

University of Westminster Graduate School Virtual Research Environment Examination Process Guide

Graduate School

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This guidance has been produced by the Graduate School at the University of Westminster. It is intended to help examiners of Research Degree Programmes navigate using the University's [Virtual Research Environment](#) (VRE), which is used to facilitate the Examination Process.

Please note, nothing in the content of this guidance takes precedence over [Research Degree Academic Regulations](#), which may be subject to amendment.

For the Regulations concerning **Examinations for a Research Degree Award** please consult [Section B8](#).

Section 1. Exam Arrangements

This section of the guide takes you through how to put the examination arrangements in place. It follows the workflow through what is required of each user.

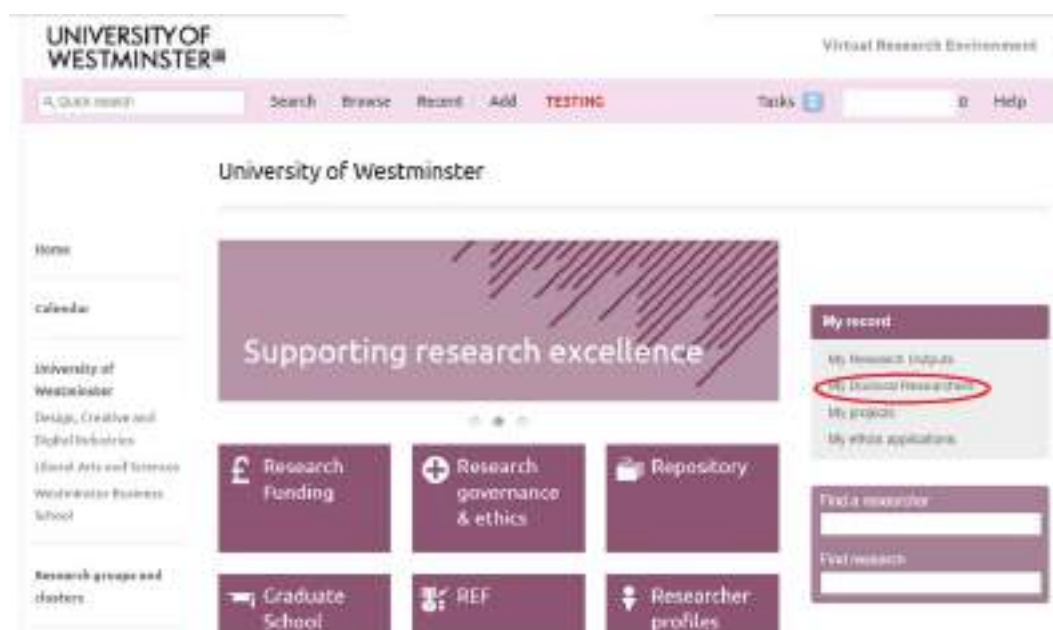
For full guidance on appointing the Board of Examiners please see [the Research Degree Academic Regulations Section B8](#).

Director of Studies

The Director of Studies must begin the exam arrangements. These should be in place at least 3 months before the submission of the thesis (see [Regulation B8.21](#)). Reminders will be sent at regular intervals ahead of submission to prompt action in this matter.

A candidate shall be examined by at least two and normally not more than three examiners of whom at least one shall be an external examiner. For all research degree programmes the examination team must have experience of at least three previous examinations at the relevant academic level between them. An external examiner will normally have a minimum of two previous examinations at the relevant academic level (see [Regulations B8.1 and B8.6](#))

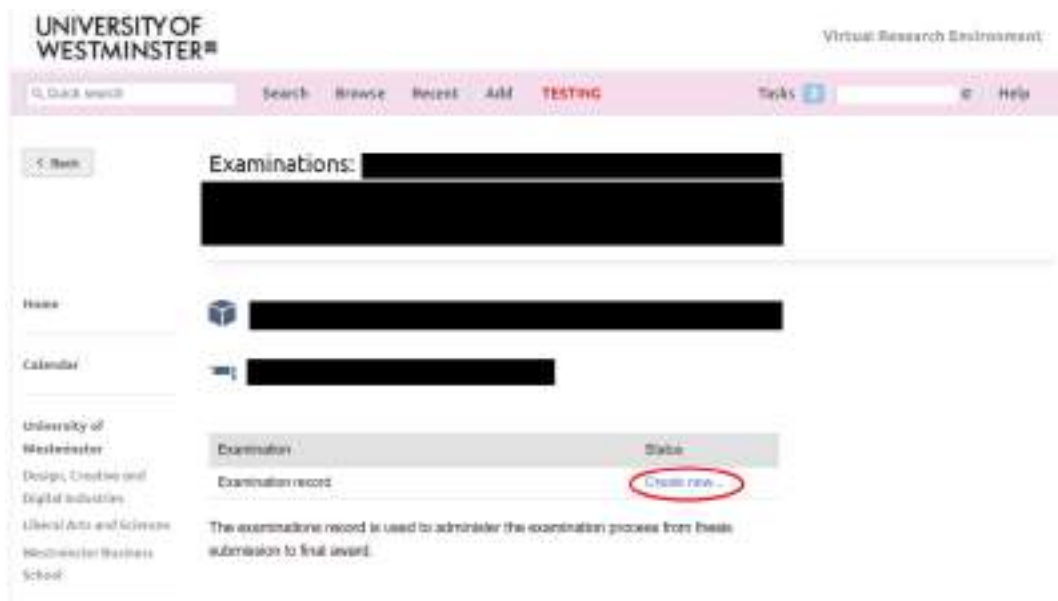
To begin the examination arrangements the Director of Studies should log into the VRE and navigate to 'My Doctoral Researchers'.



Please select from the list the researcher who requires exam arrangements. You will then be taken to the researcher's 'Doctoral Research Project' page.

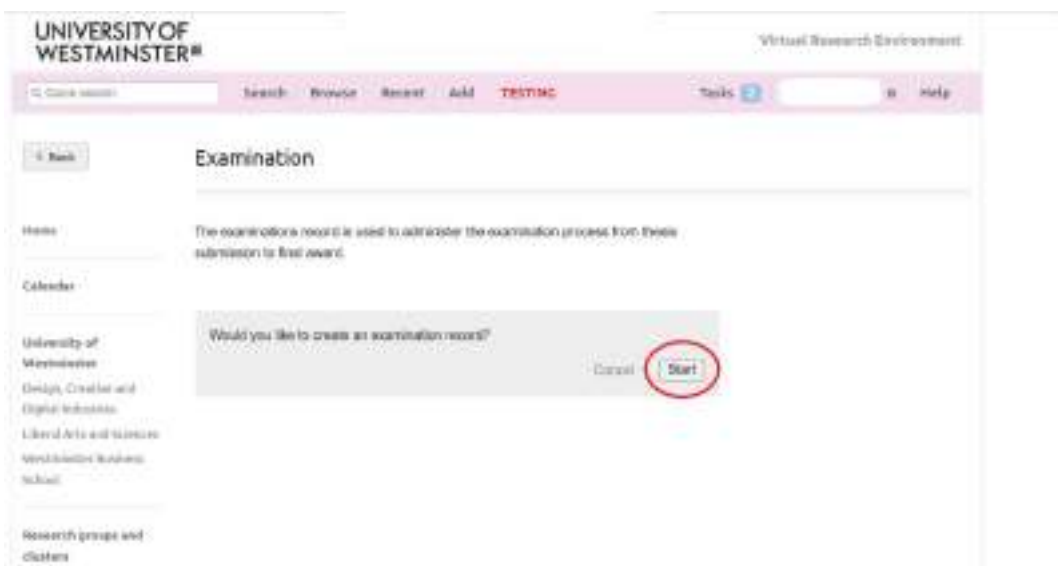
Select the 'Examinations' tab from right hand menu.

You will be presented with the following screen:



Select 'Create New'.

You will be then presented with the following:

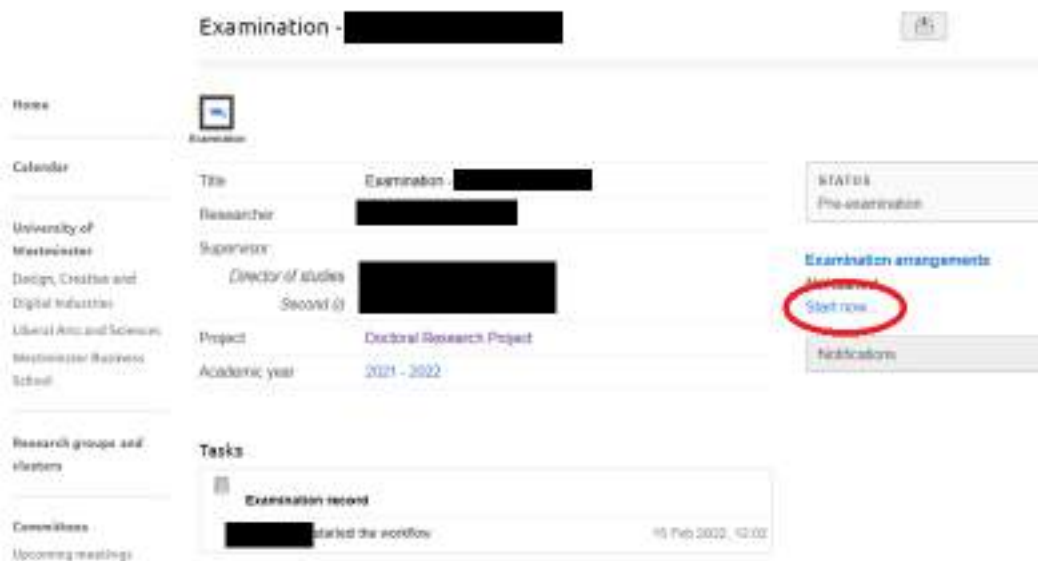


Click 'Start'. You will then be taken to the following screen:



This starts the main examination record.

To begin the exam arrangements, select 'Start Now' under 'Examination Arrangements' on right hand side:



Then select 'Start':



This will open the exam arrangements task:

Examination arrangements: Examination - [redacted]

Title: Examination - [redacted]

Researcher: [redacted]

Supervisor: [redacted]

Director of studies: [redacted]

Second (s): [redacted]

Project: Doctoral Research Project

Academic year: 2021 - 2022

[redacted] started the workflow: 15 Feb 2022, 12:11

STATUS: Waiting for supervisor to submit the application

CURRENTLY WITH: [redacted]

Edit examination arrangements form

Add note

Notifications

To propose the exam panel, select 'Edit Examination Arrangements Form' which will open the first of a series of four screens.

STATUS: Waiting for supervisor to submit the application

CURRENTLY WITH: [redacted]

Edit examination arrangements form

1. 'Candidate Summary' - read the text and select 'Save and continue'.

Edit Examination arrangements form: Examination arrangements: Examination - [redacted]

Examination among: [redacted] | Candidates

Candidate Summary | Examiners | Chair | Comments

You are reminded that:

A candidate shall be examined by at least two and not normally more than three examiners of whom at least one shall be an external examiner.

For all research degree programmes the examination team must have experience of at least three previous examinations at the relevant academic level between them. An external examiner will normally have a minimum of two previous examinations at the relevant academic level.

For the full guidance on appointing examiners please see the Academic Regulations for Research Degrees Section B6: <https://www.examinations.ac.uk/news/graduate-school/academic-programme>

Save and continue | Save for later

Candidate Summary | Examiners | Chair | Comments

2. Examiners – this is where you add the details of both the internal and external examiners:

Edit Examination arrangements form: Examination arrangements: Examination - [redacted]

Examiners are [redacted] + Candidates

Candidates Summary Examiners Chat Comments

As the Supervisor, you may propose an internal examiner. However, final approval of the internal examiner rests with the Doctoral Co-ordinator

Internal

Add...

External

Add...

Save and continue Save for later

Candidates Summary Examiners Chat Comments

Firstly, add the Internal. Select 'Add'. This will present you with a search box. Type in the name of the internal examiner you would like to propose and select them from the drop-down list. They will then be added underneath the 'Internal' heading.

UNIVERSITY OF WESTMINSTER

Search

Add Internal

Type name to search...

Not everyone is listed, keep typing to narrow search...

- PTVL - LAS: Liberal Arts and Sciences
- PTVL - WBS: Westminster Business School
- PTVL - WBS: Westminster Business School

Cancel Help

Candidates Summary Examiners Chat Comments

Next, you need to appoint the external examiner. Select 'Add'.

Home

Calendar

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

Research groups and clusters

Committees

Upcoming meetings

Candidate Summary Examiners Chair Comments

As the Supervisor, you may propose an internal examiner. However, final approval of the internal examiner rests with the Doctoral Co-ordinator.

Internal

Redacted Name

Add...

External

Add...

Save and continue Save for later

Candidate Summary Examiners Chair Comments

Again, the search bar is given:

Home

Calendar

Edit Examination arrangements form: Examination

Cancel

Add External...

Type name to search...

An external examiner will not usually be listed in the drop down (where they are it would suggest they have recently been an examiner and may therefore be eligible from this exam. You should make some enquiries before proceeding with the proposal).

In this example we are looking for an external called 'Harry External'.

Home

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Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

Research groups and clusters

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Upcoming meetings

Edit Examination arrangements form: Examination

Cancel

Add External...

Harry

Not listed? Enter details for new External...

Harry B...

Harry F...

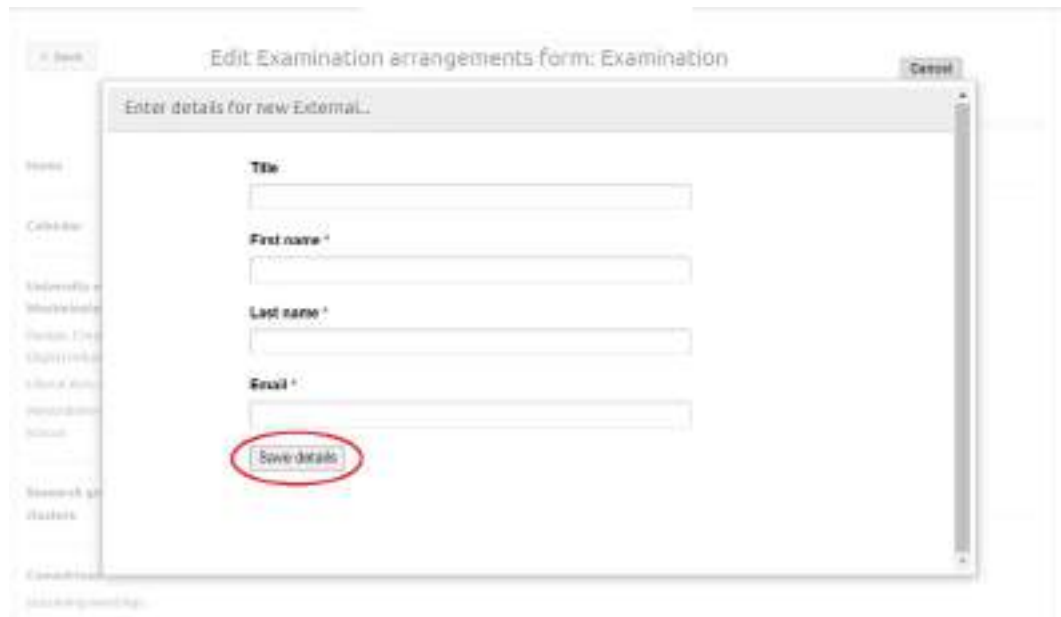
Dr W... Harry

Harry F...

Dr Harry W...

That individual is not listed. Where this is the case, you would select 'Not Listed? Enter details for new External'.

This will present you with the following form:

The image shows a screenshot of a web application window titled "Edit Examination arrangements form: Examination". On the left side, there is a vertical navigation menu with various options like "Home", "Calendar", "Examination", etc. The main content area is titled "Enter details for new External...". It contains four text input fields labeled "Title", "First name *", "Last name *", and "Email *". The asterisk indicates that these fields are compulsory. Below the "Email *" field, there is a button labeled "Save details", which is circled in red. A "Cancel" button is located in the top right corner of the form area.

Complete the fields and select 'Save details'.

You will then be asked to enter the following information (please note, anything with a red Asterisk is a compulsory field):

External: Dr Harry External

Current institution *

Current post *

Address where the thesis will be sent *

This should be a professional work address

Telephone number

Is the proposed external examiner based outside of the UK? *

Prior to appointment being confirmed and any work undertaken, all external examiners (whether UK or overseas) must provide evidence of their Right to Work in the UK.

☐ Yes

☐ No

Please upload the External Examiner's CV:

Drag files here or choose file...

Additional comments on external examiner's experience:

Number of research degree candidates previously examined:

MPhil

	Chair	Examiner
At this institution	<input type="text"/>	<input type="text"/>
At other UK institutions	<input type="text"/>	<input type="text"/>
Outside the UK	<input type="text"/>	<input type="text"/>

Doctoral level (PhD, Professional Doctorate)

	Chair	Examiner
At this institution	<input type="text"/>	<input type="text"/>
At other UK institutions	<input type="text"/>	<input type="text"/>
Outside the UK	<input type="text"/>	<input type="text"/>

Notes on selection of proposed external examiner

You can then either 'Add External' or 'Save for Later'.

If you 'Save for Later', when you return to the exam record you will see the following:

The screenshot shows a web interface for exam arrangements. On the left is a sidebar with navigation links: Calendar, University of Westminster, Design, Creative and Digital Industries, Liberal Arts and Sciences, Westminster Business School, Research groups and clusters, Committees, Upcoming meetings, and Guides. The main content area has a header with a note: "As the Supervisor, you may propose an internal examiner. However, final approval of the internal examiner rests with the Doctoral Co-ordinator." Below this are two sections: "Internal" and "External". The "Internal" section shows a partially added internal examiner with a redacted name and an "Add..." button. The "External" section shows a fully added external examiner, "Dr Harry External" with email "H.external@test.com", and a link to "Examiner details (incomplete)" which is circled in red. Below the external examiner list are buttons for "Add...", "Save and continue", and "Save for later". At the bottom, there are tabs for "Candidate Summary", "Examiners" (which is active), "Chair", and "Comments".

To re-open the form, select 'Examiner details (incomplete)' and then 'Edit' and continue filling out the form.

Once you've completed all the fields select 'Add' or 'Update examiner'.

The details of both examiners will then be listed on the exam arrangements record:

This screenshot shows the same interface as the previous one, but now both the internal and external examiners are fully listed. The "Internal" section shows "Dr [redacted]" with a "Remove..." button. The "External" section shows "Dr Harry External" with email "H.external@test.com" and a "Remove..." button. Below the external examiner list, the "Save and continue" button is now circled in red. The "Add..." button is also visible. The "Save for later" button remains. The tabs at the bottom are the same: "Candidate Summary", "Examiners", "Chair", and "Comments".

Select 'Save and continue'.

3. Chair – this is where the chair of examiners is proposed.

Edit Examination arrangements form: Examination arrangements: Examination - Mr [redacted]

Examination arrangements: [redacted] + Confirm

Candidate Summary Examiners **Chair** Comments

Chair
The Chair automatically defaults to the School Doctor Co-ordinator (you cannot amend this, however the Doctor Co-ordinator may select a different Chair)

[redacted]

Save and continue Save for later

Candidate Summary Examiners **Chair** Comments

The Chair will default to the School's PhD Co-ordinator and cannot be amended by the Director of Studies. The Doctoral Co-ordinator can appoint an alternative chair at the next stage if required.

Select 'Save and continue'.

4. Comments - add any further relevant information or rationale for nominating the proposed examiners here.

Home Candidate Summary Examiners **Chair** **Comments**

Calendar

University of Westminster
Design, Creative and Digital Industries
Liberal Arts and Sciences
Westminster Business School

Please provide any further relevant information or rationale for nominating the proposed examiners

[Text area for comments]

Save and continue Save for later

Candidate Summary Examiners **Chair** **Comments**

Select 'Save and continue'.

This is the final stage and then you will be asked to 'Confirm: Submit application':

Edit exam arrangements form: Examination arrangements: Examination - [REDACTED]

Examination arrangements: [REDACTED] Confirm

Submit application
Submit the completed application

Cancel Confirm: Submit application

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

Private notes (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)

This is the final chance to add any notes. When you ready select 'Confirm: submit application'.

The exam arrangements will then be submitted and referred to the PhD Co-ordinator for review. Where the PhD Co-ordinator is on the supervisor team, as in the example below, it will be referred to the College Research Director for review.

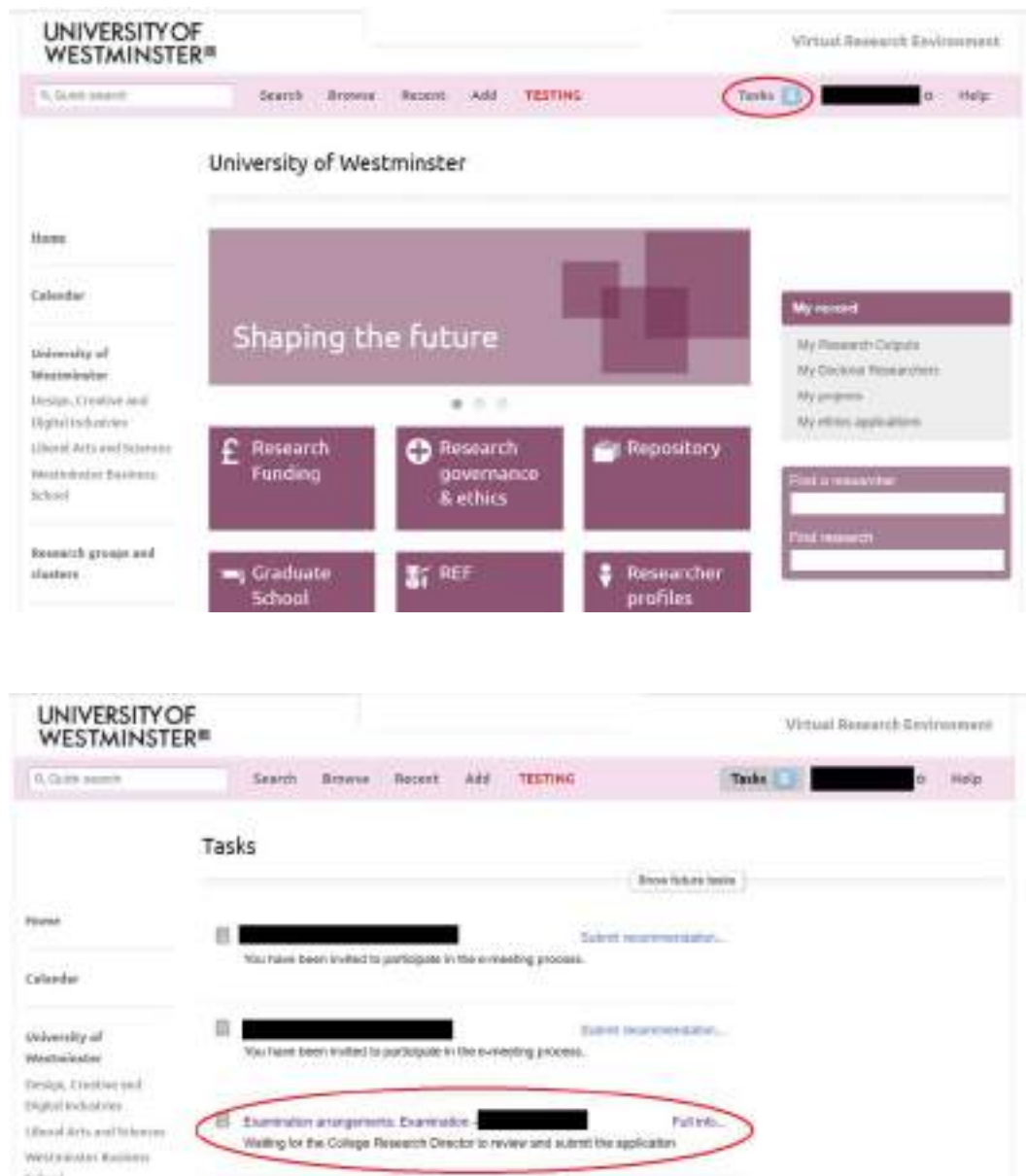
STATUS
Waiting for the College Research Director to review and submit the application

CURRENTLY WITH
[REDACTED]

PhD Co-ordinator/College Research Director

Once the Director of Studies has proposed an examination panel the PhD Co-ordinator (or College Research Director where the PhD Co-Ordinator is a member of the supervisory team) will receive a notification alerting them to a new task.

The PhD Co-ordinator or College Research Director should log into VRE and navigate to their 'Tasks' list:



Click on the task to be taken to the 'Examination Arrangements' tab on the researcher's Examination Record:

Title: Examination - Mr [REDACTED]

Researcher: [REDACTED]

Supervisor: [REDACTED]
Director of studies: [REDACTED]
(Second i): [REDACTED]

Project: Doctoral Research Project

Academic year: 2021 - 2022

Log:

- [REDACTED] started the workflow 10 Feb 2022, 12:11
- [REDACTED] submitted the application 11 Feb 2022, 12:24

STATUS: Waiting for the School Director Co-ordinator to review and submit the application.

CURRENTLY WITH: [REDACTED]

Actions:

- Delegate this task
- Edit exam arrangements form** (highlighted with a red circle)
- Return application

APPLICATION:

Examination arrangements form

Download printable PDF

Add note

Notifications

From here the PhD Co-ordinator can do one of two things:

- 'Return application' to the Director of Studies or,
- 'Edit the Examination arrangements form' which will progress the task.

Click 'Edit the examination arrangements form' to open the proposal form. Here the information inputted by the Director of Studies can be reviewed.

You should progress through each screen by clicking 'Save and continue' until the 'Chair tab'.

Home

Candidate Summary Examiners Chair Comments

Calendar

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

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Upcoming meetings

You are reminded that:

A candidate shall be examined by at least two and not normally more than three examiners of whom at least one shall be an external examiner.

For all research degree programmes the examination team must have experience of at least three previous examinations at the relevant academic level between them. An external examiner will normally have a minimum of two previous examinations at the relevant academic level.

For the full guidance on appointing examiners please see the Academic Regulations for Research Degrees Section B6 - <https://www.westminster.ac.uk/research/graduate-school/academic-programme>

Save and continue (highlighted with a red circle) Save for later

Candidate Summary Examiners Chair Comments

Via the 'Chair' tab, you can select an alternative chair.

In this example this is a compulsory field (red Asterix) as the default chair is on the supervisory team:

Select an alternative Chair by typing the name into the yellow box:

Select 'Save and continue' and then 'Save and continue' again on the Comments tab.

You will then get to a summary screen of the proposed examiners. Review the information to check everything has been inputted correctly.

Once you are satisfied select 'Continue' on the right-hand side:

Then select 'Confirm: Progress application':

Progress application
Confirm the application review and submit decision

Cancel **Confirm: Progress application**

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

Private notes (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)

The application will then be submitted, and the application status updated to: 'Waiting for Graduate School Board to submit decision'

Graduate School

The Secretary of Graduate School Board (a member of GS) will then receive the examination arrangements task:

Examination arrangements: Examination - [redacted] [Full info...](#)

Waiting for Graduate School Board to submit decision

GS will have various options:

Examination arrangements: Examination - [redacted]

STATUS
Waiting for Graduate School Board to submit decision

CURRENTLY WITH
[redacted]

Log

- [redacted] started the workflow 01 Nov 2021, 11:20
- [redacted] submitted the application 01 Nov 2021, 11:28
- [redacted] reviewed the application and submitted decision 01 Nov 2021, 11:47

Select 'progress'. GS will be shown a summary of the proposed arrangements:

Home

Calendar

University of Manchester

Design, Creative and Digital Industries

Office of Arts and Sciences

Manchester Business School

Research groups and clusters

Committees

Upcoming meetings

Please review the information below before continuing.

Continue

Examiners

Internal

External

Dr Harry External
H.external@test.com

Current institution
Manchester

Current post
Lecturer

GS should check that the proposed examiners meet the requirements (i.e., total exam experiences). If all looks in order the external examiner should be contacted to undertake the RTW check. This will need to be done outside of the VRE.

Once the RTW check is in place select 'Continue':

Progress: Examination arrangements: Examination

Review Continue

Approve
Approve the application.

Not approve
Mark this application as not approved and return to School Doctor Co-ordinator for amendments.

Forward application to Chair
Forward application to the committee Chair.

Forward application to Deputy Chair
Forward application to the committee Deputy Chair.

Forward application to committee member
Forward application to the selected committee member.

Various options are then given.

The standard route will be for the application to be 'Forward application to Chair' or 'Deputy Chair' for final approval.

Where the proposed panel fails to meet the minimum number of exam experiences (see Regulation B8.6) the application should be returned to the School Doctor Co-ordinator by selecting 'Not approve'.

In this example the application has been forwarded to the Chair:

Forward application to Chair

Forward application to the committee Chair

Cancel

Confirm: Forward application to Chair

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

Private notes (Seen only by staff reviewing this application, not seen by the applicant.)

Select 'Confirm: Forward application to Chair':

Examination

Home

Calendar

University of Westminster

Design, Creative and Digital Industries

Global Arts and Sciences

Westminster Business School

Research groups and clusters

Committees

Upcoming meetings

Examination arrangements: Examination - [REDACTED]

Title

Examination - [REDACTED]

Researcher

[REDACTED]

Supervisor

Director of studies

Second (i)

Second (ii)

Project

[REDACTED]

Academic year

2021 - 2022

[REDACTED] started the workflow

01 Nov 2021, 11:20

[REDACTED] submitted the application

01 Nov 2021, 11:38

[REDACTED] reviewed the application and submitted decision

01 Nov 2021, 11:47

[REDACTED] forwarded application to committee Chair

01 Nov 2021, 11:53

STATUS

Awaiting Graduate School Board Chair

CURRENTLY WITH

[REDACTED]

APPLICATION

Examination arrangements form

Download printable PDF...

Add note

The status of the examination arrangements then changes to 'Awaiting Graduate School Board Chair'.

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EL Version 4

Graduate School Aug 2025

Chair/Deputy Chair of Graduate School Board (GSB)

The task then appears in Graduate School Board Chair/Deputy Chair's task list:



Click through to the task:

Examination arrangements: Examination - Mr [redacted]

Home
Calendar
University of Westminster
Design, Creative and Digital Industries
Liberal Arts and Sciences
Westminster Business School
Research groups and clusters
Committees
Upcoming meetings

Title: Examination - [redacted]
Researcher: [redacted]
Supervisor:
Director of studies: [redacted]
Second (i): [redacted]
Second (ii): [redacted]
Project: [redacted]
Academic year: 2021 - 2022

Activity log:
[redacted] started the workflow 01 Nov 2021, 11:29
[redacted] submitted the application 01 Nov 2021, 11:38
[redacted] reviewed the application and submitted decision 01 Nov 2021, 11:47
[redacted] forwarded application to committee Chair 01 Nov 2021, 11:50

STATUS: Awaiting Graduate School Board Chair
CURRENTLY WITH: [redacted]
Delete this task
Progress

APPLICATION: Examination arrangements form
Download printable PDF...

Select 'Progress' which will take you through to a summary screen:

Please review the information below before continuing.

Examiners

Internal:
Dr [redacted]

External:
Dr Harry External
Hexternal@test.com

Current institution: Manchester
Current post: Lecturer
Address where the thesis will be sent: 125 Alphabet Road
Telephone number: [redacted]

Continue

Review the information and then select 'Continue'. You will then have two options to choose from:

•

Approve

Approve the application

Not approve

Mark this application as not approved and return to School Doctoral Co-ordinator for amendments

In this example we will progress the arrangements by selecting 'Approve' and then 'Confirm: Approve':

[Home](#)

[Calendar](#)

[University of Westminster](#)

[Design, Creative and Digital Industries](#)

[Liberal Arts and Sciences](#)

[Westminster Business School](#)

[Research groups and clusters](#)

[Committees](#)

[Upcoming meetings](#)

Progress: Examination arrangements: Examination - [REDACTED]

Approve

Approve the application

Notes: (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

Private notes: (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)

Once GSB approve the examination arrangements all parties will receive an email confirming the Exam Arrangements (Director of Studies, Researcher, Examiners, Chair of Examiners, and all members of the supervisory team).

The examination arrangements status changes to 'Waiting for user account creation':

<p>STATUS</p> <p>Waiting for user account creation</p>
<p>CURRENTLY WITH</p> <p>Graduate School Registry</p>

Section 2. User Account Creation

Once the examination arrangements are approved by GSB, Graduate School receive the task to set up the External Examiner's Account:



The task looks like this:



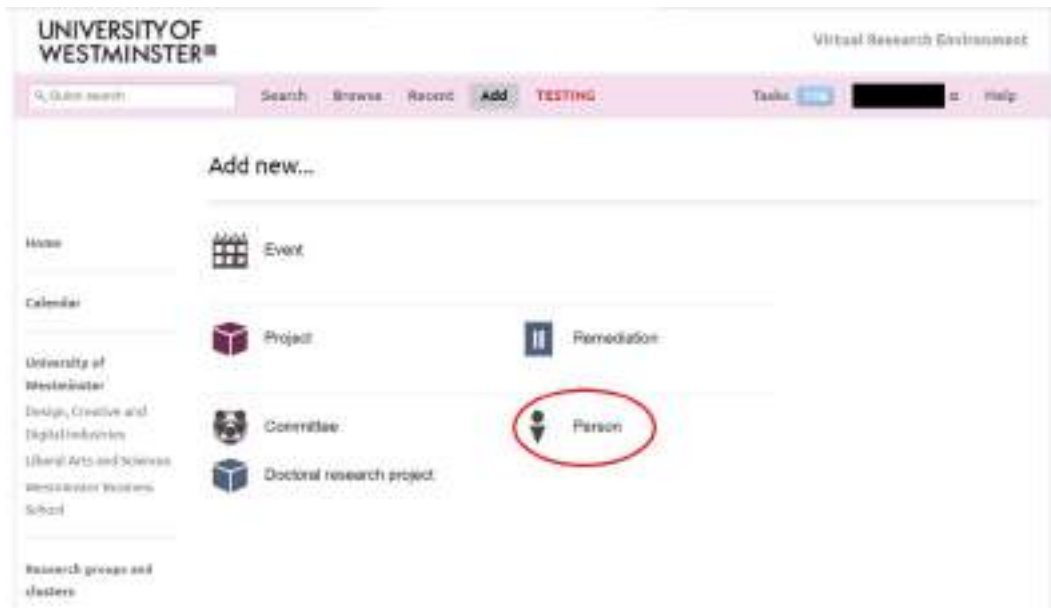
Before the External Examiner's Account can be linked to the Examination Record it first needs to be created.

Creating a user account (Graduate School)

To create an External Examiner's VRE account select 'Add' from the top tool bar:



From the list of options select 'Person':



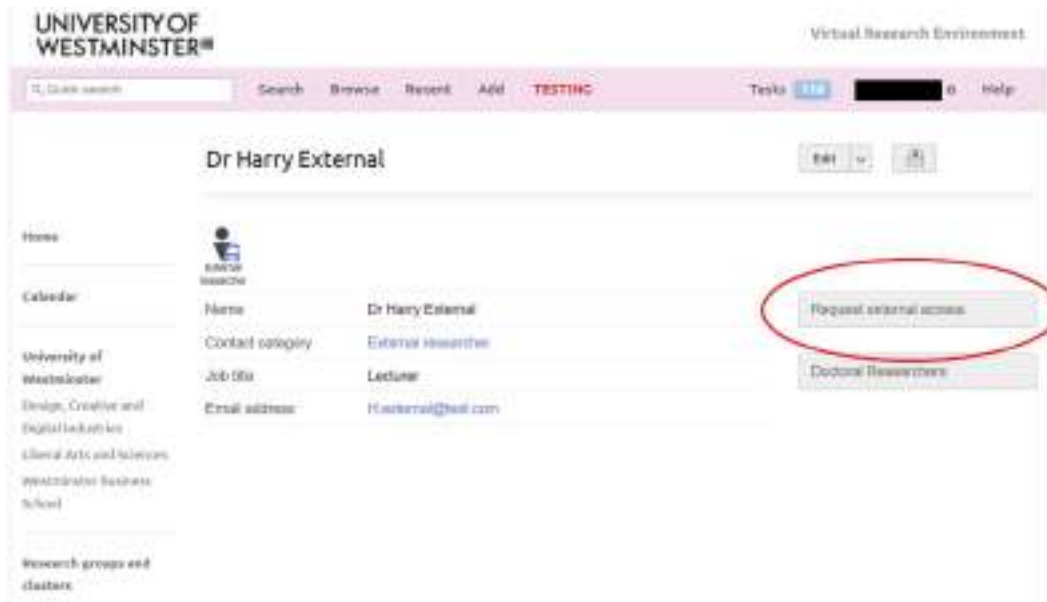
You will then need to populate several fields on the form using details from the examiners CV. This includes:

- Title
- First
- Last
- Contact Category - 'external researcher'
- Works for
- Job Title
- Email

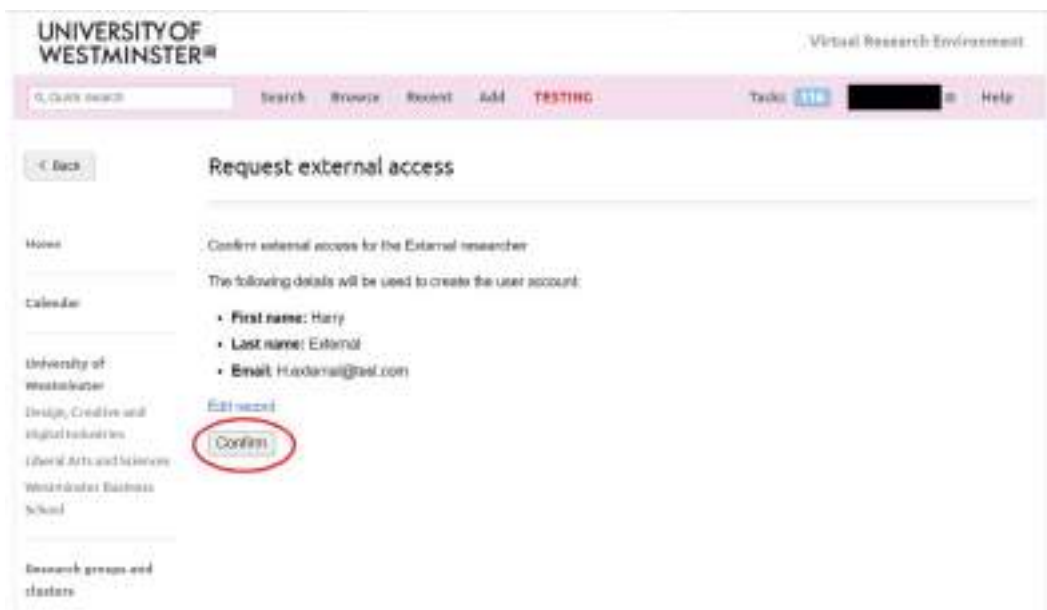
 This screenshot shows the 'Add new Person' form. The form contains several input fields: Name (with sub-fields for Title, First, and Last), SCU Code, Contact category (a dropdown menu), Works for (a text field), and Department (a text field). At the top right of the form area are 'Preview' and 'Save' buttons, with the 'Save' button circled in red. The left navigation menu is identical to the previous screenshot.

Once you've populated the main details, select 'Save'.

You will then arrive at the following screen:

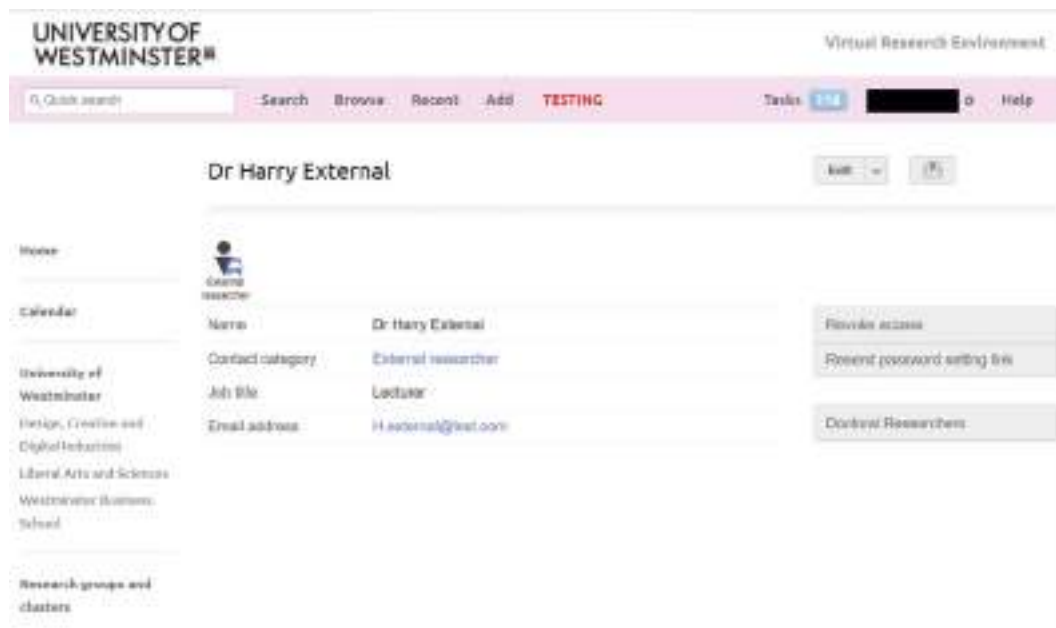


The final step in setting up the account requires you to select 'Request external access' from the right-hand menu.



Select 'Confirm'.

The external account will now look like this:



The external examiner will then receive an email to set up a password for their new account. It will look something like this:



Graduate School will then need to link the External Examiner's account to exam record. To do so a member of Graduate School should return to the task:

Select 'Select User':

A recently created account matching the details will appear in the list. If it does not appear, return to the user profile, and check the set up.

Select the correct individual and 'Submit'.

Examination - [REDACTED]

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Liberal Arts and Sciences

Westminster Business School

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Title: Examination - [REDACTED]

Researcher: [REDACTED]

Supervisor: [REDACTED]

Director of studies: [REDACTED]

Second (i): [REDACTED]

Second (ii): [REDACTED]

Project: [REDACTED]

Chair: [REDACTED]

Examiner: [REDACTED]

Internal: [REDACTED]

External: Dr Harry External

Academic year: 2021 - 2022

STATUS: Pre-examination

Examination arrangements: Approved

Right to work check: Harry External

In progress: Waiting for Graduate School Registry to confirm right to work check With: Graduate School Registry

The status of the examination record changes to pre-examination and GS should now upload the RTW information to complete that part of the Examination Record.

Right to Work (Graduate School)

GS will then receive a task to confirm the Right to Work check (RTW).

Right to work check: Harry External: Examination - [REDACTED]

Full info...

Waiting for Graduate School Registry to confirm right to work check has taken place

Under the current payment process for external examiners, RTW check's are no longer required.

Instead we use this task as a reminder to send the payment paperwork to the examiners.

Open task:

Right to work check: Harry External: Examination - [REDACTED]

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Liberal Arts and Sciences

Westminster Business School

Research groups and clusters

Title: Examination - [REDACTED]

Researcher: [REDACTED]

Supervisor: [REDACTED]

Director of studies: [REDACTED]

Second (i): [REDACTED]

Second (ii): [REDACTED]

Project: [REDACTED]

Chair: [REDACTED]

Examiner: [REDACTED]

Internal: [REDACTED]

External: Dr Harry External

Academic year: 2021 - 2022

STATUS: Waiting for Graduate School Registry to confirm right to work check

CURRENTLY WITH: Graduate School Registry

Edit confirmation form

Download printable PDF...

Actions

Select 'Edit confirmation form'.

Here you will need to tick the box to close the task. Do so and just add a note to the record to say the examiner has been sent the payment forms.

← Back

Edit Confirmation form: Right to work check: Harry External: Examination - [redacted]

Right to work checks have been completed ☐

Notes

Drag files here or choose file...

Save and continue (circled in red) Save for later

Select 'Save and continue' and then 'Confirm: confirm'.

Confirm

Confirm right to work check has taken place

Cancel Confirm: Confirm (circled in red)

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

Private notes (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)

The RTW task is then complete:

Right to work check: Harry External: Examination - [redacted]

Title	Examination - [redacted]
Researcher	[redacted]
Supervisor	[redacted]
Director of studies	Second (S)
	Second (S)
Project	[redacted]
Email	[redacted]
Examiner	Internal/ [redacted]
	External/ Dr Harry External
Academic year	2021 - 2022

STATUS: Completed (circled in red)

APPLICATION: Confirmation form

Download printable PDF...

Comments: [redacted] confirmed that right to work check has taken place 01 Nov 2021, 12:19

The Examination Record will be updated to show both RTW 'Approved' and Examination arrangements 'Completed':

Examination - [REDACTED]

Home: [REDACTED]

Calendar: [REDACTED]

University of Westminster: [REDACTED]

Director of studies: [REDACTED]

Second (s): [REDACTED]

Project: [REDACTED]

Chat: [REDACTED]

Examiner: [REDACTED]

Academic year: 2021 - 2022

STATUS: Pre-examination

Examination arrangements Approved

Right to work check Harry External Completed

Accessing the VRE for External Examiners

Once you have set your password you will be able to log into the VRE and access of the relevant examination tasks.

You will receive email notifications to complete these tasks. The links in these notifications will take you to the following log on screen:

UNIVERSITY OF WESTMINSTER

Virtual Research Environment

Log In

Westminster Virtual Research Environment

UNIVERSITY OF WESTMINSTER

RESOURCE LOGIN

Sign In with Google

Use your Westminster email address and password to log in with Google (if it's linked)

User Name: [REDACTED]

Password: [REDACTED]

Login

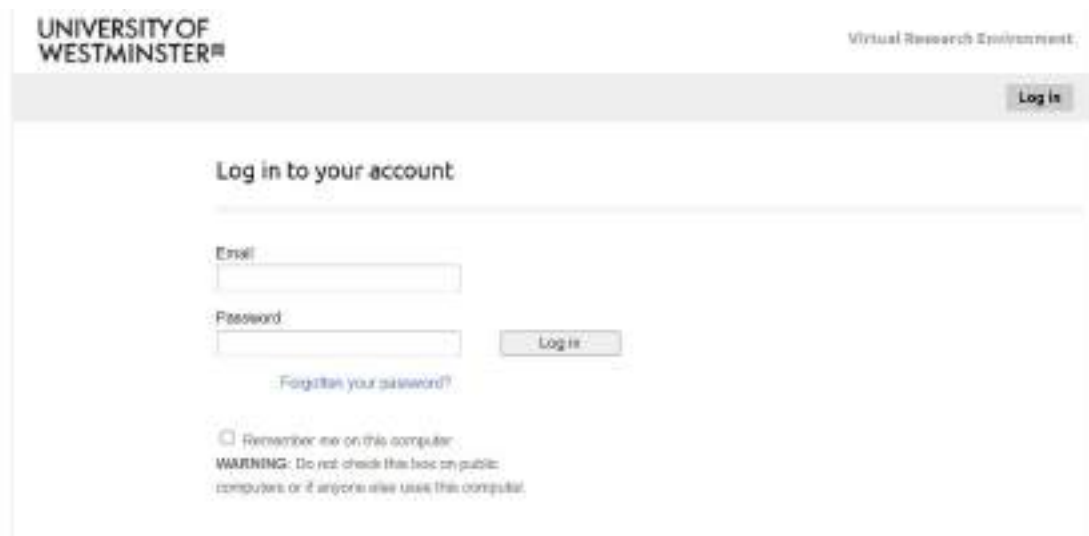
External Examiners

Click Here to Log in with your email address

View our Privacy Statement

View the VRE Guides

Please select the option for External Examiners. This will take you to the following log in screen:



The image shows a login screen for the University of Westminster's Virtual Research Environment. At the top left is the University of Westminster logo, and at the top right is the text 'Virtual Research Environment'. Below this is a 'Log in' button. The main heading is 'Log in to your account'. There are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a 'Log in' button. Below the input fields is a link 'Forgot your password?'. At the bottom, there is a checkbox labeled 'Remember me on this computer' and a warning message: 'WARNING: Do not check this box on public computers or if anyone else uses this computer.'

However, if you wish to navigate to the VRE independently you can do so using this link:
<https://research.westminster.ac.uk/do/authentication/login?auth=oneis>

Once you've entered your details and logged in you will see the tasks awaiting your attention in the top right hand of the screen.

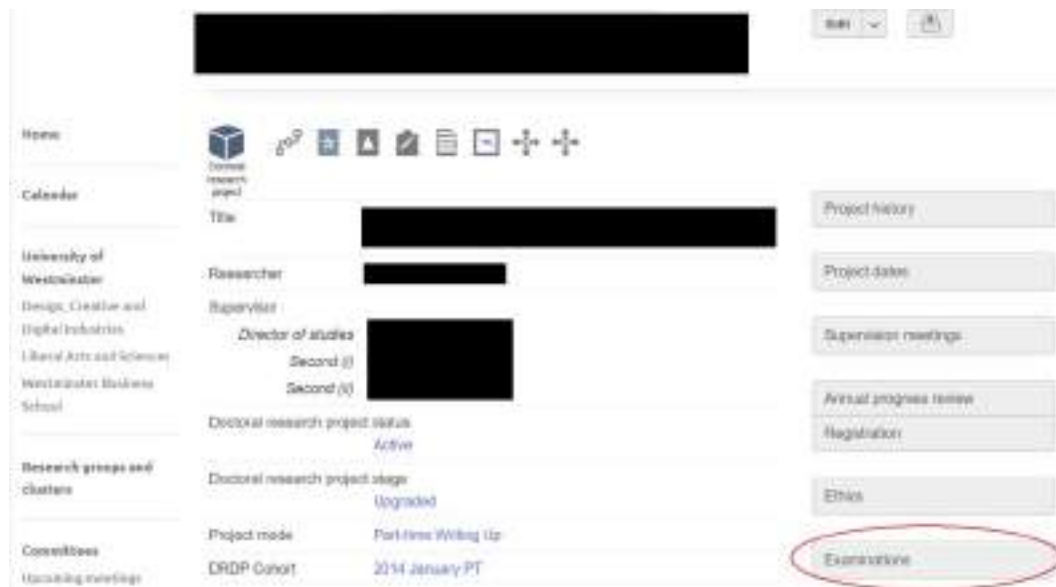
Section 3. Thesis Submission

Thesis submission is all done via the VRE. There is no requirement for researchers to submit hard copies of the thesis.

The submission of the thesis for examination shall be at the sole discretion of the candidate and should take into account the University's [Fit to Sit policy](#) (See [Regulation B8.28](#)).

Researcher

To submit the thesis the researcher should navigate to the 'My project' page in the VRE and select the 'Examinations' tab from the righthand menu:



Next, select 'Examination – [First Name] [Surname]' which will take you to the Examination Record:



And then select 'Start now...' under 'Thesis submission':

The screenshot shows a web interface for an examination. On the left is a navigation menu with links like Home, Calendar, University of Westminster, etc. The main content area displays details for 'Examination - [redacted]', including fields for Title, Researcher, Supervisor, Director of studies, Second (i), Second (ii), Project, Chair, Examiner (Internal/External/Dr Harry External), and Academic year (2021 - 2022). On the right, a 'STATUS' box indicates 'Pre-examination'. Below this, a red circle highlights the text 'Thesis submission Not started' with a 'Start now...' link underneath. Further down, it says 'Examination arrangements Approved'.

Again, select 'Start' which will finally open the 'Thesis Submission' workflow:

This is a confirmation dialog box. It contains the text 'Would you like to start the Thesis submission?'. At the bottom right, there are two buttons: 'Cancel' and 'Start'. The 'Start' button is circled in red.

You will then see the following screen:

The screenshot shows the 'Thesis submission: Examination - [redacted]' page. The left navigation menu is visible. The main content area shows the same examination details as the previous screenshot. On the right, the 'STATUS' box now says 'Waiting for application to be submitted'. Below this, a section 'CURRENTLY WITH' shows a dropdown menu with '[redacted]' selected and a 'Submit thesis' button. Other buttons on the right include 'Download printable PDF...' and 'Add note'. At the bottom, a timeline shows '[redacted] started the workflow' on '01 Nov 2021, 14:00'.

From here select 'Submit thesis'. This will take you to the first of four screens.

- 1) Statement – required to confirm the statement and select one of two options

Statement Declaration Viva Upload Thesis

☐ I confirm that I have undertaken the programme of related studies in connection with the programme of research in accordance with the requirements of my research degree registration.

Please select one of the statements below: *

☒ I declare that while registered as a candidate for the University's research degree, I have not been a registered candidate or enrolled student for another award of the University or other academic or professional institution.

☐ I declare that while registered for the University's research degree, I was, with the University's specific permission, a candidate for the following award:

Save and continue Save for later

Statement Declaration Viva Upload Thesis

‘Save and continue’.

- 2) Declaration - required to confirm the following:

Statement Declaration Viva Upload Thesis

☐ I declare that all the material contained in this thesis is my own work.

Please select one of the following: *

☒ I declare that no material contained in the thesis has been used in any other submission for an academic award.

☐ I declare that the following material contained in the thesis formed part of a submission for the award of:

Save and continue Save for later

Statement Declaration Viva Upload Thesis

‘Save and continue’.

- 3) Viva – required to indicate which, if any supervisors, are to be present at the viva:

Statement Declaration Viva Upload Thesis

Supervisors may be present at a viva only with the express approval of the candidate. If you want one or more of your supervisors to be present at your viva, you may indicate this below. You do not have to give a reason why you do not wish a supervisor to attend.

This form is submitted in confidence and will not be seen by any members of your supervisory team, although should you object to a supervisor attending, this information may need to be passed on in the process of arranging the examination.

Would you like one or more of your supervisors to attend the viva?

Please select supervisor(s) you wish to be present at the viva:

☒ [Redacted Supervisor Name]

☐ [Redacted Supervisor Name]

☐ [Redacted Supervisor Name]

☐ I do not want any of my supervisors present

Save and continue Save for later

Statement Declaration Viva Upload Thesis

‘Save and continue’.

4) Upload thesis:



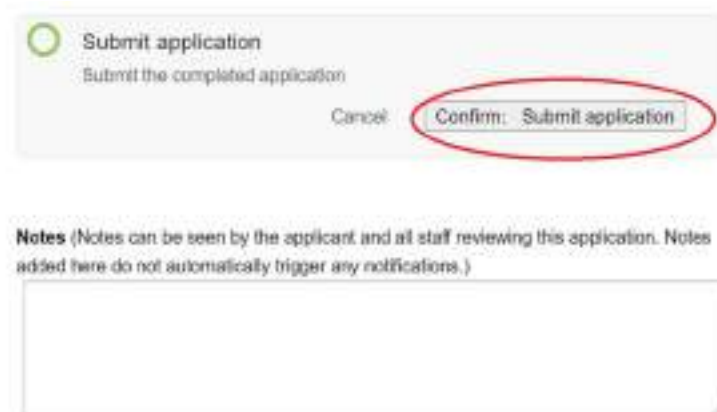
The screenshot shows a web interface for uploading a thesis. At the top, there is a navigation bar with tabs: 'Statement', 'Declaration', 'Viva', and 'Upload Thesis' (which is highlighted). Below the navigation bar, there is a 'Thesis Title: *' label followed by a text input field. Underneath the input field, the text 'Please upload your thesis file' is displayed. Below this text is a large grey box with the text 'Drag files here or [choose file...](#)'. At the bottom of the form, there are two buttons: 'Save and continue' (which is circled in red) and 'Save for later'. At the very bottom, there is another navigation bar with the same tabs as the first one.

Check the thesis title is correct. It will auto-populate with the one on your 'Doctoral Research Project' page. Amend if necessary.

Upload your thesis file. This should ideally be a PDF to ensure there are no formatting issues.

Once you're happy the file has uploaded select 'Save and continue'.

You are then asked to confirm your submission:



The screenshot shows a confirmation dialog box. At the top, there is a green circle icon followed by the text 'Submit application' and 'Submit the completed application'. Below this text, there are two buttons: 'Cancel' and 'Confirm: Submit application' (which is circled in red). Below the buttons, there is a section titled 'Notes' with a subtext '(Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)'. Below the notes section is a large text input field.

This confirms the thesis submission. The task then goes to the Director of Studies:

Thesis submission: Examination - [redacted]

Home
Title: Examination - [redacted]

Calendar
Researcher: [redacted]

University of Westminster
Design, Creative and Digital Industries
Liberal Arts and Sciences
Westminster Business School

Supervisor
Director of studies: [redacted]
Second (i): [redacted]
Second (ii): [redacted]

Project
[redacted]

Chair
[redacted]

Examiner
Internal: [redacted]
External: Dr Harry External

Academic year
2021 - 2022

STATUS
Waiting for Supervisor to review application
CURRENTLY WITH
[redacted]

APPLICATION
Doctoral Researcher form
Download printable PDF...
Add note

Committees
Upcoming meetings

[redacted] started the workflow	01 Nov 2021, 14:40
[redacted] submitted the application	01 Nov 2021, 14:40

Director of Studies

Once the submission is made by the researcher the Director of Studies will receive an email notification and a task asking them to review the thesis submission application:

Thesis submission: Examination - [redacted]

Please review the thesis submission application

Full info...

The Thesis Submission Record looks like following:

Thesis submission: Examination - [redacted]

Home
Title: Examination - [redacted]

Calendar
Researcher: [redacted]

University of Westminster
Design, Creative and Digital Industries
Liberal Arts and Sciences
Westminster Business School

Supervisor
Director of studies: [redacted]
Second (i): [redacted]
Second (ii): [redacted]

Project
[redacted]

Chair
[redacted]

Examiner
Internal: [redacted]
External: Dr Harry External

Academic year
2021 - 2022

STATUS
Waiting for Supervisor to review application
CURRENTLY WITH
[redacted]

APPLICATION
Doctoral Researcher form
Download printable PDF...
Add note

Committees
Upcoming meetings

[redacted] started the workflow	01 Nov 2021, 14:40
[redacted] submitted the application	01 Nov 2021, 14:40

To view the submission, select 'Doctoral Researcher Form'.

If there appears to have been a technical issue with the upload (i.e., a missing or corrupt file) you may want to 'Return to Doctoral Researcher' but otherwise you should select 'Submit Review'.

You will then be asked to confirm some details:

The screenshot shows a web interface for thesis submission. On the left is a sidebar with navigation links: Home, Calendar, University of Westminster, Design, Creative and Digital Industries, Liberal Arts and Sciences, Westminster Business School, Research groups and clusters, Committees, Upcoming meetings, and Guides. The main content area is titled 'Progress: Thesis submission: Examination - [redacted]'. It features a 'Submit review' button with a green circle icon and the text 'Submit the reviewed application'. Below this is a 'Confirm: Submit review' button, which is circled in red. There is also a checkbox with the text 'I confirm that I have submitted the thesis via Turnitin for plagiarism checking and that I believe the thesis to be the candidate's own work.' Below the checkbox are two text areas for 'Notes' and 'Private notes', both with a warning icon and the text 'Notes added here do not automatically trigger any notifications.'

You will be asked to confirm that you have submitted the thesis via Turnitin for plagiarism checking and that you believe it to be the candidate's own work.

You can also add any additional notes at this stage.

Once satisfied select 'Confirm: Submit Review'. The Task then goes to GS to confirm receipt and circulate the thesis.

Thesis submission: Examination - [REDACTED]

Home

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University of Westminster
Design, Creative and Digital Industries
Liberal Arts and Sciences
Westminster Business School

Research groups and clusters

Committees
Upcoming meetings

Guides

Title: Examination - [REDACTED]

Researcher: [REDACTED]

Supervisor:
Director of studies: [REDACTED]
Second (i): [REDACTED]
Second (ii): [REDACTED]

Project: [REDACTED]

Chair: [REDACTED]

Examiner:
Internal: [REDACTED]
External: Dr Harry External

Academic year: 2021 - 2022

Activity log:
[REDACTED] started the workflow 01 Nov 2021, 14:40
[REDACTED] submitted the application 01 Nov 2021, 14:40
[REDACTED] reviewed the application 01 Nov 2021, 14:40

STATUS
Waiting for thesis receipt and circulation

CURRENTLY WITH
Graduate School Registry

APPLICATION
Doctoral Researcher form
Declaration

Download printable PDF

Add note

Graduate School

Once the Researcher has made the submission and the Director of Studies has completed their declaration GS receive a task to 'confirm the thesis receipt':

Thesis submission: Examination - Mr [REDACTED] Full info...

Please confirm the thesis receipt

The Thesis submission record will look as follows:

Thesis submission: Examination - [REDACTED]

Home

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University of Westminster
Design, Creative and Digital Industries
Liberal Arts and Sciences
Westminster Business School

Research groups and clusters

Committees
Upcoming meetings

Guides

Home

Calendar

University of Westminster
Design, Creative and Digital Industries
Liberal Arts and Sciences
Westminster Business School

Research groups and clusters

Committees
Upcoming meetings

Guides

Home

Calendar

University of Westminster
Design, Creative and Digital Industries
Liberal Arts and Sciences
Westminster Business School

Research groups and clusters

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Upcoming meetings

Guides

Title: Examination - [REDACTED]

Researcher: [REDACTED]

Supervisor:
Director of studies: [REDACTED]
Second (i): [REDACTED]
Second (ii): [REDACTED]

Project: [REDACTED]

Chair: [REDACTED]

Examiner:
Internal: [REDACTED]
External: Dr Harry External

Academic year: 2021 - 2022

Activity log:
[REDACTED] started the workflow 01 Nov 2021, 14:40
[REDACTED] submitted the application 01 Nov 2021, 14:40
[REDACTED] reviewed the application 01 Nov 2021, 14:40

STATUS
Waiting for thesis receipt and circulation

CURRENTLY WITH
Graduate School Registry

Confirm receipt
Return to Supervisor
Return to Doctoral Researcher

LETTERS
[REDACTED]
Dr Harry External

APPLICATION
Doctoral Researcher form
Declaration

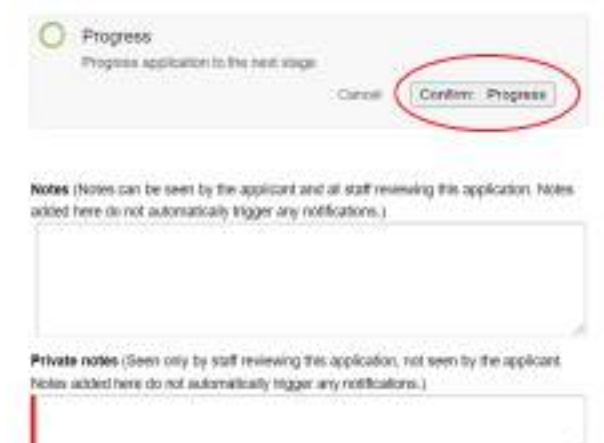
You should 'sense check' that the thesis is downloadable by looking at 'Doctoral Researcher Form' and that the Director of Studies has confirmed a plagiarism check has been carried out via the 'Declaration' tab (both located on the bottom righthand side). If there are any issues, please return it to relevant party using the options highlighted by orange buttons.

If everything looks ok 'Confirm Receipt'. This will open the following screen:



Tick the box to confirm submission and populate 'hard copies of thesis sent to examiners' if applicable.

Select 'Save and Continue' and then 'Confirm: Progress':



The Thesis Submission record status will then change to 'Completed'.

Thesis submission: Examination - [REDACTED]

Items	Title	Examination - [REDACTED]	THESIS
Calendar	Researcher	[REDACTED]	Completed
University of Westminster	Supervisor	[REDACTED]	Confirm receipt
Design, Creative and Digital Industries	Director of studies	[REDACTED]	LETTERS
Liberal Arts and Sciences	Second (i)	[REDACTED]	[REDACTED]
Westminster Business School	Second (ii)	[REDACTED]	Dr Harry External
Research groups and clusters	Project	[REDACTED]	APPLICATION
Committees	Chair	[REDACTED]	Doctoral Researcher form
Upcoming meetings	Examiner	Internal [REDACTED]	Declaration
		External Dr Harry External	ASSESSMENT
	Thesis submission date	01 Nov 2021	
	Academic year	2021 - 2022	
	[REDACTED] started the workflow		
		01 Nov 2021, 14:40	

Next Steps

Once the thesis submission is confirmed several email notifications are generated:

- The candidate is notified that the thesis has been submitted and they will be advised of the viva in due course (the entire supervisor team are cc'd).
- The Examiners and Chair are advised that the thesis is available and that the Chair will be in touch soon to arrange the viva
- The Examiners receive emails asking them to complete the 'Preliminary Reports' (the Chair is cc'd).
- The Chair receives an email asking them to confirm the viva arrangements.

The next stages of the exam workflow are also unlocked:

Examination - [REDACTED]

Home	Examination	STATUS
Calendar	Title	Examination - [REDACTED]
University of Westminster	Researcher	[REDACTED]
Design, Creative and Digital Industries	Supervisor	[REDACTED]
Liberal Arts and Sciences	Director of studies	[REDACTED]
Westminster Business School	Second (i)	[REDACTED]
Research groups and clusters	Second (ii)	[REDACTED]
Committees	Project	[REDACTED]
Upcoming meetings	Chair	[REDACTED]
Schools	Examiner	Internal [REDACTED]
SEP Skills of Assessment		External Dr Harry External
	Thesis submission date	01 Nov 2021
	Academic year	2021 - 2022
	Tasks	
	Examination record	

STATUS
Pre-examination

Examination arrangements
Approved

Right to work check
Harry External
Completed

Thesis submission
Completed

Preliminary reports
In progress
Waiting for preliminary reports
With: On hold

Viva arrangements
In progress
Waiting for the viva arrangements to be confirmed
With: [REDACTED]

Section 4. Viva Arrangements

Arrangements for the Viva will need to be confirmed via the VRE once the thesis has been submitted. The Examination outcome report will only become available once this stage has been completed and so this task should always be completed in advance of the viva.

Chair of Examiners


The Chair of Examiners will receive the task asking them to confirm the viva arrangements.



Select 'Edit viva arrangements':



And populate the following fields:



'Save and continue' and then confirm.

The Viva Arrangements task status will then change to 'Completed':

The screenshot shows a web form titled 'Viva arrangements: Examination'. On the right side, there is a 'STATUS' dropdown menu which is currently set to 'Completed'. Below it is a button labeled 'Edit viva arrangements'. Further down, there is an 'APPLICATION' dropdown menu set to 'Viva arrangements' and a button labeled 'Download printable PDF...'. The form fields on the left include: Title (Examination - [redacted]), Researcher ([redacted]), Supervisor (Director of studies [redacted], Second (i) [redacted], Second (ii) [redacted]), Project ([redacted]), Chair ([redacted]), Examiner (Internal [redacted], External Dr Harry External), Thesis submission date (01 Nov 2021), Viva date (28 Oct 2021, 14:00), Viva location (Online), and Academic year (2021 - 2022).

If at a later date the arrangements need changing/updating the Chair should select 'Edit viva arrangements' and update the applicable field/s.

The viva information is then added to the main examination record:

The screenshot shows the main examination record. The 'Viva date' field is circled in red and contains the text '28 Oct 2021, 14:00'. The 'STATUS' dropdown menu is set to 'Pre-examination'. On the right side, there is a list of tasks and their statuses: 'Examination arrangements' (Approved), 'Right to work check' (Harry External), 'Completed', 'Thesis submission' (Completed), 'Preliminary reports' (In progress), 'Waiting for preliminary reports' (With: On hold), and 'Viva arrangements' (Completed). The form fields on the left are the same as in the previous screenshot.

Section 5. Preliminary Reports

A preliminary report needs to be completed by both the internal and external examiner and submitted via the VRE at least five working days before the viva. Once both reports are submitted the Examiners (and Chair of Examiners) will be able to review each of the reports ahead of the viva examination.

Navigating to the thesis

To view the thesis, you must be logged into the VRE. From here navigate to the main examination record as below:

Examination - [REDACTED]

Home

Calendar

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

Research groups and clusters

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Guides

REF lists of Assessment

Examination record

Title: Examination - [REDACTED]

Researcher: [REDACTED]

Supervisor: [REDACTED]

Director of studies: [REDACTED]

Second (i): [REDACTED]

Second (ii): [REDACTED]

Project: [REDACTED]

Chair: [REDACTED]

Examiner: [REDACTED]

Internal: [REDACTED]

External: Dr Harry External

Thesis submission date: 01 Nov 2021

Academic year: 2021 - 2022

STATUS: Pre-examination

Examination arrangements: Approved

Right to work check: Harry External

Completed

Thesis submission: Completed

Preliminary reports: In progress

Waiting for preliminary reports: Wn: On hold

Viva arrangements: In progress

Waiting for the viva arrangements to be confirmed: Wn: [REDACTED]

From here select 'Thesis Submission' and then select 'Doctoral Researcher Form' from the right-hand menu. If you then scroll to the bottom of the page you will find the thesis file to download.

Thesis submission: Examination - [REDACTED]

Home

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University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

Research groups and clusters

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Thesis submission: Examination - [REDACTED]

Title: Examination - [REDACTED]

Researcher: [REDACTED]

Supervisor: [REDACTED]

Director of studies: [REDACTED]

Second (i): [REDACTED]

Second (ii): [REDACTED]

Project: [REDACTED]

Chair: [REDACTED]

Examiner: [REDACTED]

Internal: [REDACTED]

External: Dr Harry External

Thesis submission date: 01 Nov 2021

Academic year: 2021 - 2022

STATUS: Completed

Confirm receipt

LETTERS: [REDACTED]

Dr Harry External

APPLICATION: Doctoral Researcher Form

Destination

ASSESSMENT

[REDACTED] started the workflow

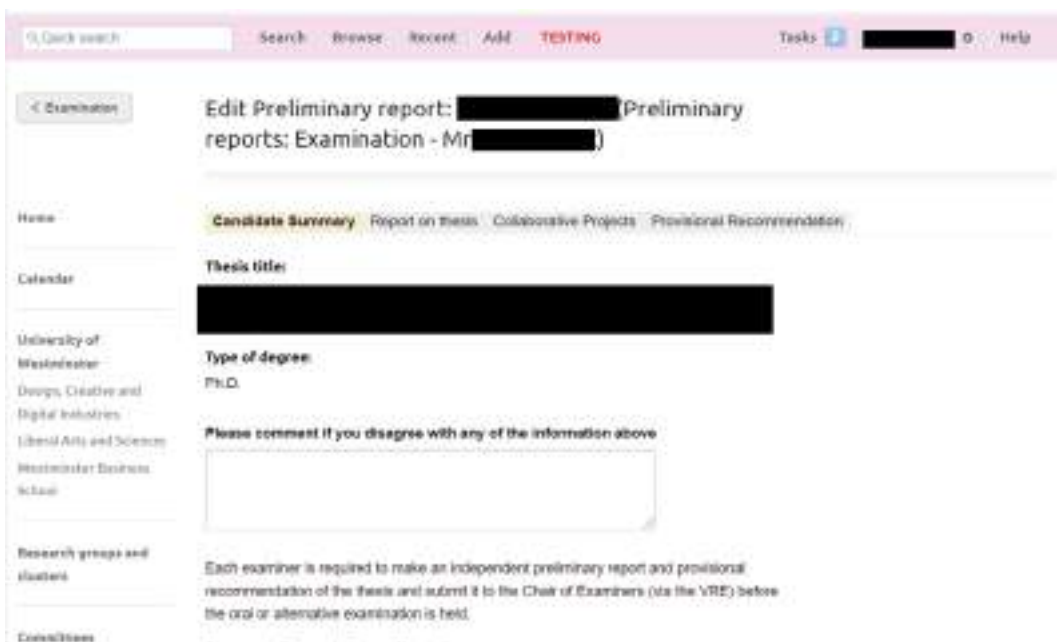
01 Nov 2021, 14:40

Internal Examiner

The Internal Examiner will receive a VRE task and email notification asking them to submit the Preliminary Report:



Clicking on the task or on the link in the email will take you straight to the Preliminary Report form:



You should work through each of the four tabs and when complete select 'Save and Finish'.

You will then be asked to confirm that your report is ready and to submit:

11 Quick search Search Browse Report Add TESTING Tasks 0 Help

< Examination Preliminary reports: Examination - [REDACTED]

Home

Calendar

University of Westsaskatoon
Design, Creative and Digital Industries
School of Arts and Sciences
Westsaskatoon Business School

Research groups and clusters

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Upcoming meetings

Confirm report is ready
This report has been completed in full and may be circulated to the examination team.

Make changes
Return to the form to make changes.

Back
Return to the examination overview.

Preliminary report preview

Candidate Summary

Please comment if you disagree with any of the information above

Each examiner is required to make an independent preliminary report and professional recommendation of the thesis and submit it to the Chair of Examiners (via the VRE) before the oral or alternative examination is held.

The Preliminary Reports record will then be updated. In this example the record is 'Waiting for preliminary reports' and is 'on hold' as it's waiting for the external examiner to submit the report:

< Examination Preliminary reports: Examination - [REDACTED]

Home

Calendar

University of Westsaskatoon
Design, Creative and Digital Industries
School of Arts and Sciences
Westsaskatoon Business School

Research groups and clusters

Committees
Upcoming meetings

Title: Examination [REDACTED]

Researcher: [REDACTED]

Supervisor: [REDACTED]

Director of studies: [REDACTED]

Second (i): [REDACTED]

Second (ii): [REDACTED]

Project: [REDACTED]

Chair: [REDACTED]

Examiner: [REDACTED]

Internal: [REDACTED]

External: Dr. Henry External

Thesis submission date: 01 Nov 2021

Viva date: 29 Oct 2021, 14:00

Viva location: Online

Academic year: 2021 - 2022

STATUS
Waiting for preliminary reports
CURRENTLY WITH ON HOLD

Preliminary reports

Download printable PDF

Add note

The Chair of Examiners will then receive a notification confirming receipt of the report:

Dear [REDACTED]
 Candidate: [REDACTED]
 Award: Ph.D.
 Thesis title: [REDACTED]
 [REDACTED]
 The preliminary report from [REDACTED] is now available to view.
Preliminary reports - [REDACTED]
 Kind regards,
 Graduate School Registry
 University of Westminster

Selecting the 'Preliminary reports' tab on the righthand side will reveal both each of the reports:

Preliminary reports: Examination - [REDACTED]

Title	Examination [REDACTED]
Researcher	[REDACTED]
Supervisor	[REDACTED]
Director of studies	[REDACTED]
Second (i)	[REDACTED]
Second (ii)	[REDACTED]
Project	[REDACTED]
Chair	[REDACTED]
Examiner	Internal [REDACTED] External Dr Henry Externat
Thesis submission date	01 Nov 2021
Viva date	29 Oct 2021, 14:00
Viva location	Online
Academic year	2021 - 2022

STATUS
 Waiting for preliminary reports
 CURRENTLY WITH On hold

Preliminary reports (highlighted with a red circle)

Download printable PDF

Add note

For example:

Preliminary reports: Examination - [redacted]

Candidate Summary

Please comment if you disagree with any of the information above

Each examiner is required to make an independent preliminary report and provisional recommendation of the thesis and submit it to the Chair of Examiners (via the VRE) before the oral or alternative examination is held.

Please see Research Degree Regulations
<https://www.westminster.ac.uk/research/graduate-school/academic-programmes>

Examiners are advised to bear in mind the possibility of disclosure of all or part of this document to the candidate where requested under the provisions of the General Data Protection Regulation.

Report on thesis

Report of the examiner on the thesis and any published work submitted

The Examiner is requested to give a reasoned assessment of the candidate's performance

Does the thesis represent a significant contribution to knowledge of the subject by:

On this record only one report is showing as only one report has currently been submitted. Once the second report is completed a second tab will be added for the external examiners report (or vice versa depending on the order the examiners submit their reports).

External Examiner

The External Examiner will receive a VRE task and email notification asking them to submit the Preliminary Report:

Tasks

Examination - [redacted]

Please submit your Preliminary report

Harry External

Clicking on the task or on the link in the email will take you straight to the Preliminary Report form:

Quick search Search Browse Recent TESTING Tasks Harry External Help

Examination

Edit Preliminary report: Dr Harry External (Preliminary reports: Examination - [redacted])

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Design, Creative and Digital Industries
Liberal Arts and Sciences
Westminster Business School

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Candidate Summary Report on thesis Collaborative Projects Provisional Recommendation

Thesis title:
[redacted]

Type of degree:
PhD

Please comment if you disagree with any of the information above

Each examiner is required to make an independent preliminary report and provisional recommendation of the thesis and submit it to the Chair of Examiners (via the VRE) before the oral or alternative examination is held.

Please see Research Degree Regulations:
<https://www.westminster.ac.uk/research/graduate-school/academic-programme>

Examiners are advised to bear in mind the possibility of disclosure of all or part of this document to the candidate where requested under the provisions of the General Data

You should work through each of the four tabs and when complete select 'Save and Finish'.
You will then be asked to confirm that your report is ready and to submit:

Quick search Search Browse Recent TESTING Tasks Harry External Help

Examination

Preliminary reports: Examination - [redacted]

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Confirm report is ready
This report has been completed in full and may be circulated to the examination team

Make changes
Return to the form to make changes

Back
Return to the examination overview

Preliminary report preview

Candidate Summary

Please comment if you disagree with any of the information above

Each examiner is required to make an independent preliminary report and provisional recommendation of the thesis and submit it to the Chair of Examiners (via the VRE) before the oral or alternative examination is held.

Please see Research Degree Regulations:
<https://www.westminster.ac.uk/research/graduate-school/academic-programme>

Once confirmed the Preliminary Reports record will have updated. In this example, the external's completion of the preliminary report has completed the workflow:

UCL Open search Search Browse Report TESTING Harry External, B Help

Examination Preliminary reports: Examination - [REDACTED]

Name	Title	Examination - [REDACTED]
Researcher	Researcher	[REDACTED]
Supervisor	Supervisor	[REDACTED]
University of Westminster	Director of studies	[REDACTED]
Design, Creatives and Digital Industries	Second (i)	[REDACTED]
Liberal Arts and Sciences	Second (ii)	[REDACTED]
Westminster Business School	Project	[REDACTED]
Chair	Chair	[REDACTED]
Examiner	Examiner	[REDACTED]
Research group and advisors	Internal	[REDACTED]
	External	Dr Harry External
Thesis submission date	Thesis submission date	01 Nov 2021
Viva date	Viva date	29 Oct 2021, 14:00
Viva location	Viva location	Online
Academic year	Academic year	2021 - 2022

STATUS: Completed

Preliminary reports

Download printable PDF

Chair of Examiners

In circumstances where an examiner is unable to submit their own preliminary report the Chair of Examiners can do this on their behalf.

From the main Examination Record the Chair will need to select 'Preliminary Reports':

Title	Examination - [REDACTED]	STATUS: Pre-examination
Researcher	[REDACTED]	
Supervisor	[REDACTED]	
Director of studies	[REDACTED]	Examination arrangements Approved
Second (i)	[REDACTED]	Right to work check Harry External Completed
Second (ii)	[REDACTED]	Thesis submission Completed
Project	[REDACTED]	Preliminary reports In progress
Chair	[REDACTED]	Waiting for preliminary reports With: On hold
Examiner	Internal [REDACTED]	Viva arrangements Completed
	External Dr Harry External	
Thesis submission date	01 Nov 2021	
Viva date	29 Oct 2021, 14:00	
Viva location	Online	
Academic year	2021 - 2022	


Then, depending on which examiner has requested assistance with completing the report, you will need to select the appropriate tab:


Preliminary reports: Examination - [REDACTED]

Title	Examination - [REDACTED]
Researcher	[REDACTED]
Supervisor	
Director of studies	[REDACTED]
Second (i)	[REDACTED]
Second (ii)	[REDACTED]
Project	[REDACTED]
Chair	[REDACTED]
Examiner	
Internal	[REDACTED]
External	Dr Harry External
Thesis submission date	01 Nov 2021
Viva date	29 Oct 2021, 14:00
Viva location	Online
Academic year	2021 - 2022

STATUS
Waiting for preliminary reports

CURRENTLY WITH
On hold


 Submit Preliminary report for [REDACTED]

 Submit Preliminary report for Dr Harry External

[Preliminary reports](#)

[Download printable PDF...](#)

[Add note...](#)

 [REDACTED] started the workflow 01 Nov 2021, 14:57

This example uses the External.

The Chair will then have the option to either complete the online form by following the workflow through the various screens or submitting a separate document:

Quick search: Search Browse Recent Add TESTING [REDACTED] Help

[< Examination](#)

Edit Preliminary report: Dr Harry External (Preliminary reports: Examination - [REDACTED])

Home **Alternative file upload** Candidate Summary Report on thesis Collaborative Projects Provisional Recommendation

This Preliminary report will be released to the candidate if requested.

Would you like to upload file(s) as an alternative to completing the normal form? *

☐ Yes

☐ No

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

[Save and continue](#) [Save for later](#)

Alternative file upload Candidate Summary Report on thesis Collaborative Projects Provisional Recommendation

Research groups and clusters

If you submit the document, this will negate the need to do the following four screens.

Otherwise, you will be asked to follow the workflow through the screens – Candidate Summary, Report on Thesis, Collaborative Projects, and Provisional Recommendation.

Select 'Finish and Continue'.

The Chair will then be presented with the following screen:

0, Quick search Search Browse Recent Add TESTING [User] Help

C Examination Preliminary reports: Examination - [Redacted]

Home

Calendar

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

Research areas and clusters

Confirm report is ready
This report has been completed in full and may be circulated to the examination board.

Make changes
Return to the form to make changes.

Back
Return to the examination overview

Preliminary report preview

Candidate Summary

The Preliminary Report preview will either show the text of the form you've completed or the document upload. In this instance it's showing the first part of the completed online form.

Select 'Confirm Report is ready'.

Confirm again.

The report will have been submitted.

Both Examiners

Once both examiners have completed their preliminary reports the Preliminary reports record completes:

0, Quick search Search Browse Recent TESTING Harry External Help

C Examination Preliminary reports: Examination - [Redacted]

Home

Calendar

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

Research groups and clusters

Committees

Upcoming meetings

Title Examination - [Redacted]

Researcher [Redacted]

Supervisor

Director of studies

Second (i) [Redacted]

Second (ii) [Redacted]

Project [Redacted]

Chair [Redacted]

Examiner

Internal [Redacted]

External Dr Harry External

Thesis submission date 01 Nov 2021

Viva date 29 Oct 2021, 14:00

Viva location Online

Academic year 2021 - 2022

STATUS Completed

Preliminary reports

Download printable PDF

The Examiners and Chair of Examiners will receive a notification informing them that:

Dear Dr External,

Candidate: [REDACTED]

Award: Ph.D.

Thesis title: [REDACTED]

The preliminary reports from all examiners are now available to view.

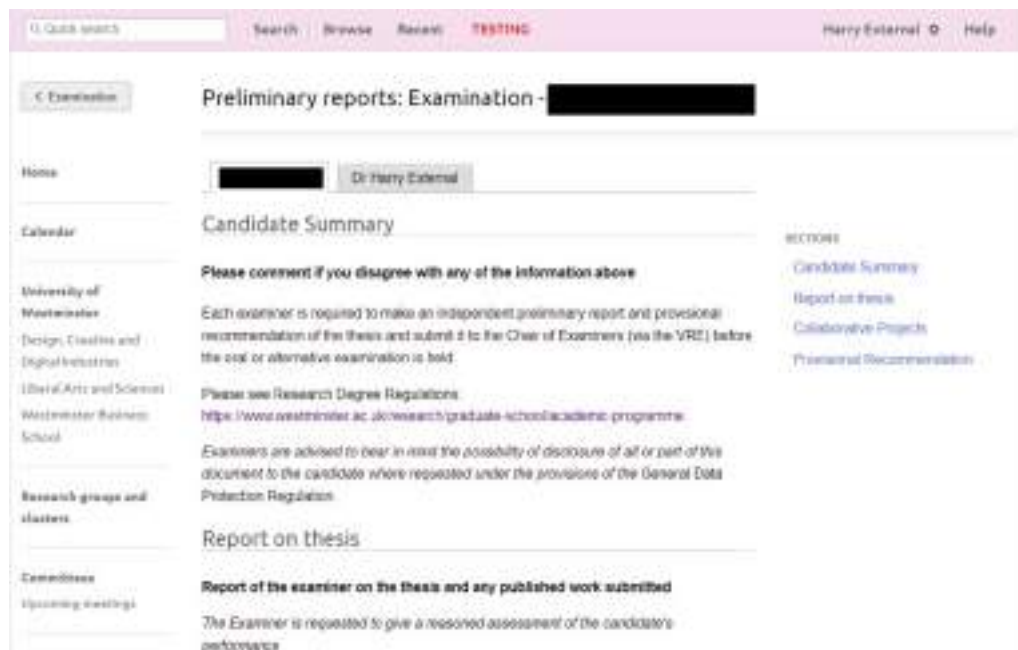
[Preliminary reports - \[REDACTED\]](#)

Kind regards,

Graduate School Registry

University of Westminster

All parties will be able to see both reports by clicking on the email link or the 'Preliminary Reports' tab on the right-hand side of the exam record:



There will be a tab for each examiners report. These should be read in advance of the viva.

Section 6. Examination Outcome

Once the preliminary reports are submitted the 'Examination outcome' task will become available:

The screenshot shows the University of Westminster VRE interface. On the left is a navigation menu with links like Home, Calendar, University of Westminster, etc. The main area displays a form for 'Examination Outcome'. The form includes fields for Title, Researcher, Supervisor, Director of studies, Second (j), Second (j), Project, Chair, and Examiner. The Examiner field is set to 'Internal' and 'Dr Harry Edmond'. The form also shows 'Thesis submission date: 01 Nov 2021', 'Viva date: 29 Oct 2021, 14:00', 'Viva location: Online', and 'Academic year: 2021 - 2022'. On the right, there is a 'STATUS' section with 'Post-examination' and a list of tasks: 'Examination arrangements Approved', 'Thesis submission Completed', 'Preliminary reports Completed', 'Viva arrangements Completed', and 'Examination outcome In progress'. The 'Examination outcome' task is circled in red.

And the Chair of Examiners will receive an email confirming this:

The screenshot shows an email notification from the University of Westminster. The header is 'University of Westminster'. The main body of the email says 'Examination outcome: Examination - [redacted]' and 'Waiting for chair'. There is a 'Progress' button. At the bottom, it says 'This is an automated email sent by the Westminster VRE. Please do not reply to this email, this address is not monitored.'

This report should be completed by the Chair of Examiners and Examiners immediately following the viva.

Chair of Examiners – Outcome Report

The Chair of Examiners can access the report either via the link in the email notification or by the task in their task list:

Clicking on the task will open an 'Examination outcome' sub-record as below. To complete report select 'Edit outcome report':

This will open the 'Outcome Report' form:

And presents the first of nine screens.

The Chair of Examiners should act as the scribe for the Examiners and guide them through completing the report.

- Candidate Summary – Offers some guidance and asks the Chair of Examiners to confirm some details:

Home

Candidate Summary | Chair's report | Report on oral exam | Collaborative Projects | Alternative Examination

Report Comments | Conclusion | Recommendation | Recommendation Comments

Calendar

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

Research groups and classes

Centres/Institutes

Upcoming meetings

Guides

IBP Units of Assessment

Post events

The examination outcome report is completed by the Chair of the Examination Panel on behalf of the examiners at the end of the viva whilst the examiners are present. The Chair will need to direct the questions in the outcome report to both examiners and submit the agreed answers. Where there is disagreement between the examiners, details of this disagreement should be submitted in the appropriate comments boxes.

Please see Research Degree Regulations
<https://www.westminster.ac.uk/researchresearch-frameworks>

Examiners are advised to bear in mind the possibility of disclosure of all or part of this document to the candidate where requested under the provisions of the General Data Protection Regulation.

Candidate name
 [Redacted]

Award
 Ph.D.

Thesis Title
 [Redacted]

Please comment if you have queries with any of the information above

[Text box for comments]

Save and continue | Save for later

- Chair's Report – completed by the Chair of Examiners:

Member(s) of the candidate's supervisory team present

Search those who attended

☐ [Redacted]

☐ [Redacted]

I confirm, that in accordance with the University's regulations for the Award of Research Degrees, an oral examination took place as detailed and in my capacity as the candidate's Faculty Research Director or nominee, I acted as Chair of Examiners in this examination.

If you agree that the examination was conducted in a fair and proper manner and in accordance with the regulations, please select the first option.

If you believe that the examination may not have been conducted in a fair and proper manner and in accordance with the regulations, please select the second option.

☐ I confirm that the examination was conducted in a fair and proper manner and in accordance with the Regulations for the Award of Research Degrees

☐ I believe that this examination may not have been conducted fairly and properly and in accordance with the regulations, and wish this to be brought to the attention of the Graduate School Board prior to its consideration of the recommendations of the examiners.

I would like the following comments to be brought to the attention of the Graduate School Board

[Text box for comments]

Save and continue | Save for later

Candidate Summary | **Chair's report** | Report on oral exam | Collaborative Projects | Alternative Examination

- Report on oral exam:

Candidate Summary | Chair's report | **Report on oral exam** | Collaborative Projects | Alternative Examination

Report Comments | Conclusion | Recommendation | Recommendation Comments

The Examiners are requested to report below on the oral examination of the candidate giving a reasoned assessment of the candidate's performance.

Examination for the award of
Ph.D.

Are you satisfied that the thesis presented is the candidate's own work? *

☐ Yes
☐ No

Comments

Did the candidate show a satisfactory knowledge and understanding of matters relating to the thesis? *

☐ Yes
☐ No

Comments

Did the candidate show a satisfactory knowledge and understanding of background studies in the subject of the thesis? *

☐ Yes
☐ No

Comments

Comments on the oral examination

- Collaborative projects (in most cases 'not applicable' will apply):

Candidate Summary | Chair's report | Report on oral exam | **Collaborative Projects** | Alternative Examination

Report Comments | Conclusion | Recommendation | Recommendation Comments

In the case of a candidate whose research programme was part of a collaborative group project, did the oral examination demonstrate that the candidate's own contribution was worthy of the award? *

☐ Yes ☐ No ☒ Not applicable

Comment on your decision

A comment is required for a yes or no response. If your response is 'Not applicable' then no comment is necessary

- Alternative examination:

Candidate Summary Chair's report Report on oral exam Collaborative Projects **Alternative Examination**
 Report Comments Conclusion Recommendation Recommendation Comments

Was an alternative form of examination held? *
 Where an alternative form of examination has been approved by the University's Graduate School Board, a report on the form of the examination and the candidate's performance should be given below.

☐ Yes
☐ No

Comments
 Alternatively please upload a document with any comments relating to approved alternative examination.

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

- Report Comments:

Candidate Summary Chair's report Report on oral exam Collaborative Projects Alternative Examination
Report Comments Conclusion Recommendation Recommendation Comments

Were the provisional recommendations of the examiners in their independent preliminary reports in agreement? *

☐ Yes
☐ No

If they were not in agreement an explanatory statement of the final joint recommendation must be provided
 Details of the disagreement should be stated, and where appropriate related to the preliminary report. Alternatively please upload a document with any comments

⬆ Drag Files here or [choose file...](#)

- Conclusions:

Report Comments Conclusion Recommendation Recommendation Comments

Award
Ph.D.

Has the candidate satisfied the Examiners as a candidate for the degree in the respects of the thesis? *

☐ Yes
☐ No

Comments

Has the candidate satisfied the Examiners as a candidate for the degree in the respects of the viva? *

☐ Yes
☐ No

Comments

The candidate has not satisfied the Examiners as a candidate for the degree in the following respects

Save and continue Save for later

- Recommendation:

Candidate Summary Chair's report Report on oral exam Collaborative Projects Alternative Examination
Report Comments Conclusion Recommendation Recommendation Comments

Please select your recommendation *

☐ That the candidate be awarded the degree of Ph.D.

☐ That the candidate be awarded the degree of Ph.D. subject to minor amendments being made to the thesis, to be completed within a period of three months from the official notification of the outcome.

☐ That the candidate be awarded the degree of Ph.D. subject to revision of the thesis, to be completed within a period of six months from the official notification of the outcome.

☐ That the candidate not be awarded the degree but is permitted to re-submit for the degree and be re-examined - resubmission of the thesis within 12 months and a viva

☐ That the candidate not be awarded the degree but is permitted to re-submit for the degree and be re-examined - resubmission of the thesis within 12 months (no viva)

☐ That the candidate not be awarded the degree but is permitted to be re-examined for the degree - viva only

☐ That the candidate be awarded the degree of MPhil subject to the satisfactory completion of minor amendments, to be completed within a period of three months from the official notification of the outcome

☐ That the thesis potentially meets the criteria for the award of MPhil, and that the candidate be awarded the degree of MPhil subject to revision of the thesis, to be completed within a period of six months from the official notification of the outcome

☐ That the candidate not be awarded the degree and not be permitted to be re-examined

Save and continue Save for later

Candidate Summary Chair's report Report on oral exam Collaborative Projects Alternative Examination
Report Comments Conclusion Recommendation Recommendation Comments

- Recommendation comments:

[Candidate Summary](#)
[Chair's report](#)
[Report on oral exam](#)
[Collaborative Projects](#)
[Alternative Examination](#)
[Report Comments](#)
[Conclusion](#)
[Recommendation](#)
[Recommendation Comments](#)
[Amendments](#)

Reason for decision

Please make any comments relating to your recommendation other than those made in the required reports

[Save and continue](#)

[Save for later](#)

Once all nine screens have been completed and the examiners are content that everything has been accurately recorded select 'Save and continue'.

In cases where the outcome is amendments or revisions a new tab titled 'Amendments' will become visible, and the Chair will be asked to specify which examiner/s will review the amendments:

[Candidate Summary](#)
[Chair's report](#)
[Report on oral exam](#)
[Collaborative Projects](#)
[Alternative Examination](#)
[Report Comments](#)
[Conclusion](#)
[Recommendation](#)
[Recommendation Comments](#)
[Amendments](#)

Amendments will be made to the satisfaction of: *

Select a minimum of one examiner

☐ Dr [REDACTED]

☐ Dr Harry External

[Save and continue](#)

[Save for later](#)

Once the examiner reviewing the amendments has been specified select 'Save and Continue'. You will then be asked to 'Confirm: Submit application':

☒ Submit application
 Submit the completed application

[Cancel](#)
[Confirm: Submit application](#)

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

Private notes (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)

The outcome report will then be sent to the Internal Examiner to review and confirm. The internal examiner will be able to add comments, send it back for amendment or ideally, progress it to the external for them to then review and progress:

Examination outcome: Examination - [REDACTED]

Home | **Calendar** | **University of Westminster** | **Design, Creative and Digital Industries** | **Liberal Arts and Sciences** | **Westminster Business School** | **Research groups and clusters** | **Committees** | **Upcoming meetings** | **Guides** | **REF Units of Assessment**

Title: Examination - [REDACTED]
Researcher: [REDACTED]
Supervisor: [REDACTED]
Director of studies: [REDACTED]
Second (i): [REDACTED]
Second (ii): [REDACTED]
Project: [REDACTED]
Chair: [REDACTED]
Examiner: [REDACTED]
Internal: [REDACTED]
External: Dr Harry External
Thesis submission date: 01 Nov 2021
Viva date: 29 Oct 2021, 14:00
Viva location: Online
Academic year: 2021 - 2022

STATUS: Waiting for internal examiner
CURRENTLY WITH: [REDACTED]
EXAMINATION: Outcome report
Download printable PDF
Add note

Guides: Harry External started the workflow 01 Nov 2021, 10:36
 [REDACTED] submitted the application 02 Nov 2021, 12:41

Internal Examiner – Outcome Report

Once the Outcome Report is submitted following the viva the internal examiner will receive an email notification and VRE task asking them to review and confirm the report:

Title: Examination - [REDACTED]
Researcher: [REDACTED]
Supervisor: [REDACTED]
Director of studies: [REDACTED]
Second (i): [REDACTED]
Second (ii): [REDACTED]
Project: Doctoral Research Project
Chair: [REDACTED]
Examiner: [REDACTED]
Internal: [REDACTED]
External: Dr Harry Test
Thesis submission date: 15 Feb 2022
Viva date: 14 Feb 2022, 14:00
Viva location: Online
Academic year: 2021 - 2022

STATUS: Waiting for internal examiner
CURRENTLY WITH: [REDACTED]
Confirm outcome
Return to chair
EXAMINATION: Outcome report
Download printable PDF
Add note
Notifications

Guides: Harry Test started the workflow 10 Feb 2022, 13:07
 [REDACTED] submitted the application 10 Feb 2022, 13:44

The examiner will be presented with two options:

- Confirm Outcome
- Return to chair

Select 'Confirm Outcome'.

The next screen will offer a review of the form completed after the viva:

Review Outcome Statement

Please review the outcome report below

Candidate Summary

The examination outcome report is completed by the Chair of the Examination Panel on behalf of the examiners at the end of the viva whilst the examiners are present. The Chair will need to direct the questions in the outcome report to both examiners and submit the agreed answers. Where there is disagreement between the examiners, details of this disagreement should be submitted in the appropriate comments boxes.

Please see Research Degree Regulations:
<https://www.sussex.ac.uk/academic/research/degree-regulations>

Examiners are advised to bear in mind the possibility of disclosure of all or part of this document to the candidate where requested under the provisions of the General Data Protection Regulation.

Candidate name
[Redacted]

Award
Ph.D.

The examiner should scroll through and check that everything has been recorded as agreed before selecting 'Save and Continue' at the bottom:

Recommendation

Please select your recommendation

That the candidate be awarded the degree of Ph.D. subject to minor amendments being made to this thesis, to be completed within a period of three months from the official notification of the outcome.

Recommendation Comments

Reason for decision
XXX

Please make any comments relating to your recommendation other than those made in the required reports
XXX

Amendments

Amendments will be made to the satisfaction of:
[Redacted]

Save and continue Save for later

Review Outcome Statement

If there are any discrepancies the examiner should return the form to the Chair of Examiners by selecting 'Back' and then 'Return to Chair', making sure to add a note of what needs amending.

Having selected 'Save and continue' the examiner will then be asked to confirm the report and given a final opportunity to make any comments:

Review Outcome Statement

☐ I agree with the outcome report

Any comments (Optional)

Save and continue Save for later

Review Outcome Statement

And then to confirm final confirmation:

Confirm outcome

Confirm the examination outcome

Cancel Confirm: Confirm outcome

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

Private notes (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)

This concludes the Internal Examiner's role in the Outcome Report, and it is then progressed to the External Examiner:

Examination outcome: Examination - [REDACTED]

Home

Calendar

University of Westminster
Design, Creative and Digital Industries
Liberal Arts and Sciences
Westminster Business School

Research groups and clusters

Committees
Upcoming meetings

Title Examination - [REDACTED]

Researcher [REDACTED]

Supervisor

Director of studies
Second (S)
Second (S)

Project [REDACTED]

Chair [REDACTED]

Examiner

Internal [REDACTED]

External Dr Henry External

Thesis submission date 01 Nov 2021

Viva date 26 Oct 2021, 14:00

Viva location Online

Academic year 2021 - 2022

STATUS

Waiting for external awareness

CURRENTLY WITH
Henry External

EXAMINATION

Outcome report

Internal examiner statement

Download printable PDF

Add note

External Examiner – Outcome Report

Once the Outcome Report is submitted by the internal examiner, the external examiner will receive an email notification and VRE task asking them to review and confirm the report:

Title	Examination - [REDACTED]
Researcher	[REDACTED]
Supervisor	[REDACTED]
Director of studies	[REDACTED]
Second (s)	[REDACTED]
Project	Doctoral Research Project
Chair	[REDACTED]
Examiner	Internal [REDACTED] External Dr. Harry Test
Thesis submission date	15 Feb 2022
Viva date	14 Feb 2022, 14:00
Viva location	Online
Academic year	2021 - 2022

STATUS
Waiting for external examiner
CORRECTION WITH
[REDACTED]
Confirm outcome
Return to internal examiner
Return to chair
EXAMINATION
Outcome report
Internal examiner statement

The Examiner has three options:

- Confirm Outcome
- Return to internal examiner
- Return to chair

The Examiner also has the option to view both the Outcome report and Internal Examiner Statement by selecting options on the Righthand side.

Select 'Confirm Outcome' which will reveal the 'Review' of the report:

Review - Outcome Statement

Please review the outcome report below

Candidate Summary

The examination outcome report is completed by the Chair of the Examination Panel on behalf of the examiners at the end of the viva whilst the examiners are present. The Chair will need to direct the questions in the outcome report to both examiners and submit the agreed answers. Where there is disagreement between the examiners, details of this disagreement should be submitted in the appropriate comments boxes.

Please see Research Degree Regulations:
<https://www.sussex.ac.uk/academic/degree-regulations>

Examiners are advised to bear in mind the possibility of disclosure of all or part of this document to the candidate where requested under the provisions of the General Data Protection Regulation.

Candidate name
[REDACTED]

Viva
Ph.D.

Scroll through and review the report before selecting 'Save and continue' at the bottom:

Amendments

Amendments will be made to the satisfaction of:

Dr [REDACTED]

Save and continue

Save for later

Review Outcome Statement

If there are any issues with the report, please return to previous page using 'Back' button and select either 'Return to internal examiner' or 'Return to chair' as applicable, making sure to add a comment explaining why it has been returned. The report will then be sent back to that individual where it will need to be amended before progressing through the workflow again.

After clicking 'Save and continue' the examiner is asked to tick:

The screenshot shows a web interface for editing an external examiner statement. On the left is a sidebar with navigation links: 'Home', 'Calendar', and a list of departments under 'University of Westminster' (Design, Creative and Digital Industries; Liberal Arts and Sciences; Westminster Business School). The main content area has a title 'Edit External examiner statement: Examination outcome: Examination - [REDACTED]'. Below the title are two tabs: 'Review' and 'Outcome Statement', with the latter being active. A checkbox labeled 'I agree with the outcome report' is present, followed by a text area for 'Any comments (Optional)'. At the bottom of the form are two buttons: 'Save and continue' (circled in red) and 'Save for later'. Below these buttons are the same two tabs: 'Review' and 'Outcome Statement'.

And then 'Confirm: Confirm outcome':

The screenshot shows a confirmation screen titled 'Confirm outcome: Confirm the examination outcome'. It features a green circular icon on the left. On the right, there are two buttons: 'Cancel' and 'Confirm: Confirm outcome' (circled in red). Below this is a section for 'Notes' with a text area. The notes section includes a header 'Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)' and a sub-section for 'Private notes' with a header 'Private notes (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)' and another text area.

The Outcome Report then goes back to the first examiner to complete the Amendments Report (where applicable):

The screenshot shows the 'Examination outcome' page for a specific examination. The page is divided into several sections. On the left, there is a sidebar with navigation links: Home, Calendar, University of Westminster, Design, Creative and Digital Industries, Liberal Arts and Sciences, Westminster Business School, Research groups and clusters, Committees, and Upcoming meetings. The main content area displays the examination details, including the title, researcher, supervisor, director of studies, second(s), project, chair, examiner, thesis submission date, viva date, viva location, and academic year. On the right, there is a 'STATUS' section with a dropdown menu currently set to 'Waiting for first examiner'. Below this is a 'CURRENTLY WITH' section with a dropdown menu currently set to 'Waiting for first examiner'. At the bottom right, there is an 'EXAMINATION' section with buttons for 'Outcome report', 'Internal examiner statement', 'External examiner statement', 'Download printable PDF', and 'Add note'.

Internal Examiner – Amendments Report

Following the External's confirmation of the Outcome Report the Internal Examiner receives a task to 'Review Amendments':

This screenshot is similar to the one above, but the 'CURRENTLY WITH' dropdown menu is now set to 'Review amendments', which is highlighted with a red circle. The 'STATUS' dropdown remains 'Waiting for first examiner'. The rest of the page content, including the sidebar and examination details, is identical to the previous screenshot.

To add a list of required amendments, click 'Review Amendments':

Amendments will be made to the satisfaction of:
Dr [REDACTED]

Examination outcome:
That the candidate be awarded the degree of Ph.D. subject to minor amendments being made to the thesis, to be completed within a period of three months from the official notification of the outcome.

Please provide details of the amendments required

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

Save and continue
Save for later

The Examiner is then either able to upload the amendments as a document (word or pdf) or enter them into the text box as free text.

For ease the Examiners should collaborate on preparing a list outside of the VRE following the viva which can then be uploaded. This will save the task being returned and going in a loop at the approval stage.

Once the amendments have been entered/uploaded, select 'Save and Continue' and then 'Confirm: Submit requirements':

○

Submit requirements
Submit amendments requirements

Cancel
Confirm: Submit requirements

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

Private notes (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)

The task will then progress to the External examiner for final confirmation:

Review Amendments

Please review the amendments report below

Amendments

Amendments will be made to the satisfaction of:

XXXXXX

Examination outcome:

That the candidate be awarded the degree of Ph.D. subject to minor amendments being made to the thesis, to be completed within a period of three months from the official notification of the outcome.

Please provide details of the amendments required

XXXX

Save and continue Save for later

The External Examiner will then be able to see either a list of amendments or the uploaded document (if it's the document this will be available to preview).

The External Examiner should review the amendments requested and make sure everything is covered. If anything is missing the form will need to be returned to the internal with the request that those amendments be added to the list. To do this select 'Back' and then 'Return to first examiner'.

If the external examiner is satisfied with the requested amendments, they should select 'Save and Continue'. They will then be asked to:

Review Amendments

☐ I agree with the Amendments Report

Save and continue Save for later

Review Amendments

And to confirm:

☐ Confirm requirements
Confirm amendments requirements

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

Private notes (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)

The task then progress to Graduate School.

Graduate School Board – Outcome Report

The Secretary of Graduate School Board receives the Examination Outcome task once both examiners have signed off the Outcome Report and Amendments:

Title	Examination - [REDACTED]
Researcher	[REDACTED]
Supervisor	
Director of studies	[REDACTED]
Second (i)	[REDACTED]
Project	Doctoral Research Project
Chair	[REDACTED]
Examiner	
Internal	[REDACTED]
External	Dr Harry Test
Thesis submission date	15 Feb 2022
Viva date	14 Feb 2022, 14:00
Viva location	Online
Academic year	2021 - 2022

STATUS

Waiting for Graduate School Board

CURRENTLY WITH

[REDACTED]

☒ Review

☒ Schedule meeting

☐ Request review

☐ Forward application to Chair

☐ Forward application to Deputy Chair

☐ Forward application to

The option selected will always need to be 'Forward Application to Chair' or 'Forward application to Deputy Chair'. This should be selected from the righthand menu once a check that the forms have been completed correctly is done.

This can be done by looking at the reports under the 'Examination' section on the righthand side. There will be Outcome Report, Internal examiner statement, External examiner statement, Amendments report and Amendments report approval.

Once satisfied return and select 'Forward application to chair' (or 'Forward application to Deputy Chair'):

Please review the information below before continuing.

Candidate Summary

The examination outcome report is completed by the Chair of the Examination Panel on behalf of the examiners at the end of the viva whilst the examiners are present. The Chair will need to direct the questions in the outcome report to both examiners and submit the agreed answers. Where there is disagreement between the examiners, details of this disagreement should be submitted in the appropriate comments boxes.

Please see Research Degree Regulations:
<https://www.westminster.ac.uk/research/research-framework>

Examiners are advised to bear in mind the possibility of disclosure of all or part of this document to the candidate where requested under the provisions of the General Data Protection Regulation.

Candidate name
 [REDACTED]

Award
 Ph.D.

Thesis Title

Review the summary and then select 'Continue' and finally 'Confirm: Forward application to chair':

☒ **Forward application to Chair**
 Forward application to the committee Chair

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

Private notes (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)

The task then progresses to the Chair/Deputy Chair of Graduate School Board.

Graduate School Board Chair – Outcome Report

Once the Exam Outcome Report and Amendments have been submitted and confirmed by both the internal and External examiner, and Graduate School have reviewed the reports, the Chair/Deputy Chair of Graduate School Board receives the task:

Title	Examination - [REDACTED]
Researcher	[REDACTED]
Supervisor	
<i>Director of studies</i>	[REDACTED]
<i>Second (i)</i>	[REDACTED]
Project	Doctoral Research Project
Chair	[REDACTED]
Examiner	
<i>Internal</i>	[REDACTED]
<i>External</i>	Dr Harry Test
Thesis submission date	15 Feb 2022
Viva date	14 Feb 2022, 14:00
Viva location	Online
Academic year	2021 - 2022

STATUS
Awaiting Graduate School Board Chair

CURRENTLY WITH
[REDACTED]

☐ Delegate this task

☒ Review

EXAMINATION

Outcome report

Multiple options are available, including the option to delegate the task and return to committee representative. In most instances the Chair/Deputy Chair of GSB will select to 'Review':

Please review the information below before continuing.

Candidate Summary

The examination outcome report is completed by the Chair of the Examination Panel on behalf of the examiners at the end of the viva whilst the examiners are present. The Chair will need to direct the questions in the outcome report to both examiners and submit the agreed answers. Where there is disagreement between the examiners, details of this disagreement should be submitted in the appropriate comments boxes.

Please see Research Degree Regulations:
<https://www.westminster.ac.uk/research/research-framework>

Examiners are advised to bear in mind the possibility of disclosure of all or part of this document to the candidate where requested under the provisions of the General Data Protection Regulation.

Candidate name
[REDACTED]

Award
Ph.D.

The Chair/Deputy Chair of GSB is asked to Review the reports. When happy they should select 'Continue' and then 'Approve'.

If the Chair/Deputy Chair is not satisfied with the reports or wishes to query something they can send the report back to anyone previously involved in the workflow.

=

- **Approve**
 Approve the recommended outcome
- **Return to external examiner**
 Return the application back to the external examiner
- **Return to internal examiner**
 Return the application back to the internal examiner
- **Return to chair**
 Return the application back to the chair
- **Return to committee representative**

If approved, the status of the report will then change to reflect the exam outcome:

Examination

Examination outcome: Examination - [REDACTED]

<div>Home</div> <hr/> <div>Calendar</div> <hr/> <div>University of Westminster Design, Creative and Digital Industries Liberal Arts and Sciences Westminster Business School</div> <hr/> <div>Research groups and clusters</div> <hr/> <div>Committees Upcoming meetings</div>	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Title</td> <td>Examination [REDACTED]</td> </tr> <tr> <td>Researcher</td> <td>[REDACTED]</td> </tr> <tr> <td>Supervisor</td> <td>[REDACTED]</td> </tr> <tr> <td>Director of studies</td> <td>[REDACTED]</td> </tr> <tr> <td>Second (i)</td> <td>[REDACTED]</td> </tr> <tr> <td>Second (ii)</td> <td>[REDACTED]</td> </tr> <tr> <td>Project</td> <td>[REDACTED]</td> </tr> <tr> <td>Chair</td> <td>[REDACTED]</td> </tr> <tr> <td>Examiner</td> <td>Internal [REDACTED]</td> </tr> <tr> <td></td> <td>External Dr Henry External</td> </tr> <tr> <td>Thesis submission date</td> <td>01 Nov 2021</td> </tr> <tr> <td>Viva date</td> <td>29 Oct 2021, 14:00</td> </tr> <tr> <td>Viva location</td> <td>Online</td> </tr> <tr> <td>Academic year</td> <td>2021 - 2022</td> </tr> </table>	Title	Examination [REDACTED]	Researcher	[REDACTED]	Supervisor	[REDACTED]	Director of studies	[REDACTED]	Second (i)	[REDACTED]	Second (ii)	[REDACTED]	Project	[REDACTED]	Chair	[REDACTED]	Examiner	Internal [REDACTED]		External Dr Henry External	Thesis submission date	01 Nov 2021	Viva date	29 Oct 2021, 14:00	Viva location	Online	Academic year	2021 - 2022
Title	Examination [REDACTED]																												
Researcher	[REDACTED]																												
Supervisor	[REDACTED]																												
Director of studies	[REDACTED]																												
Second (i)	[REDACTED]																												
Second (ii)	[REDACTED]																												
Project	[REDACTED]																												
Chair	[REDACTED]																												
Examiner	Internal [REDACTED]																												
	External Dr Henry External																												
Thesis submission date	01 Nov 2021																												
Viva date	29 Oct 2021, 14:00																												
Viva location	Online																												
Academic year	2021 - 2022																												

STATUS
Minor amendments

EXAMINATION

Outcome report

Internal examiner statement

External examiner statement

Amendments report

Amendments report approval

The Researcher will then receive an email confirming the outcome of their examination and advising them on next steps. This is cc'd to the entire supervisory team.

If they are awarded, they will be provided with information about how to complete final thesis submission and conferment.

If they receive minor amendments or revisions, they will be asked to ensure to submit the revised thesis by the deadline.

If they are asked to resubmit, they are advised about the deadline for the resubmission.

Section 7. Minor Amendments/Revisions

Researcher

Where the examination outcome is Minor Amendments or Revisions a new part of the exam record will unlock for the researcher:

The screenshot displays a web interface for an examination record. On the left is a navigation menu with links: Home, Calendar, University of Westminster, Design, Creative and Digital Industries, Liberal Arts and Sciences, Westminster Business School, Research groups and clusters, Committees, Upcoming meetings, and Guides. The main content area shows details for an examination titled 'Examination - [redacted]'. Fields include Researcher, Supervisor, Director of studies, Second (i), Second (ii), Project, Chair, Examiner (Internal: [redacted], External: Dr Harry Eason), Thesis submission date (01 Nov 2021), Viva date (29 Oct 2021, 14:00), Viva location (Online), and Academic year (2021 - 2022). On the right, a 'STATUS' section shows 'Post-examination' and a list of items: 'Thesis amendments' (Not started, Start now - circled in red), 'Examination arrangements' (Approved), 'Thesis submission' (Completed), 'Viva arrangements' (Completed), and 'Examination outcome' (Minor amendments).

Once the researcher has revised the thesis and is ready to submit, they should select 'Start Now' under 'Thesis amendments' and then 'Start':

This screenshot shows the same examination record interface, but with a confirmation dialog box overlaid. The dialog box asks 'Would you like to start the Thesis amendments?' and has two buttons: 'Cancel' and 'Start' (circled in red). The background interface is dimmed.

Followed by 'Submit thesis':

Thesis amendments: Examination - [REDACTED]

Home
Calendar
University of Westminster
 Design, Creative and Digital Industries
 Liberal Arts and Sciences
 Westminster Business School
Research groups and clusters
Committees
 Upcoming meetings

Title Examination - [REDACTED]
Researcher [REDACTED]
Supervisor
 Director of studies [REDACTED]
 Second (i) [REDACTED]
 Second (ii) [REDACTED]
Project [REDACTED]
Chair [REDACTED]
Examiner
 Internal [REDACTED]
 External Dr Harry External
Thesis submission date 01 Nov 2021
Viva date 29 Oct 2021, 14:00
Viva location Online
Academic year 2021 - 2022

STATUS
 Waiting for Doctoral Researcher
CURRENTLY WITH
 [REDACTED]
 Submit thesis
 Download printable PDF
 Add note

The Researcher should check the thesis title and then upload two files – the revised thesis and the required accompanying commentary:

Thesis title *

Thesis
 Drag Files here or choose file...

List of corrections made
 Drag Files here or choose file...

Save and continue Save for later

Once the files have been uploaded, select 'Save and Continue' and then 'Submit'.

Submit application
 Submit the completed application
 Cancel Confirm: Submit application

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

The revised thesis and commentary will then progress to the examiner/s who have been designated to review the amendments.

Examiner/s

Once the researcher has submitted their revised thesis and commentary, the Examiner/s nominated to review the thesis will receive an email confirmation and a task to 'Review Amendments':

Thesis amendments: Examination - [REDACTED]

Home

Calendar

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

Research groups and clusters

Committees

Upcoming meetings

Title Examination [REDACTED]

Researcher [REDACTED]

Supervisor

Director of studies [REDACTED]

Senior (s) [REDACTED]

Second (s) [REDACTED]

Project [REDACTED]

Chair [REDACTED]

Examiner

Internal [REDACTED]

External Dr Harry External

Thesis submission date 01 Nov 2021

Viva date 29 Oct 2021, 14:00

Viva location Online

Academic year 2021 - 2022

STATUS

Waiting for examiner

CURRENTLY WITH

[REDACTED]

Review amendments

EXAMINATION

Attended thesis and commentary

Download printable PDF...

Add note

Note: Once the revised thesis and commentary have been submitted the Chair of Examiners will also receive an email notification to this affect.

Before completing the report, the examiner/s should access the 'Amended thesis and commentary' by selecting the tab 'Amended thesis and commentary' on the right-hand side. The screen will look like this:

Thesis

Thesis title

[REDACTED]

Thesis

[REDACTED]

List of corrections made

[REDACTED]

VERSIONS

02 Nov 2021 | [REDACTED]

The Examiner/s can then download the thesis and commentary for review (click on the hyperlinked file name and the download should start automatically).

Once the thesis has been reviewed and the examiner/s is ready to complete report, they should return to the 'Thesis amendments' record and select 'Review amendments':

Candidate Summary
Recommendation
Recommendation Comments

Recommendation *

Please select one option from the list below

☐ That the candidate be awarded the degree of Ph.D.
☐ The thesis requires a further period of one month for the amendments be brought up to the required standard
☐ That the candidate be awarded the degree of MPhil
☐ That the candidate not be awarded the degree

Save and continue
Save for later

Candidate Summary
Recommendation
Recommendation Comments

Once an outcome has been selected, click ‘Save and continue’.

There is then an opportunity to add any final comments:

Candidate Summary
Recommendation
Recommendation Comments

Please submit a statement of the deficiencies of the thesis and the reason for your recommendation

When selecting a recommendation where the candidate is not to be awarded, examiners should prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation

Please make any comments relating to your recommendation other than the required reports

Save and continue
Save for later

Candidate Summary
Recommendation
Recommendation Comments

Select ‘Save and continue’ and then ‘Confirm: Submit review’:

Where the outcome is to award the degree, the record will be updated to show:

[C Examinations](#) Thesis amendments: Examination - [REDACTED]

[Home](#)
[Calendar](#)
[University of Westminster](#)
[Design, Creative and Digital Industries](#)
[Liberal Arts and Sciences](#)
[Westminster Business School](#)
[Research groups and clusters](#)
[Committees](#)
[Upcoming meetings](#)

Title: Examination - [REDACTED]

Researcher: [REDACTED]

Supervisor: [REDACTED]

Director of studies: [REDACTED]

Second (i): [REDACTED]

Second (ii): [REDACTED]

Project: [REDACTED]

Chair: [REDACTED]

Examiner: [REDACTED]

Internal/ External: Dr Harry Edmond

Thesis submission date: 01 Nov 2021

Viva date: 29 Oct 2021, 14:00

Viva location: Online

Academic year: 2021 - 2022

STATUS
Awarded

EXAMINATION
[Awarded thesis and commentary](#)
[Amendments report](#)

[Download printable PDF](#)

Note: Where the outcome is 'a further one month for the thesis to be brought up to the require standard' Section 7 of this guide involving the researcher and examiners will be repeated.

Once awarded, the researcher will receive an email notification which is copied to the entire supervisory team.

The researcher is then invited to submit their final thesis.

Section 8. Resubmission

Researcher

Where the outcome is a resubmission the Researcher will receive a new exam record as below:

Examinations: [REDACTED]

 [REDACTED]
 [REDACTED]

Examination	Status
Examination - [REDACTED] (resubmission)	Create new...
Examination - [REDACTED]	Completed

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

When ready to submit will need to click 'Create new' and 'Start'. This will create an Examination (resubmission) record:

Title	Examination - [REDACTED] (resubmission)	STATUS Pre-examination
Researcher	[REDACTED]	
Supervisor		Thesis submission All started Start now...
Director of studies Second (i)	[REDACTED]	
Project	Doctoral Research Project	Notifications
Chair	[REDACTED]	
Examiner		
	Internal [REDACTED]	
	External Dr Harry Test	
Academic year	2021 - 2022	

Select 'Start now' and 'Start'.

Then select 'Submit thesis'. This is the same as the initial submission (See [Section 3](#)). The Researcher will need to complete the Statement, Declaration and Upload thesis screens. Then 'Submit: submit application'.

The task then goes to the Director of Studies

Director of Studies

Once the thesis is resubmitted the Director of Studies will receive two tasks asking them:

1. To confirm the thesis submission
2. To confirm the examination arrangements

Thesis submission

The Director of Studies receives the task:

Thesis submission: Examination - [REDACTED] (resubmission)	
Title	Examination - [REDACTED] (resubmission)
Researcher	[REDACTED]
Supervisor	
Director of studies Second (i)	[REDACTED]
Project	[REDACTED]
Chair	[REDACTED]
Examiner	
	Internal [REDACTED]
	External Dr George External
Academic year	2021 - 2022
<div> <div> [REDACTED] started the workflow 03 Nov 2021, 09:29 </div> <div> [REDACTED] submitted the application 03 Nov 2021, 03:31 </div> </div>	
<div> <div>STATUS Waiting for Supervisor to review application</div> <div>CURRENTLY WITH [REDACTED]</div> <div> <div>Submit review</div> <div>Return to Doctoral Researcher</div> </div> </div>	
<div> <div>APPLICATION Doctoral Researcher form</div> <div>Download printable PDF...</div> </div>	

Select 'Submit review':

The screenshot shows a sidebar on the left with navigation links: Home, Calendar, University of Westminster, Design, Creative and Digital Industries, Liberal Arts and Sciences, Westminster Business School, Research groups and clusters, Committees, Upcoming meetings, Guides, BPP Units of Assessment, and Past events. The main content area is titled 'Submit review' with a green status icon and the text 'to be reviewed (2020/2021)'. Below this is a yellow warning box stating: 'Please note that exam arrangements are not yet in place. Please start the exam arrangements as a matter of priority.' There is a checkbox labeled 'I confirm that I have submitted the thesis via Turnitin for plagiarism checking and that I follow the Thesis to be the candidate's own work.' Below the checkbox is a 'Notes' section with a text area and a 'Private notes' section, also with a text area. A red vertical bar is visible on the left side of the 'Private notes' section.

This task is the same as the initial submission (See [Section 3](#)). The Director of Studies will need to confirm the plagiarism check has been done and then 'Confirm: Submit Review'.

The task then goes to Graduate School.

Examination Arrangements

Following the resubmission of the thesis the Director of Studies receives a task to confirm the examination arrangements for the resubmission:

The screenshot shows a task titled 'Examination arrangements: Examination - [redacted] (resubmission)'. The sidebar on the left is the same as in the previous screenshot. The main content area has a form with the following fields: Title (Examination - [redacted] (resubmission)), Researcher ([redacted]), Supervisor (Director of studies [redacted], Second (s) [redacted]), Project ([redacted]), Chair ([redacted]), Examiner (Internal [redacted], External Dr George External), Academic year (2021-2022), and a status bar showing [redacted] started the workflow on 03 May 2021, 13:21. On the right side, there is a 'STATUS' section with the text 'Waiting for supervisor to submit the application', a 'CURRENTLY WITH' section with a red circle around the 'Add examination arrangements form' button, a 'Download printable PDF' button, and an 'Add note' button.

Select 'Edit exam arrangements form'. There will be two choices:

Resubmission
Candidate Summary
Examiners
Chair
Comments

Please confirm if any changes are required to the examination panel for resubmission

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

Resubmission
Candidate Summary
Examiners
Chair
Comments

Select the applicable option.

If 'The examination panel remains the same for resubmission' is selected, select 'save and continue' and then 'Submit Application' and then 'Confirm' which will submit the exam arrangements as previous.

If 'I wish to submit changes to the nominated examination panel for resubmission' is selected, select 'Save and continue' and then work through the workflow and provide the details of the new exam panel (see [Section 1](#)).

In both cases, once submitted, the application is referred to the Doctoral Co-ordinator.

Chair of Examiners

Once the Director of Studies has confirmed the examination arrangements for the resubmission, the Chair of Examiners will receive the task:

Title	Examination - [REDACTED] (resubmission)
Researcher	[REDACTED]
Supervisor	
Director of studies	[REDACTED]
Second (i)	[REDACTED]
Project	Doctoral Research Project
Chair	[REDACTED]
Examiner	
Internal	[REDACTED]
External	Dr Harry Test
Academic year	2021 - 2022

STATUS
Waiting for the School Doctoral Co-ordinator to review and submit the application

CURRENTLY WITH
[REDACTED]

☐ Delegate this task
☒ Edit exam arrangements form
☐ Return application

APPLICATION
Examination arrangements form

[REDACTED] started the workflow 15 Feb 2022, 14:10
[REDACTED] submitted the application 15 Feb 2022, 14:12

The Chair of Examiners should review each application as there may be changes to the Examination panel proposed.

Select 'edit exam arrangements form', then just click through the screens confirming the arrangements by selecting 'Save and Continue'. At the 'Review' screen do one final check before selecting 'Continue' and finally 'Confirm: Progress application'.

The application is then referred to Secretary of Graduate School Board.

Graduate School

Thesis Submission

Once the Researcher has submitted the thesis resubmission, GS will receive a task to 'Confirm Receipt':

Edit GSR form: Thesis submission: Examination - [redacted] (resubmission)

☒ Confirm submission

Thesis Submission Date
3 Nov 2021

Hard Copies of Thesis Sent to Examiners (if applicable) - Date
[redacted]

Tick the box and 'Save and continue' and 'Confirm: Progress'.

The Researcher and Supervisory Team will then receive confirmation that the thesis has been successfully resubmitted.

Examination Arrangements

Once the Chair of Examiners confirms the exam arrangements Graduate School will receive a task:

Examination arrangements: Examination - [redacted] (resubmission)

Title: Examination - [redacted] (resubmission)

Researcher: [redacted]

Supervisor: [redacted]
Director of studies [redacted]
(second) [redacted]

Project: [redacted]

Chair: [redacted]

Examiner: [redacted]
Internal [redacted]
External Dr George (External)

Thesis submission date: 03 Nov 2021

Academic year: 2021 - 2022

Step	Completed	Date
[redacted] started the workflow	Yes	03 Nov 2021, 09:01
[redacted] submitted the application	Yes	03 Nov 2021, 09:38
[redacted] reviewed the application and submitted decision	Yes	03 Nov 2021, 09:41

STATUS
Waiting for Graduate School Board to submit decision

CURRENTLY WITH
[redacted]

☒ Progress

☐ E-meeting

☐ Schedule meeting

☐ Request review

APPLICATION
[redacted]

Select 'Progress':

Review the proposed exam arrangements, 'Continue' and then 'Forward application to Chair' and 'Confirm'.

The application will then progress to Chair of Graduate School Board.

Chair of Graduate School Board

Chair of Graduate School Board receives the task to review the Exam Arrangements:

Examination arrangements: Examination - [redacted] (resubmission)

Details

Title: Examination - [redacted] (resubmission)

Researcher: [redacted]

Supervisor: [redacted]

Director of studies: [redacted]

School: [redacted]

Project: [redacted]

Chair: [redacted]

Examiner: [redacted]

Thesis submission date: 03 Nov 2021

Academic year: 2021 - 2022

Committee

Chair: [redacted]

Examiners: [redacted]

Status

Awaiting Graduate School Board Chair

Currently with

Chair

Application

Examination arrangements form

Download printable PDF

Add role

Select 'Progress', 'Continue' and 'Approve' and 'Confirm: Approve'.

At the point the Chair of Graduate School Board confirms the exam arrangements the Examiners will receive an email notifying them the thesis is available for review.

A task is also generated for the Chair of Examiners to complete the Outcome Report.

Section 8a. Resubmission – Viva

Where the outcome of the examination was: 'That the candidate not be awarded the degree but is permitted to re-submit for the degree and be re-examined - resubmission of the thesis within 12 months (with viva)' the following process applies.

Examiners – Preliminary Reports

Once the Chair of Graduate School Board has confirmed the examination arrangements (see [Section 8](#)) the examiners will receive a notification that the resubmitted thesis is available for review.

The Examiners will also receive an email notification and task asking them to submit their preliminary reports at least 5 working days ahead of the 2nd viva. This is the same as during the initial examination phase (see [Section 5](#)).

Chair of Examiners – Viva arrangements

Once the Chair of Graduate School Board has confirmed the examination arrangements the examiners will receive a notification that the resubmitted thesis is available for review and a request to begin to make the viva arrangements. This process is the same as during the initial examination phase (See [Section 4](#)).

Chair of Examiners – Examination Outcome Report

Immediately following the viva, the Chair of Examiners together with the Examiners should complete the Examination Outcome Report (See [Section 6](#)).

The outcomes available will be slightly different to those following the initial examination as the outcome cannot be a second resubmission:

The screenshot shows a web form for the 'Recommendation' tab. At the top, there is a navigation bar with tabs: 'Candidate Summary', 'Collaborative Projects', 'Alternative Examination', 'Conclusion', and 'Recommendation' (which is highlighted). Below the tabs is a sub-tab 'Recommendation Comments'. The main content area is titled 'Please select your recommendation *'. It contains six radio button options:

- ☐ That the candidate be awarded the degree of Ph.D.
- ☐ That the candidate be awarded the degree of Ph.D. subject to minor amendments being made to the thesis, to be completed within a period of three months from the official notification of the outcome.
- ☐ That the candidate be awarded the degree of Ph.D. subject to revision of the thesis, to be completed within a period of six months from the official notification of the outcome.
- ☐ That the candidate be awarded the degree of MPhil subject to the satisfactory completion of minor amendments, to be completed within a period of three months from the official notification of the outcome.
- ☐ That the thesis potentially meets the criteria for the award of MPhil, and that the candidate be awarded the degree of MPhil subject to revision of the thesis, to be completed within a period of six months from the official notification of the outcome.
- ☐ That the candidate not be awarded the degree and not be permitted to be re-examined

At the bottom of the form are two buttons: 'Save and continue' and 'Save for later'.

Select the appropriate outcome and the 'Confirm: Submit application'

Internal/External Examiners

At this stage the process follows the same workflow as following an initial examination so please refer to Section 6 of this guide.

Section 9. Final Thesis Submission and Conferment

Researcher

Once the examination outcome is confirmed the researcher will be asked to upload their final thesis document and complete conferment:

The screenshot shows a 'Tasks' section in a user interface. It features a horizontal timeline or progress bar. On the left, there is a task card titled 'Final thesis submission: Examination' with a subtext 'Please submit your application'. To the right of this card is a button labeled 'Show future tasks'. Further right, there is a 'Full info...' link. The task card has a redacted area (black box) next to it.

The Researcher will need to select 'Edit Form':

[< Examination](#)

Final thesis submission; Examination - [REDACTED]

Name	Title	Examination - [REDACTED]
Calendar	Researcher	[REDACTED]
University of Westminster	Supervisor	[REDACTED]
Design, Creative and Digital Industries	Director of studies	[REDACTED]
Liberal Arts and Sciences	Second (s)	[REDACTED]
Westminster Business School	Second (s)	[REDACTED]
	Project	[REDACTED]
	Chair	[REDACTED]

STATUS
Waiting for final thesis upload

CURRENTLY WITH
[REDACTED]

[Edit form](#)

[Download printable PDF](#)

The researcher then needs to complete the submission information. This involves a series of four screens:

1 – EthOS Agreement One:

[ETHOS Agreement One](#) [ETHOS Agreement Two: Thesis Upload](#) [Confirmation](#)

British Library Electronic Thesis Online Service (ETHOS)

The University's Electronic Thesis Online Service (ETHOS) is an online project run by the British Library. As a member, the University of Westminster provides digital copies of completed PhD and MPhil theses to be made available through the British Library's electronic service. Copies are also available in our modern repository WestminsterResearch which you can visit at <https://westminsterresearch.westminster.ac.uk>

Deposit Agreement Covered Work I, "the Depositor" agree to deposit my material in the Electronic Thesis Online Service (ETHOS) and WestminsterResearch. Research referred to below as "Work" is covered by this agreement. Please select as appropriate:

☐ I confirm that this work does not contain any potential third party copyright issues or any sensitive or confidential material which would need to be addressed prior to digital publication

Please select one of the following statements:

☐ I confirm that this is an exact copy of the final accepted version

☐ I confirm that this is a redacted version due to third party copyright material being removed to allow for online archival

[Save and continue](#) [Save for later](#)

[ETHOS Agreement One](#) [ETHOS Agreement Two: Thesis Upload](#) [Confirmation](#)

2 – EThoS Agreement Two:

Home | ETHOS Agreement One | **ETHOS Agreement Two** | Thesis Upload | Conferment

Colander

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

Research groups and clusters

Colleagues

Researcher profile

Search

REF lists of Assessment

Post review

Non-Exclusive Rights

Rights granted to ETHOS and WestminsterResearch through this agreement are entirely non-exclusive. I am free to publish the Work in its present version or future versions elsewhere. I agree that ETHOS and WestminsterResearch administrators may, without changing content, translate the Work to any medium or format for the purpose of future preservation and accessibility.

Deposit in ETHOS

I understand that work deposited in ETHOS and WestminsterResearch will be accessible to a wide variety of people and institutions - including automated agents - via the World Wide Web. An electronic copy of my thesis may also be included in the UK Database of Theses (UKDC). I understand that once the Work is deposited, a citation to the Work will always remain visible, although the author retains the right to update the Work.

☒ I confirm that I am the author of the Work and hereby give ETHOS and WestminsterResearch administrators the right to make available the Work in the way described above.

☒ I confirm that I have exercised reasonable care to ensure that the Work is original, and does not to the best of my knowledge break any UK law or infringe any third party's copyright or other Intellectual Property right or confidentiality.

☒ I agree that the administrators of ETHOS and WestminsterResearch do not hold any obligation to take legal action on behalf of the Depositor, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited.

[Save and continue](#) [Save for later](#)

3 – Thesis upload:

ETHOS Agreement One | ETHOS Agreement Two | **Thesis Upload** | Conferment

Thesis title *

Final copy of thesis as approved by the examiners

[Save and continue](#) [Save for later](#)

4 – Conferment:

Home ETHOS Agreement One ETHOS Agreement Two Thesis Upload **Confirm**

Calendar

University of
 Administration
 Design, Creative and
 Digital Industries
 Liberal Studies and Sciences
 Macquarie Business
 Medicine

**Research groups and
 clusters**

OpenOffice
 Supporting meetings

Guides

**REF Units at
 Assessment**
 Post events

I would like my confirmation letter *
☐ Collected in person ☐ Posted

I would like my certificate *
☐ Collected in person ☐ Posted

Address for confirmation letter *
 Required for collection in person and posted

Is this the same address that the letter and/or certificate should be posted to?
 Only required if you are not collecting your letter or certificate in person
☐ Yes
☐ No

If different, please provide postal address

Name change details and reason for change:
 If your name is different to that with which you enrolled with at the University then the Graduate School will need legal proof of the name that you wish to have on the certificate such as: Birth, Post marriage certificate

Save and continue **Save for later**

Once all the boxes have been ticked select 'Save and continue' and then 'Confirm: Submit thesis':

Submit thesis
 Submit the approved final thesis

Cancel **Confirm: Submit thesis**

Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)

The task then progresses to Graduate School.

Graduate School

Once the researcher has submitted the final thesis and completed the conferment task it progresses to Graduate School:

The screenshot shows a web form titled 'Final thesis submission: Examination - [redacted]'. On the left is a navigation menu with links: Home, Calendar, University of Westminster (Design, Creative and Digital Industries; Liberal Arts and Sciences; Westminster Business School), Research groups and clusters, Committees (Upcoming meetings), Guides, and BPP Units of Assessment (Past events). The main form area contains the following fields: Title (Examination - [redacted]), Researcher ([redacted]), Supervisor (Director of studies: [redacted], Second (i): [redacted], Second (ii): [redacted]), Project ([redacted]), Chair ([redacted]), Examiner (Internal: [redacted], External: Dr Harry Edmond), Thesis submission date (01 Nov 2021), Viva date (29 Oct 2021, 14:08), Viva location (Online), Academic year (2021 - 2022), and a log of actions (e.g., [redacted] stated the workflow on 01 Nov 2021, 14:23; [redacted] submitted the final thesis on 01 Nov 2021, 14:58). On the right, there are three sections: 'STATUS' (Waiting for Graduate School Registry), 'CURRENTLY WITH Graduate School Registry' (with buttons for 'Confirm submission' and 'Return to Doctoral Researcher'), 'LETTERS' (with a 'Conferment letter' button), and 'APPLICATION' (with a 'Doctoral Researcher final thesis submission' button). At the bottom right are buttons for 'Download printable PDF...' and 'Add note'.

Graduate School should check the submission via the 'Doctoral Researcher final thesis submission' button.

If all looks good select 'Confirm submission'.

Then Graduate School need to confirm two additional tasks have been completed:

The screenshot shows a web form titled 'Edit Graduate School Registry form: Final thesis submission: Examination - [redacted]'. On the left is a navigation menu with links: Home, Calendar, University of Westminster (Design, Creative and Digital Industries; Liberal Arts and Sciences; Westminster Business School), and BPP Units of Assessment (Past events). The main form area contains two checkboxes: 'Confirm final thesis submission' and 'Confirm external examiner account closed'. Below these is a section titled 'Conferment Letter Posted/Collected' with a text input field. At the bottom are two buttons: 'Save and continue' and 'Save for later'.

If necessary, action the closure of the external examiner account (see [Section 10](#)) and then return to the task.

Confirm both tasks have been done and select 'Save and continue' and 'Confirm: confirm submission'.

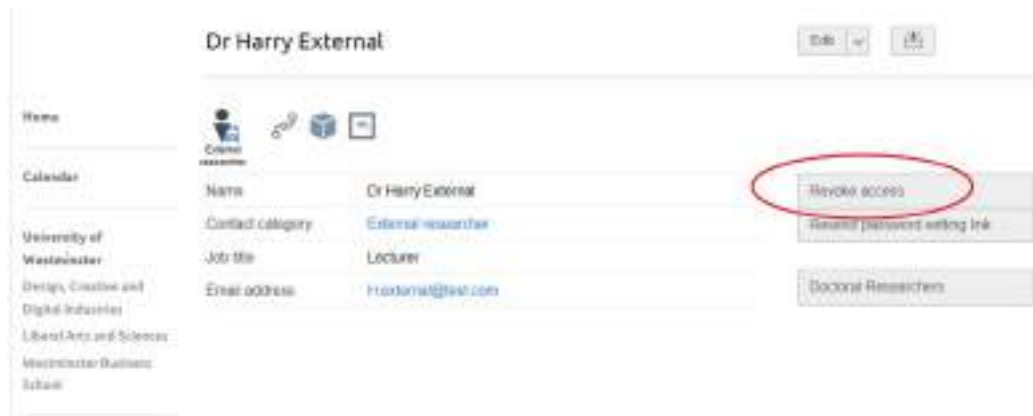
The task then progresses to the Library Outputs Editor.

Section 10. Close External Examiner Account

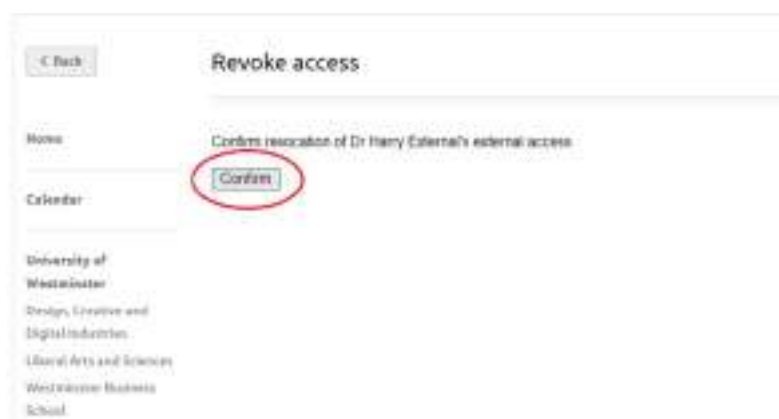
Graduate School

Once the researcher submits the final thesis (or upon conclusion of the exam) the Graduate School will need to close the External Examiner's VRE account.

To do this search the examiner's name and bring up their profile:



Select 'Revoke access' and then 'confirm':



The profile will then be deactivated:

