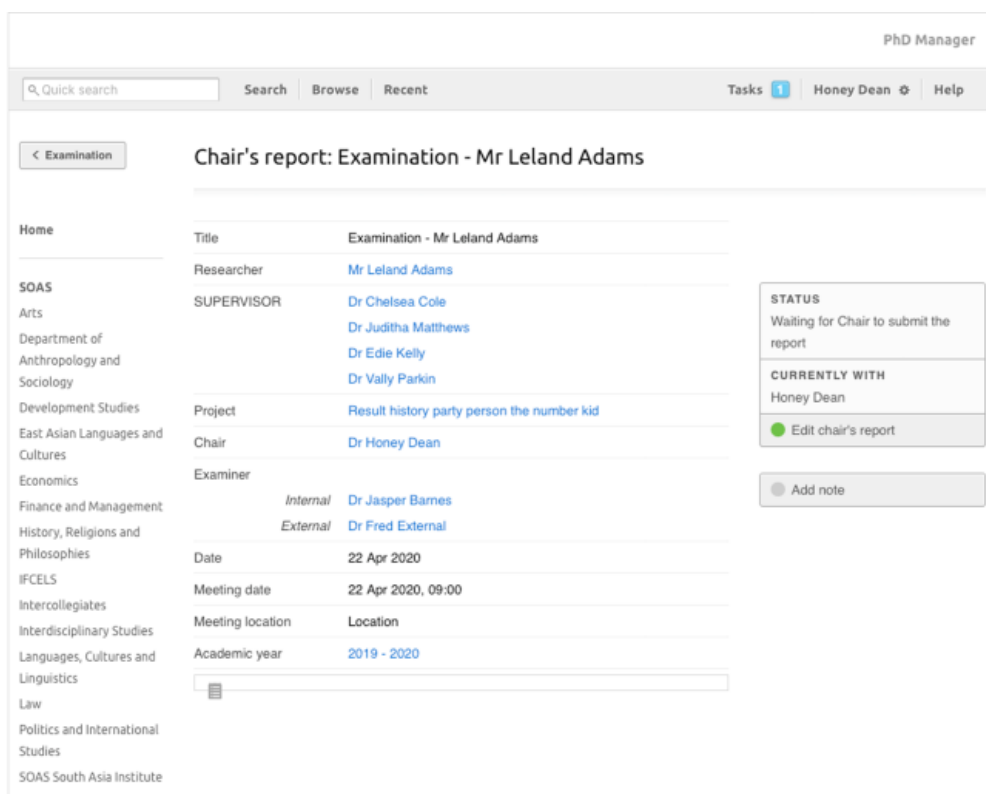
If you have any queries, please contact the Doctoral School Section, Registry.

Viva scheduling: Examination - Mrs Ilyse Abbott

AFTER THE VIVA

Chair Report (if applicable)

To be provided by internal chair if one has been appointed. Please refer to screenshots below.



PhD Manager

Quick search Search Browse Recent Tasks 1 Honey Dean Help

< Examination Chair's report: Examination - Mr Leland Adams

Home	Title	Examination - Mr Leland Adams
SOAS	Researcher	Mr Leland Adams
Arts	SUPERVISOR	Dr Chelsea Cole Dr Juditha Matthews Dr Edie Kelly Dr Vally Parkin
Department of Anthropology and Sociology	Project	Result history party person the number kid
Development Studies	Chair	Dr Honey Dean
East Asian Languages and Cultures	Examiner	Internal Dr Jasper Barnes External Dr Fred External
Economics	Date	22 Apr 2020
Finance and Management	Meeting date	22 Apr 2020, 09:00
History, Religions and Philosophies	Meeting location	Location
IFCELS	Academic year	2019 - 2020
Intercollegiates		
Interdisciplinary Studies		
Languages, Cultures and Linguistics		
Law		
Politics and International Studies		
SOAS South Asia Institute		

STATUS
Waiting for Chair to submit the report

CURRENTLY WITH
Honey Dean

Edit chair's report

Add note

This task will be in the task list (situated on the top right hand corner of the screen).

< Back

Edit Chair's report: Chair's report: Examination - Mr Leland Adams

Home

SOAS

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- Intercollegiates
- Interdisciplinary Studies
- Languages, Cultures and Linguistics
- Law
- Politics and International Studies
- SOAS South Asia Institute

Committees

- Upcoming meetings

Supervisor present? *

Dr Chelsea Cole
 Dr Juditha Matthews
 Dr Edie Kelly
 Dr Vally Parkin
 No supervisors present

Please describe any unusual circumstances and/or events relating to the conduct of this viva *

Please outline any issues raised with the Chair during the examination and outline the advice the provided *

Did the examiners raise any matters for the consideration of SOAS in relation to this examination? *

Did the candidate raise any matters for the consideration of SOAS in relation to the examination? *

PhD Manager

Search Browse Recent

< Examination
Honey Dean Help

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- Intercollegiates
- Interdisciplinary Studies
- Languages, Cultures and Linguistics
- Law
- Politics and International Studies
- SOAS South Asia Institute

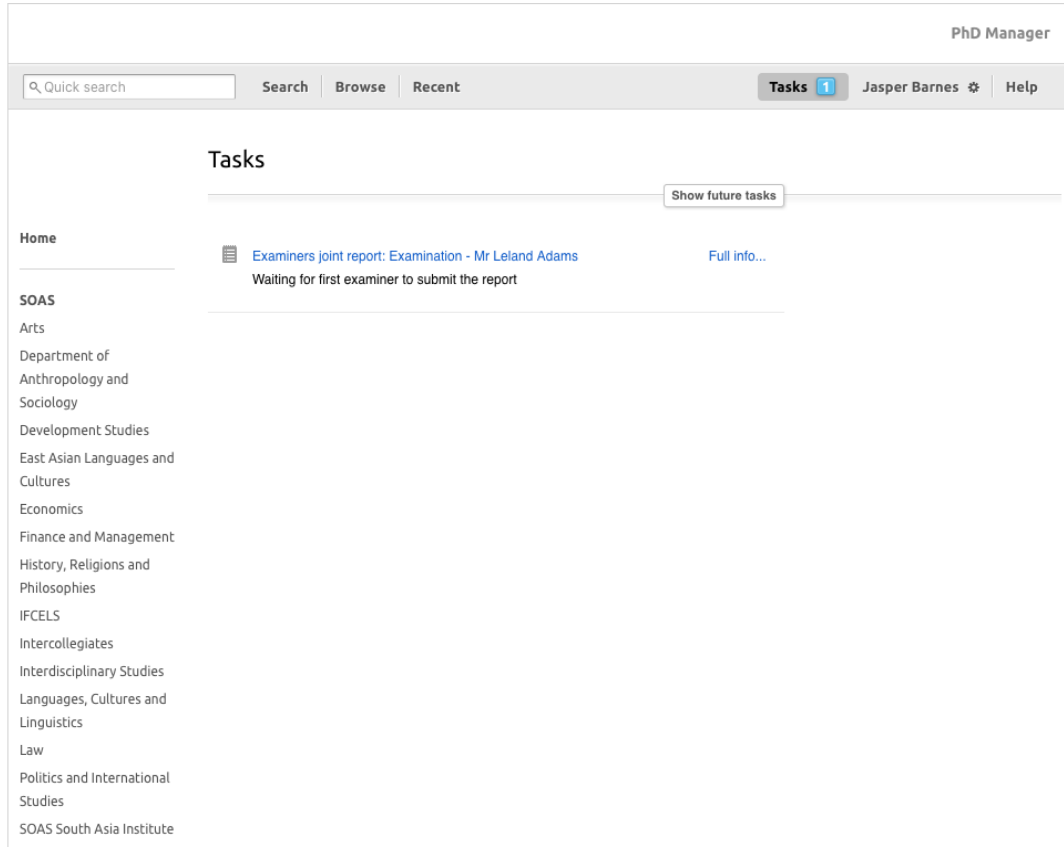
Chair's report: Examination - Mr Leland Adams

Title	Examination - Mr Leland Adams	
Researcher	Mr Leland Adams	
SUPERVISOR	Dr Chelsea Cole Dr Juditha Matthews Dr Edie Kelly Dr Vally Parkin	STATUS Submitted
Project	Result history party person the number kid	ASSESSMENT Chair's report
Chair	Dr Honey Dean	
Examiner	<i>Internal</i> Dr Jasper Barnes <i>External</i> Dr Fred External	
Date	22 Apr 2020	
Meeting date	22 Apr 2020, 09:00	
Meeting location	Location	
Academic year	2019 - 2020	

Honey Dean submitted the report
22 Apr 2020, 14:26

Submitting the Joint Report (post examination)

Following the viva, the first examiner submits the joint report. Please refer to the tasks list in the screenshots below:



The screenshot shows the 'PHD Manager' interface. At the top right, it says 'PHD Manager'. Below that is a navigation bar with a search box labeled 'Quick search', and buttons for 'Search', 'Browse', and 'Recent'. On the right side of the navigation bar, there is a 'Tasks' button with a notification icon (1), and user information for 'Jasper Barnes' with a gear icon and a 'Help' link. The main content area is titled 'Tasks' and features a 'Show future tasks' button. A task is listed with a document icon, the title 'Examiners joint report: Examination - Mr Leland Adams', and a 'Full info...' link. Below the title, it says 'Waiting for first examiner to submit the report'. On the left side, there is a sidebar menu with 'Home' at the top, followed by 'SOAS' and a list of departments: Arts, Department of Anthropology and Sociology, Development Studies, East Asian Languages and Cultures, Economics, Finance and Management, History, Religions and Philosophies, IFCELS, Intercollegiates, Interdisciplinary Studies, Languages, Cultures and Linguistics, Law, Politics and International Studies, and SOAS South Asia Institute.

PhD Manager

Quick search Search Browse Recent Tasks 1 Basia Adams Help

< Examination

Examiners joint report: Examination - Mrs Ilyse Abbott

Home	Title	Examination - Mrs Ilyse Abbott
	Researcher	Mrs Ilyse Abbott
SOAS	SUPERVISOR	Dr Sholom Leach Prof Sidney Mason Prof Dyna Francis
Arts	Project	Case book month car on service program by
Department of Anthropology and Sociology	Chair	Dr Antonina Adams
Development Studies	Examiner	<i>Internal</i> Dr Basia Adams <i>External</i> Professor Brian Jones
East Asian Languages and Cultures	Date	12 Mar 2020
Economics	Meeting date	06 Mar 2020, 10:00
Finance and Management	Meeting location	Room 5
History, Religions and Philosophies	Academic year	2019 - 2020
IFCELS		
Intercollegiates		
Interdisciplinary Studies		
Languages, Cultures and Linguistics		
Law		
Politics and International Studies		
SOAS South Asia Institute		

STATUS
Waiting for first examiner to submit the report

CURRENTLY WITH
Basia Adams

● Edit recommendation of the panel

Once this is complete, the second examiner completes the joint report section. For the second examiner, they will need to proceed to tasks, where the examiner will be able to select "Full info..." to go to the exam record. From there they can select the "Recommendation of the panel" (under the "Assessment" heading on the right hand side) to view what the 1st examiner has submitted. They can select "Edit recommendation of the panel" to make any changes if they wish, or "Submit report" to confirm the report as is.

Once both examiners have confirmed the examination outcome through the Joint Report section, the workflow will progress to the Doctoral School to review and issue the examination outcome accordingly.

- Please note – if either of the preliminary reports or the Joint Report is missing, then it will not be possible to move to the examination outcome section of the form.

Doctoral School notify Candidate of the Outcome

Once the preliminary reports and joint report have been collected and Right to Work checks have been completed, then the Doctoral School will issue the examination outcome.

Examiners Review of thesis amendments (if required)

If corrections to the thesis are required, the examiner required to review the amended thesis will be notified once the candidate has uploaded the revised thesis, which will also be listed as a task. They can then proceed to 'Edit the Recommendation' as seen below.

PhD Manager

Search
Browse
Recent
Tasks 2 | Brian Jones ✖ | Help

[< Examination](#)

Home

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- Intercollegiates
- Interdisciplinary Studies
- Languages, Cultures and Linguistics
- Law
- Politics and International Studies
- SOAS South Asia Institute

Thesis amendments: Examination - Mrs Ilyse Abbott

Title	Examination - Mrs Ilyse Abbott
Researcher	Mrs Ilyse Abbott
SUPERVISOR	Dr Sholom Leach Prof Sidney Mason Prof Dyna Francis
Project	Case book month car on service program by
Chair	Dr Antonina Adams
Examiner	<i>Internal</i> Dr Basia Adams <i>External</i> Professor Brian Jones
Date	12 Mar 2020
Meeting date	06 Mar 2020, 10:00
Meeting location	Room 5
Amendments deadline	31 Mar 2020
Academic year	2019 - 2020

☰	<i>Dirk Hancock</i> started the workflow	12 Mar 2020, 12:53
	<i>Ilyse Abbott</i> submitted the thesis	12 Mar 2020, 12:55

STATUS

Waiting for reviewer recommendation

CURRENTLY WITH

[Brian Jones](#)

● Edit recommendation

THESIS

Amended Thesis

EXAMINERS PAYMENT DETAILS

Submitting Payment Details

The external examiner is notified to submit their payment details – please see below.

PhD Manager

Search
Browse
Recent
Tasks 1 | Brian Jones ⚙ | Help

< Examination

Home

SOAS

Arts

Department of Anthropology and Sociology

Development Studies

East Asian Languages and Cultures

Economics

Finance and Management

History, Religions and Philosophies

IFCELS

Intercollegiates

Interdisciplinary Studies

Languages, Cultures and Linguistics

Law

Politics and International Studies

SOAS South Asia Institute

Examiner payment: Examination - Mrs Ilyse Abbott

Title	Examination - Mrs Ilyse Abbott
Researcher	Mrs Ilyse Abbott
SUPERVISOR	Dr Sholom Leach Prof Sidney Mason Prof Dyna Francis
Project	Case book month car on service program by
Chair	Dr Antonina Adams
Examiner	<i>Internal</i> Dr Basia Adams <i>External</i> Professor Brian Jones
Date	12 Mar 2020
Meeting date	06 Mar 2020, 10:00
Meeting location	Room 5
Amendments deadline	31 Mar 2020
Academic year	2019 - 2020

📄
Dirk Hancock started the workflow
12 Mar 2020, 12:53

STATUS
 Waiting for examiner payment and expenses claim submission

CURRENTLY WITH
 On hold

● **Submit payment details**

Note for examiners:

If the outcome of the examination is 'not pass – resubmit within 12 months', then the full examination process is followed again, a new payment will be made.

Payments are processed in the calendar month after the viva – we can only process payments once the preliminary reports, joint report and right to work checks have been completed.