

**UNIVERSITY OF  
INSPIRING  
RESEARCH  
WESTMINSTER** 

University of Westminster  
Graduate School  
Virtual Research Environment  
Examination Process Guide

June 2022

**Graduate School Registry**

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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.

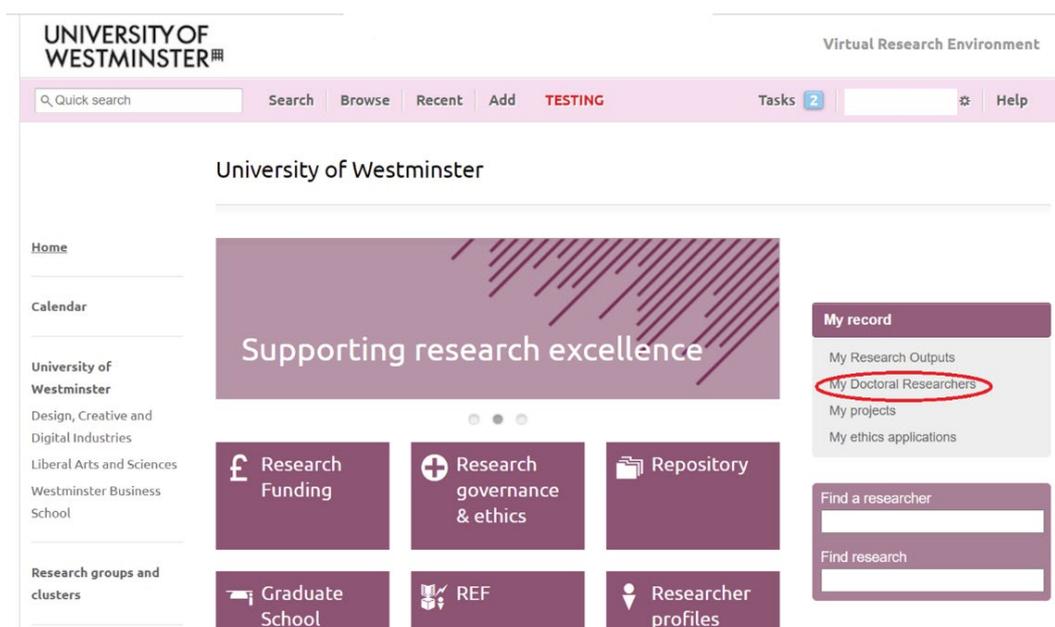
For full guidance on appointing the Board of Examiners please see the [Research Degree Academic Regulations Section B8](#).

### 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](#))

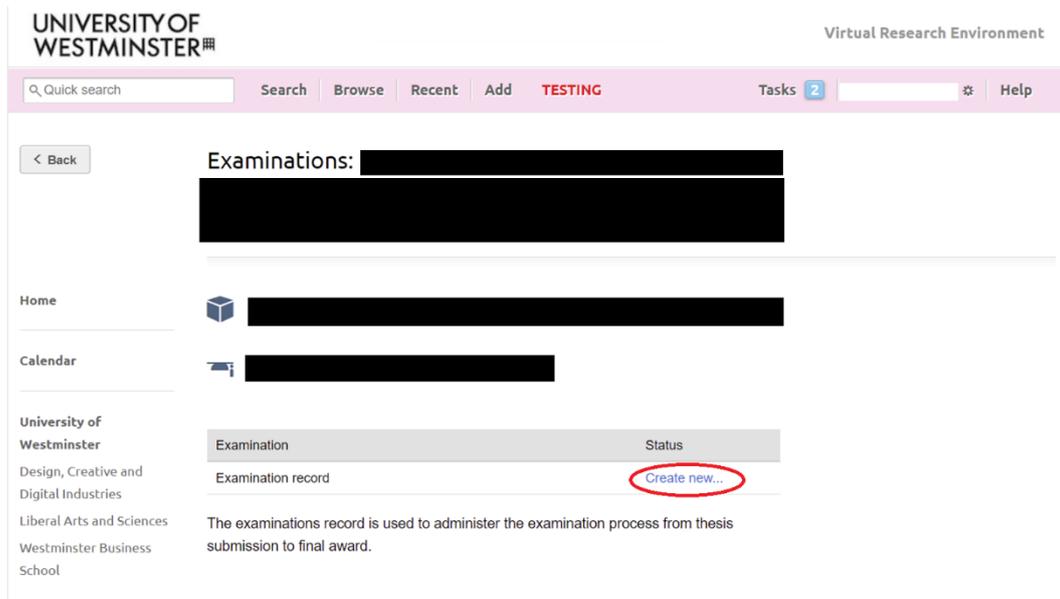
To begin the examination arrangements the Director of Studies should log into the VRE and navigate to 'My Doctoral Researchers'.



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

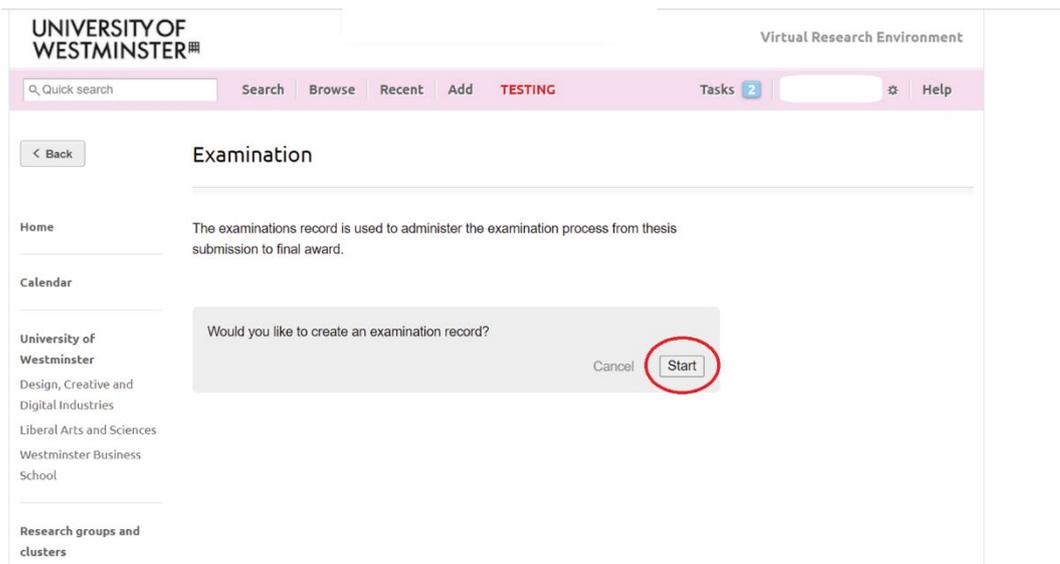
Select the 'Examinations' tab from right hand menu.

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:

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  
Past meetings

Examination

Title Examination - [REDACTED]

Researcher [REDACTED]

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

Project Doctoral Research Project

Academic year 2021 - 2022

STATUS  
Pre-examination

Examination arrangements  
Not started  
Start now...

Notifications

Tasks

Examination record

[REDACTED] started the workflow 15 Feb 2022, 12:02

This starts the main examination record.

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

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

Examination

Title Examination - [REDACTED]

Researcher [REDACTED]

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

Project Doctoral Research Project

Academic year 2021 - 2022

STATUS  
Pre-examination

Examination arrangements  
Not started  
Start now...

Notifications

Tasks

Examination record

[REDACTED] started the workflow 15 Feb 2022, 12:02

Then select 'Start':

< Examination

Examination - [REDACTED]

Home

Calendar

University of Westminster  
Design, Creative and Digital Industries

Would you like to start the Examination arrangements?

Cancel Start

This will open the exam arrangements task:

Examination arrangements: Examination - [REDACTED]

---

Title	Examination - [REDACTED]
Researcher	[REDACTED]
Supervisor	
<i>Director of studies</i>	[REDACTED]
<i>Second (i)</i>	[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 exam 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 arrang...

**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 B8 - <https://www.westminster.ac.uk/research/graduate-school/academic-programme>

**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]

Examination arrang... Confirm

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

Add...

External

Add...

Save and continue Save for later

Candidate Summary Examiners Chair 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

Virtual Research Environment

Cancel

Quick search

Help

Back

Home

Calendar

University of Westminster

Design, Creativity and Digital Industries

Liberal Arts and Sciences

Westminster Business School

Research groups and clusters

Candidate Summary Examiners Chair Comments

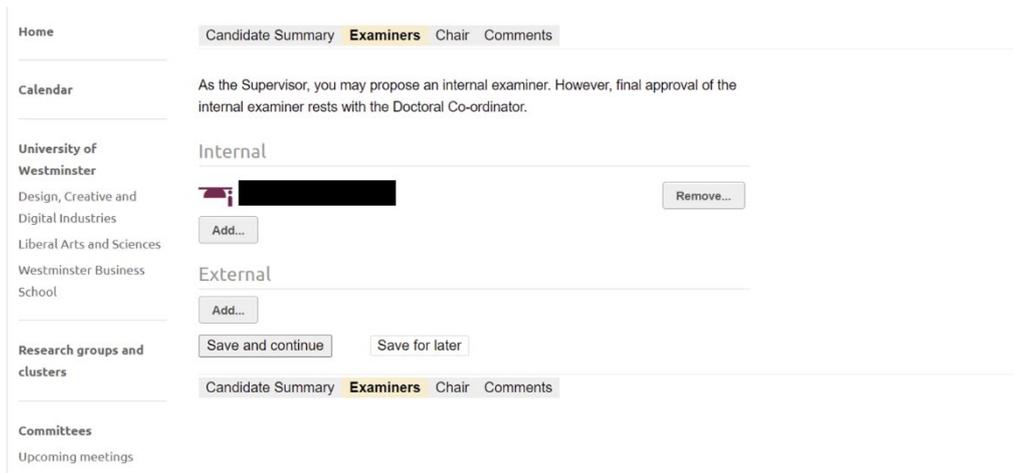
Add Internal...

Type name to search...

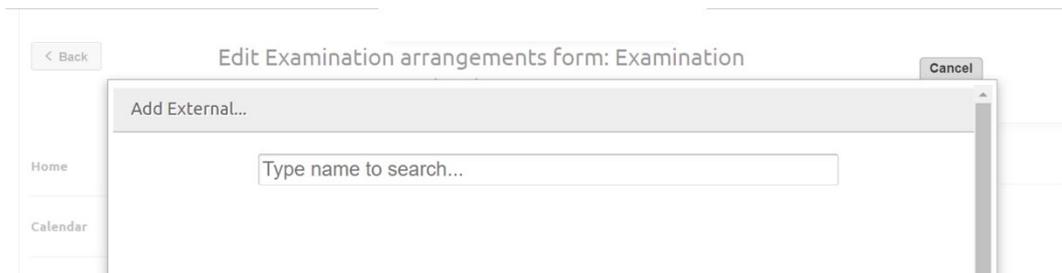
Not everyone shown, keep typing to narrow search...

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

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

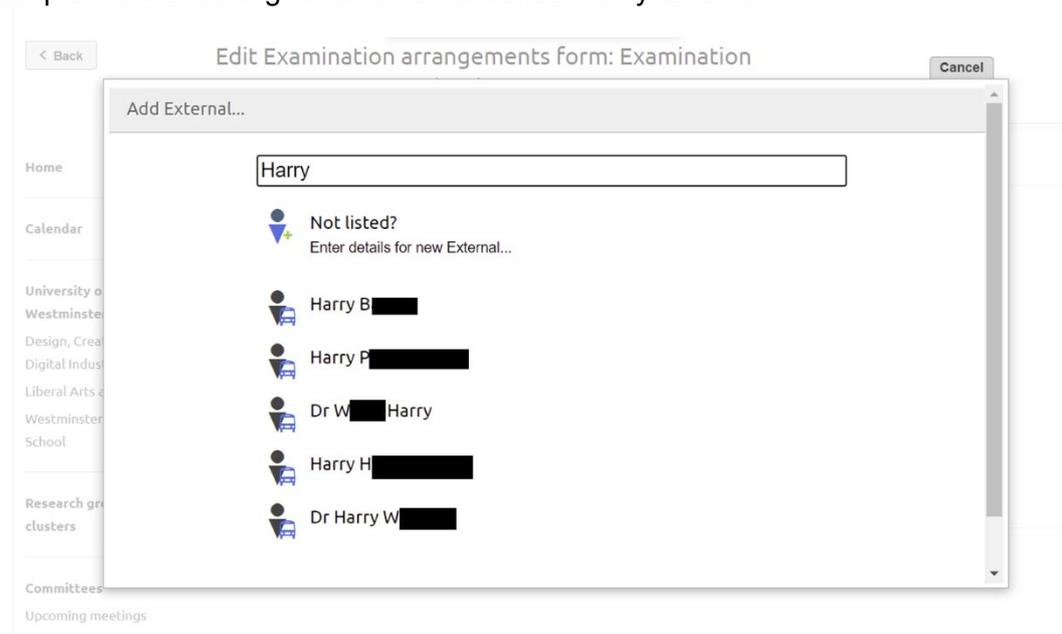


Again, the search bar is given:



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'.



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 screenshot shows a web application interface for editing examination arrangements. A modal window titled "Enter details for new External..." is displayed over the main content. The modal contains four text input fields: "Title", "First name \*", "Last name \*", and "Email \*". The asterisk indicates that the last name and email fields are compulsory. Below the input fields is a button labeled "Save details", which is circled in red. The background shows a navigation menu with items such as "Home", "Calendar", "University of Westminster", "Design, Creativity & Innovation", "Digital Industries", "Liberal Arts & Social Sciences", "Westminster School", "Research groups & clusters", "Committees", and "Upcoming meetings".

Complete the fields and select 'Save details'.

You will then be asked to enter the following information (please note, anything with a red Asterix 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
<i>At this institution</i>	<input type="text"/> *	<input type="text"/> *
<i>At other UK institutions</i>	<input type="text"/> *	<input type="text"/> *
<i>Outside the UK</i>	<input type="text"/> *	<input type="text"/> *

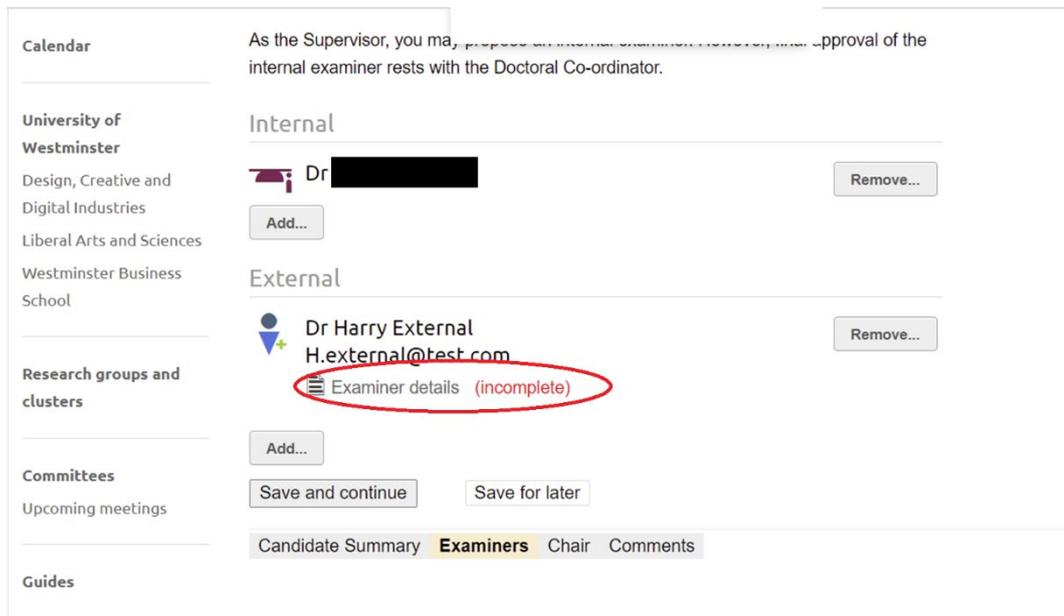
Doctoral level (PhD, Professional Doctorate)

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

Notes on selection of proposed external examiner

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

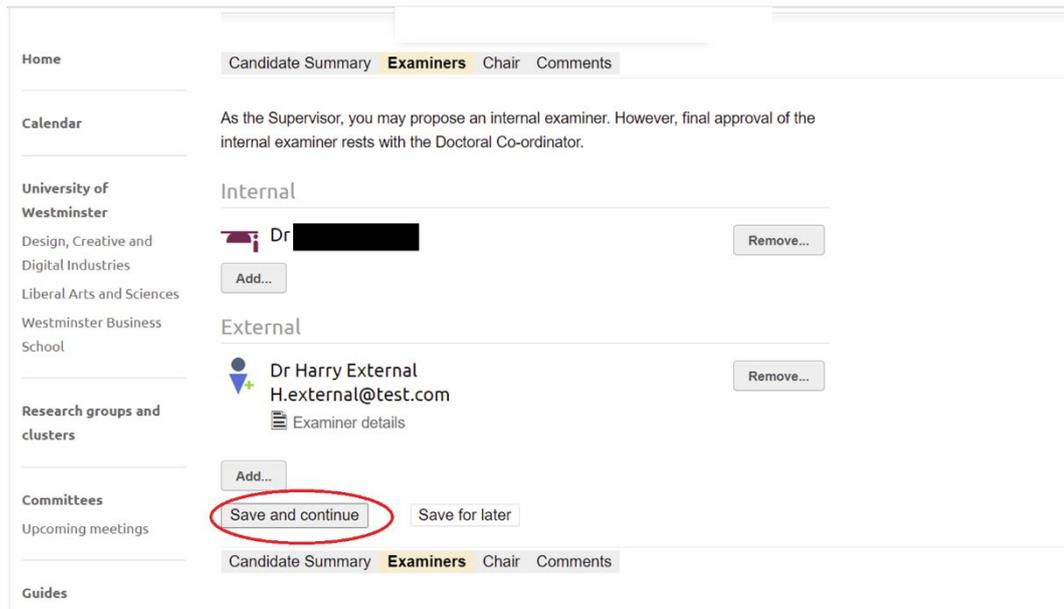
If you 'Save for Later', when you return to the exam record you will see the following:



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:



Select 'Save and continue'.

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

The screenshot shows a web form titled "Edit Examination arrangements form: Examination arrangements: Examination - Mr [redacted]". At the top right, there are two buttons: "Examination arrange..." and "Confirm". Below this is a navigation bar with tabs: "Candidate Summary", "Examiners", "Chair", and "Comments". The "Chair" tab is selected. The main content area is titled "Chair" and contains the text: "The Chair automatically defaults to the School Doctoral Co-ordinator (you cannot amend this, however the Doctoral Co-ordinator may select a different Chair)." Below this text is a redacted area. At the bottom of the form, there are two buttons: "Save and continue" (circled in red) and "Save for later". A second navigation bar is visible at the very bottom of the form, identical to the one above.

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.

The screenshot shows the "Comments" tab of the examination form. On the left side, there is a vertical navigation menu with the following items: "Home", "Calendar", "University of Westminster", "Design, Creative and Digital Industries", "Liberal Arts and Sciences", "Westminster Business School". The main content area has a navigation bar with tabs: "Candidate Summary", "Examiners", "Chair", and "Comments". The "Comments" tab is selected. Below the navigation bar, there is a heading: "Please provide any further relevant information or rationale for nominating the proposed examiners". Underneath this heading is a large text input field. At the bottom of the form, there are two buttons: "Save and continue" (circled in red) and "Save for later". A second navigation bar is visible at the very bottom of the form, identical to the one above.

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 arrange...

Submit application  
Submit the completed application  
Cancel

**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.

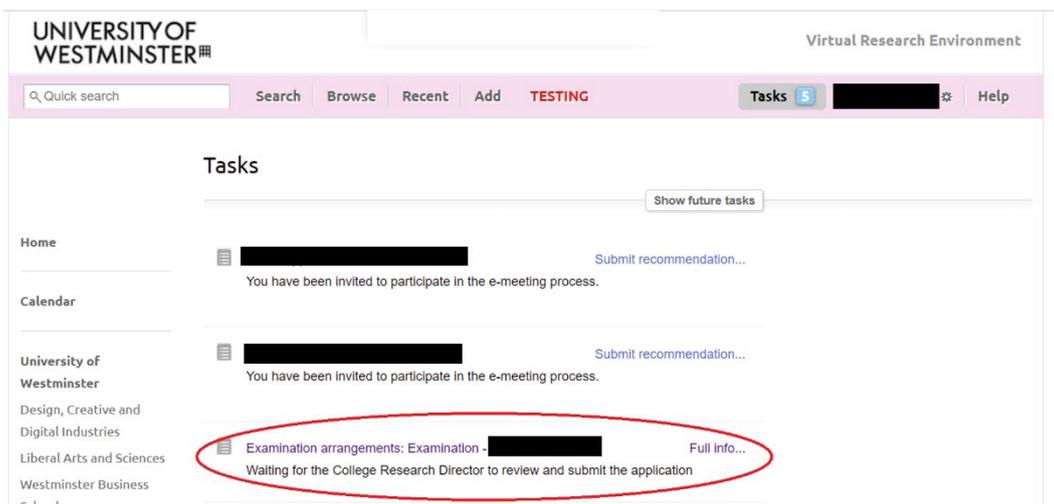
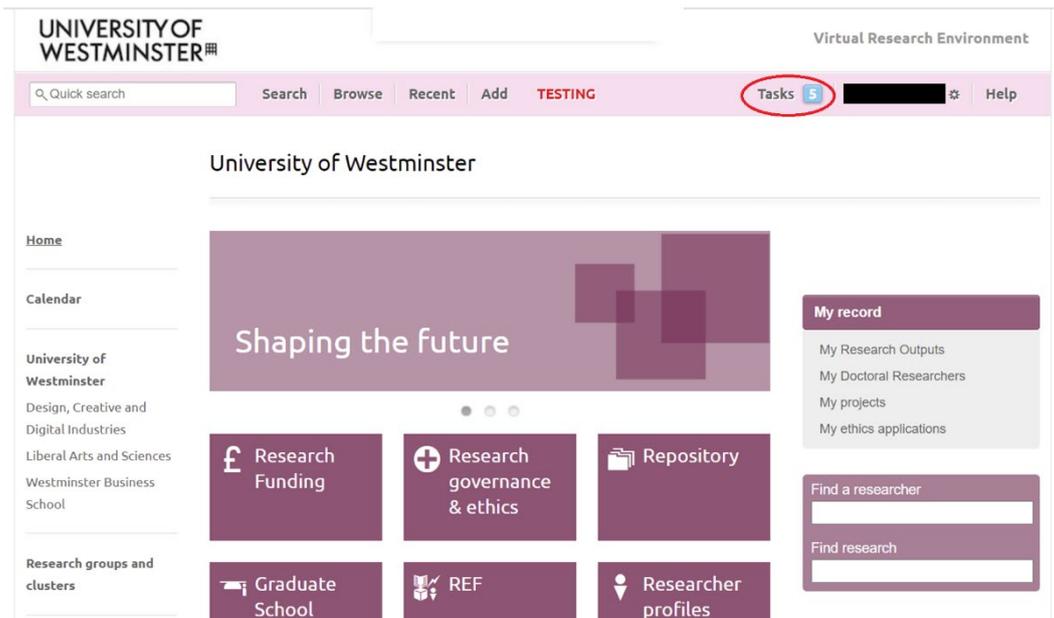
**STATUS**  
Waiting for the College Research Director to review and submit the application

**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	Director of studies [REDACTED] Second (i) [REDACTED]
Project	Doctoral Research Project
Academic year	2021 - 2022

[REDACTED]	started the workflow	15 Feb 2022, 12:11
[REDACTED]	submitted the application	15 Feb 2022, 12:24

**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

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	<b>Candidate Summary</b> Examiners Chair Comments
Calendar	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 B8 - <a href="https://www.westminster.ac.uk/research/graduate-school/academic-programme">https://www.westminster.ac.uk/research/graduate-school/academic-programme</a>
University of Westminster Design, Creative and Digital Industries Liberal Arts and Sciences Westminster Business School	<input checked="" type="button" value="Save and continue"/> <input type="button" value="Save for later"/>
Research groups and clusters	<b>Candidate Summary</b> Examiners Chair Comments
Committees Upcoming meetings	

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:*

Candidate Summary Examiners **Chair** Comments

**Chair**

The Chair automatically defaults to the School Doctoral Co-ordinator. The Doctoral Co-ordinator may select a different Chair below.

Dr [REDACTED]

Select alternative chair \*

[Yellow input box]

Save and continue Save for later

Candidate Summary Examiners **Chair** Comments

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

Candidate Summary Examiners **Chair** Comments

**Chair**

The Chair automatically defaults to the School Doctoral Co-ordinator. The Doctoral Co-ordinator may select a different Chair below.

Dr [REDACTED]

Select alternative chair \*

Prof Alex [REDACTED]

Save and continue Save for later

Candidate Summary Examiners **Chair** Comments

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:

Examination arrange... Review Confirm

Please review the information below before continuing.

**Examiners**

Internal

[REDACTED]

External

Dr Harry External  
Harry@test.com

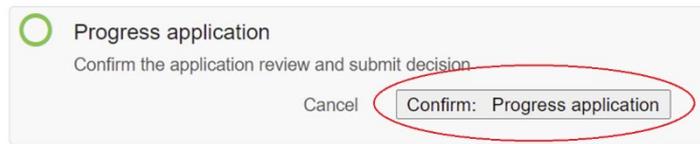
Current institution  
Manchester

Current post  
Lecturer

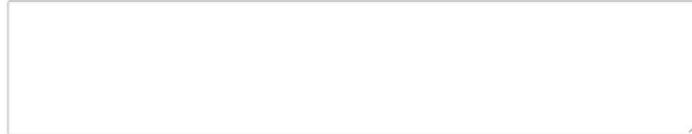
Address where the thesis will be sent

Continue

Then select '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.)



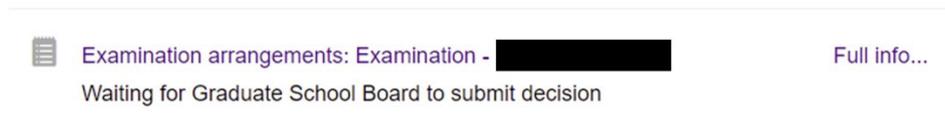
**Private notes** (Seen only by staff reviewing this application, not seen by the applicant. Notes added here do not automatically trigger any notifications.)



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

## Graduate School Registry

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



GSR will have various options:



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

The screenshot shows a web application interface. 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, and Committees (Upcoming meetings). The main content area has a yellow warning box: "Please review the information below before continuing." Below this is a "Continue" button. The "Examiners" section is divided into "Internal" and "External". Under "Internal", there is a redacted area. Under "External", the name "Dr Harry External" and email "H.external@test.com" are listed. Below that, "Current institution" is "Manchester" and "Current post" is "Lecturer".

GSR 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':

The screenshot shows the "Progress" screen for "Examination arrangements: Examination - [redacted]". At the top right are "Review" and "Confirm" buttons. Below are five options, each with a colored circle and a description:

- Approve** (green circle): Approve the application
- Not approve** (red circle): Mark this application as not approved and return to School Doctoral Co-ordinator for amendments
- Forward application to Chair** (green circle): Forward application to the committee Chair
- Forward application to Deputy Chair** (green circle): Forward application to the committee Deputy Chair
- Forward application to committee member** (green circle): 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 Doctoral 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

**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

Liberal Arts and Sciences

Westminster Business School

---

Research groups and clusters

---

Committees

Upcoming meetings

### Examination arrangements: Examination - [REDACTED]

---

Title	Examination - [REDACTED]
Researcher	[REDACTED]
Supervisor	<i>Director of studies</i> [REDACTED] <i>Second (i)</i> [REDACTED] <i>Second (ii)</i> [REDACTED]
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, 11:52

**STATUS**  
Awaiting Graduate School Board Chair

**CURRENTLY WITH**  
[REDACTED]

**APPLICATION**

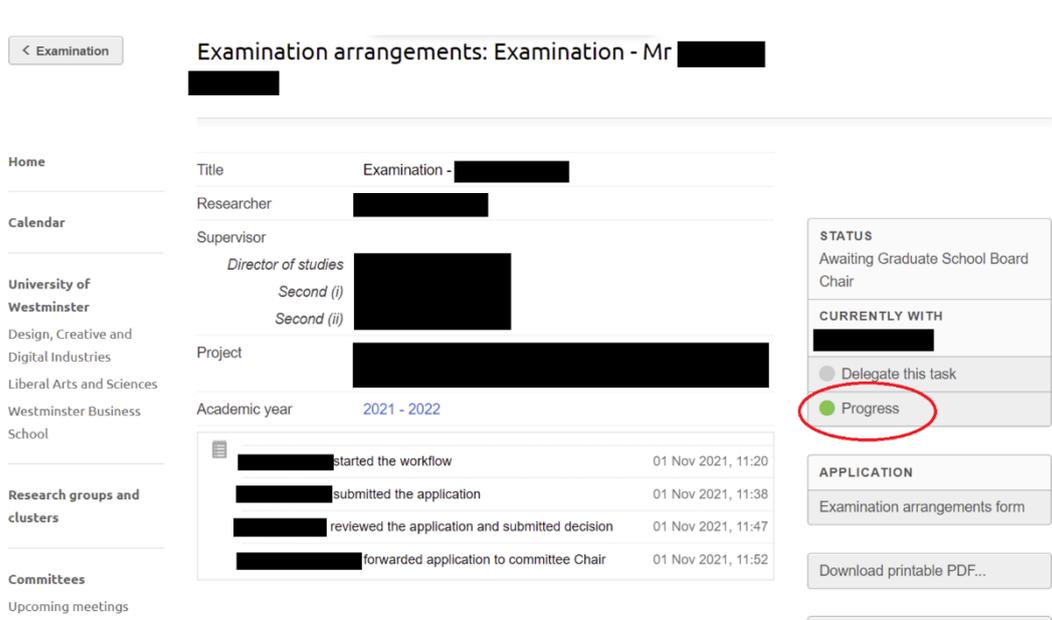
The status of the examination arrangements then changes to 'Awaiting Graduate School Board Chair'.

## Chair/Deputy Chair of Graduate School Board (GSB)

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

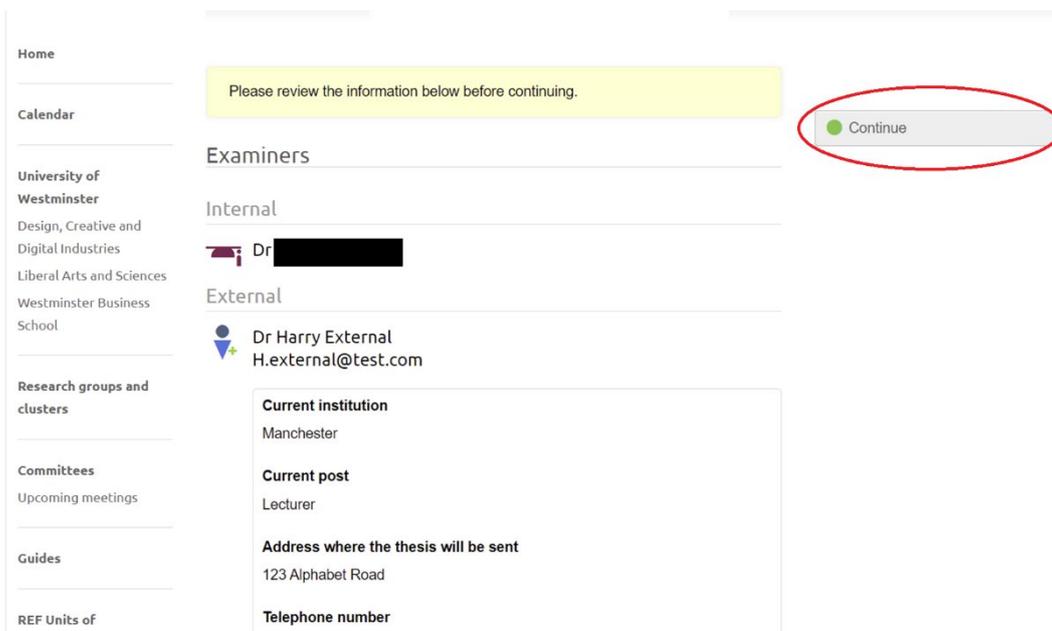
 Examination arrangements: Examination - [REDACTED] Full info...  
Awaiting Graduate School Board Chair

Click through to the task:



The screenshot shows a task page with a left-hand navigation menu and a main content area. The navigation menu includes: Home, Calendar, University of Westminster (Design, Creative and Digital Industries, Liberal Arts and Sciences, Westminster Business School), Research groups and clusters, and Committees (Upcoming meetings). The main content area displays the task title and details: Title (Examination - [REDACTED]), Researcher ([REDACTED]), Supervisor (Director of studies [REDACTED], Second (i) [REDACTED], Second (ii) [REDACTED]), Project ([REDACTED]), and Academic year (2021 - 2022). A table of workflow steps is shown: [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), and [REDACTED] forwarded application to committee Chair (01 Nov 2021, 11:52). On the right, there are three panels: STATUS (Awaiting Graduate School Board Chair), CURRENTLY WITH ([REDACTED]), and APPLICATION (Examination arrangements form). The 'Progress' option in the 'CURRENTLY WITH' panel is circled in red.

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



The screenshot shows a summary screen with a left-hand navigation menu and a main content area. The navigation menu includes: 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 REF Units of. The main content area displays a yellow warning box: "Please review the information below before continuing." Below this, there are sections for Examiners (Internal: Dr [REDACTED], External: Dr Harry External, H.external@test.com) and a form for providing details: Current institution (Manchester), Current post (Lecturer), Address where the thesis will be sent (123 Alphabet Road), and Telephone number. A 'Continue' button is circled in red.

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

Review • Confirm

- **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':

The screenshot shows a web application interface. On the left is a navigation sidebar with a '< Cancel' button at the top. Below it are sections for 'Home', 'Calendar', 'University of Westminster' (with sub-items: Design, Creative and Digital Industries; Liberal Arts and Sciences; Westminster Business School), 'Research groups and clusters', and 'Committees' (with sub-item: Upcoming meetings). The main content area is titled 'Progress: Examination arrangements: Examination - [redacted]'. It features a modal dialog box with a green circle icon, the text 'Approve Approve the application', and buttons for 'Cancel' and 'Confirm: Approve'. Below the dialog are two text input fields: 'Notes (Notes can be seen by the applicant and all staff reviewing this application. Notes added here do not automatically trigger any notifications.)' and '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':

The screenshot shows a rectangular box with a light grey background and a thin border. It is divided into two sections. The top section is titled 'STATUS' and contains the text 'Waiting for user account creation'. The bottom section is titled 'CURRENTLY WITH' and contains the text 'Graduate School Registry'.

## Section 2. User Account Creation

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



The task looks like this:



Action	Timestamp
[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, 11:52
[redacted] approved the application	01 Nov 2021, 11:54

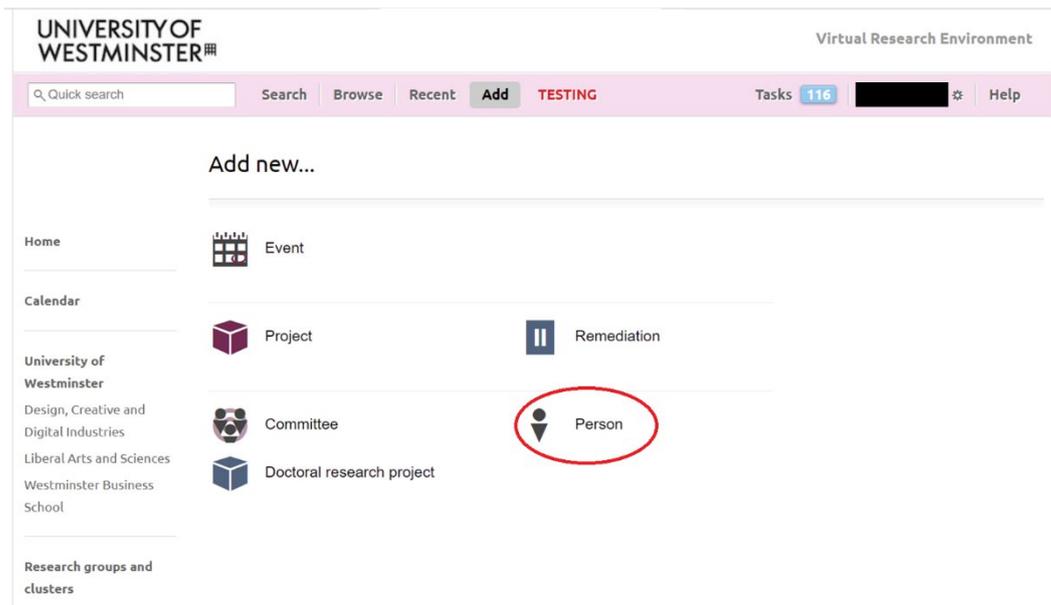
Before the External Examiner's Account can be linked to the Examination Record it first needs to be created.

### Creating a user account (GSR)

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

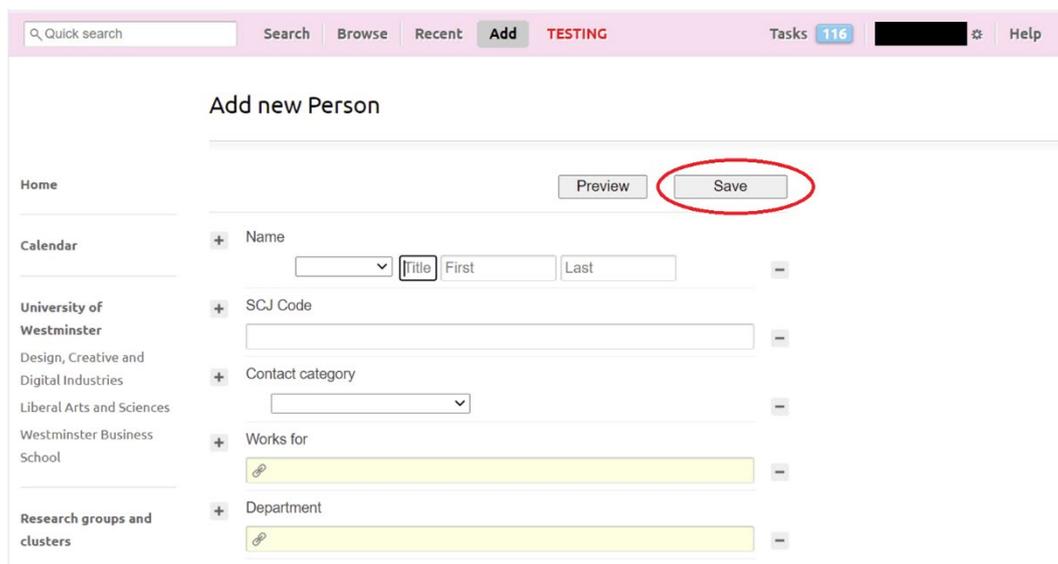


From the list of options select 'Person':



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



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

You will then arrive at the following screen:

UNIVERSITY OF WESTMINSTER Virtual Research Environment

Quick search Search Browse Recent Add TESTING Tasks 116 Help

### Dr Harry External

Edit

External researcher

Name	Dr Harry External	Request external access
Contact category	External researcher	Doctoral Researchers
Job title	Lecturer	
Email address	H.external@test.com	

Home

Calendar

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

Research groups and clusters

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

UNIVERSITY OF WESTMINSTER Virtual Research Environment

Quick search Search Browse Recent Add TESTING Tasks 116 Help

< Back

### Request external access

Confirm external access for the External researcher

The following details will be used to create the user account:

- **First name:** Harry
- **Last name:** External
- **Email:** H.external@test.com

Edit record

Confirm

Home

Calendar

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

Research groups and clusters

Select 'Confirm'.

The external account will now look like this:

UNIVERSITY OF WESTMINSTER Virtual Research Environment

Quick search Search Browse Recent Add TESTING Tasks 116 [REDACTED] Help

### Dr Harry External Edit [v] [icon]

Home

---

Calendar

---

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

---

Research groups and clusters



Name	Dr Harry External	Revoke access
Contact category	<a href="#">External researcher</a>	Resend password setting link
Job title	Lecturer	
Email address	<a href="mailto:H.external@test.com">H.external@test.com</a>	Doctoral Researchers

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

University of Westminster

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

[Click here to set password.](#)

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

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

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

UNIVERSITY OF WESTMINSTER Virtual Research Environment

Quick search Search Browse Recent Add TESTING Tasks 116 # Help

< Examination Examination arrangements: Examination - [REDACTED]

Home Title Examination - [REDACTED]

Calendar Researcher [REDACTED]

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

Project [REDACTED]

Academic year 2021 - 2022

[REDACTED] started the workflow 01 Nov 2021, 11:20  
 [REDACTED] submitted the application 01 Nov 2021, 11:38

STATUS  
 Waiting for user account creation

CURRENTLY WITH  
 Graduate School Registry

Edit examination arrangements form  
 Select user

APPLICATION  
 Examination arrangements form

Select 'Select User':

### Select user account

Name: Harry External

Email: Harry@test.com

No specific match found. The list below shows users that were created within last 2 weeks.

Dr Harry Test  
 harry@test.com

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] Edit 📄

---

Home Examination

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
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 GSR should now upload the RTW information to complete that part of the Examination Record.

### Right to Work (GSR)

GSR 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:

< Examination

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

---

Home

Calendar

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

Research groups and clusters

Committees

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

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

CURRENTLY WITH  
Graduate School Registry

🟢 Edit confirmation form

Download printable PDF...

📝 Add note

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]

Home

Calendar

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

Right to work checks have been completed

Notes

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

Save and continue Save for later

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

Confirm  
Confirm right to work check has taken place

Cancel Confirm: Confirm

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:

< Examination

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

Home

Calendar

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

Research groups and clusters

Committees

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

STATUS Completed

APPLICATION Confirmation form

Download printable PDF...

[REDACTED] confirmed that right to work check has taken place 01 Nov 2021, 12:09

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

The screenshot shows a web interface for an examination record. The title is "Examination - [redacted]". The status is "Pre-examination". The interface includes a sidebar with navigation options like Home, Calendar, University of Westminster, and Research groups and clusters. The main content area displays details for the examination, including the title, researcher, supervisor (Director of studies, Second (i), Second (ii)), project, chair, examiner (Internal, External Dr Harry External), and academic year (2021 - 2022). Two red circles highlight the status updates: "Examination arrangements Approved" and "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, 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>

This will take you to the following log in screen:

The screenshot shows the login screen for the University of Westminster Virtual Research Environment. The header includes the University of Westminster logo and the text "Virtual Research Environment". A "Log in" button is located in the top right corner. The main content area is titled "Log in to your account" and contains a form with fields for "Email" and "Password". A "Log in" button is positioned to the right of the password field. Below the form, there is a link for "Forgotten your password?" and a checkbox for "Remember me on this computer". A warning message states: "WARNING: Do not check this box on public computers or if anyone else uses this computer."

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:

The screenshot shows the 'My project' page in the VRE. The left sidebar contains navigation links: Home, Calendar, University of Westminster (Design, Creative and Digital Industries; Liberal Arts and Sciences; Westminster Business School), Research groups and clusters, and Committees (Upcoming meetings). The main content area displays project information: Title, Researcher, Supervisor (Director of studies, Second (i), Second (ii)), Doctoral research project status (Active), Doctoral research project stage (Upgraded), Project mode (Part-time Writing Up), and DRDP Cohort (2014 January PT). On the right, a vertical menu contains buttons for Project history, Project dates, Supervision meetings, Annual progress review, Registration, Ethics, and Examinations. The 'Examinations' button is circled in red.

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

The screenshot shows the 'Examinations' page. It features a '< Back' button at the top left. Below it, there is a table with two columns: 'Examination' and 'Status'. The 'Examination' column contains a link labeled 'Examination - [First Name] [Surname]', which is circled in red. The 'Status' column contains the text 'In progress'. Below the table, there is a paragraph explaining that the examinations record is used to administer the examination process from thesis submission to final award.

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

The screenshot shows a user interface for an examination. On the left is a navigation menu with items like 'Home', 'Calendar', 'University of Westminster', 'Design, Creative and Digital Industries', 'Liberal Arts and Sciences', 'Westminster Business School', 'Research groups and clusters', and 'Committees'. The main content area displays details for 'Examination - [redacted]'. Fields include 'Title', 'Researcher', 'Supervisor' (with sub-roles 'Director of studies', 'Second (i)', and 'Second (ii)'), 'Project', 'Chair', 'Examiner' (with 'Internal' and 'External' options, 'Dr Harry External' is selected), and 'Academic year' (2021 - 2022). On the right, a 'STATUS' box shows 'Pre-examination'. Below it, 'Thesis submission' is listed as 'Not started' with a 'Start now...' link circled in red. Another section shows 'Examination arrangements' as 'Approved'.

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

The screenshot shows a confirmation dialog box with the text 'Would you like to start the Thesis submission?'. There are two buttons: 'Cancel' and 'Start', with the 'Start' button circled in red.

You will then see the following screen:

The screenshot shows the 'Thesis submission: Examination - [redacted]' page. The left navigation menu is the same as in the previous screenshot. The main content area shows the same examination details. On the right, the 'STATUS' box now says 'Waiting for application to be submitted'. Below it, the 'CURRENTLY WITH' section shows a green dot next to 'Submit thesis'. There are also buttons for 'Download printable PDF...' and 'Add note'. At the bottom, a log entry shows '[redacted] started the workflow' on '01 Nov 2021, 14:40'.

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]

[Redacted]

[Redacted]

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:

Statement Declaration Viva **Upload Thesis**

**Thesis Title: \***

Please upload your thesis file

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

**Save and continue** Save for later

Statement Declaration Viva **Upload Thesis**

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:

**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.)

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

< Examination

### Thesis submission: 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

Academic year: 2021 - 2022

[REDACTED] started the workflow	01 Nov 2021, 14:40
[REDACTED] submitted the application	01 Nov 2021, 14:46

**STATUS**  
Waiting for Supervisor to review application

**CURRENTLY WITH**  
[REDACTED]

**APPLICATION**  
Doctoral Researcher form

Download printable PDF...

Add note

## 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] [Full info...](#)

Please review the thesis submission application

The Thesis Submission Record looks like following:

< Examination

### Thesis submission: 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

Academic year: 2021 - 2022

[REDACTED] started the workflow	01 Nov 2021, 14:40
[REDACTED] submitted the application	01 Nov 2021, 14:46

**STATUS**  
Waiting for Supervisor to review application

**CURRENTLY WITH**  
[REDACTED]

Submit review

Return to Doctoral Researcher

**APPLICATION**  
Doctoral Researcher form

Download printable PDF...

Add note

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 application interface for thesis submission. On the left is a navigation sidebar with links for 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 REF Units of. The main content area is titled "Progress: Thesis submission: Examination - [redacted]". It features a "Submit review" section with a green progress indicator, the text "Submit the reviewed application", and buttons for "Cancel" and "Confirm: Submit review" (the latter is circled in red). Below this is a confirmation checkbox: "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." There are two text input areas: "Notes" (visible to applicant and staff) and "Private notes" (visible only to staff).

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 GSR to confirm receipt and circulate the thesis.

< Examination

### Thesis submission: 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

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

[REDACTED] started the workflow	01 Nov 2021, 14:40
[REDACTED] submitted the application	01 Nov 2021, 14:46
[REDACTED] reviewed the application	01 Nov 2021, 14:51

**STATUS**

Waiting for thesis receipt and circulation

**CURRENTLY WITH**

Graduate School Registry

**APPLICATION**

Doctoral Researcher form

Declaration

Download printable PDF...

Add note

## Graduate School Registry

Once the Researcher has made the submission and the Director of Studies has completed their declaration GSR 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:

< Examination

### Thesis submission: 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

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

[REDACTED] started the workflow	01 Nov 2021, 14:40
[REDACTED] submitted the application	01 Nov 2021, 14:46
[REDACTED] reviewed the application	01 Nov 2021, 14:51

**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

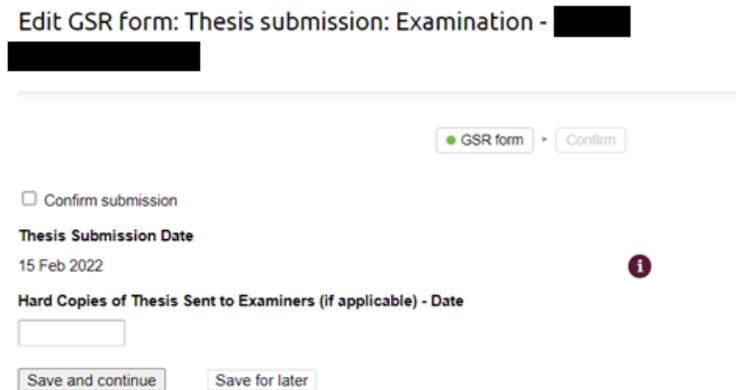
**APPLICATION**

Doctoral Researcher form

Declaration

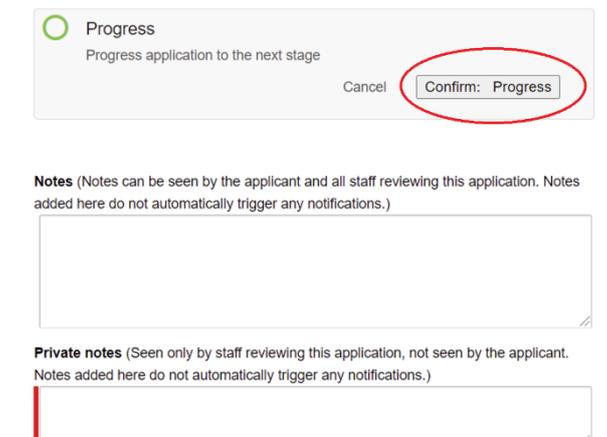
You should 'sense check' that the thesis is downloadable by looking at 'Doctoral Researcher Form' and that the Director of Studies has confirmed a plagiarism check has been carried out via the 'Declaration' tab (both located on the bottom righthand side). If there are any issues, please return it to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

< Examination

## Thesis submission: 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

Academic year 2021 - 2022

[REDACTED] started the workflow 01 Nov 2021, 14:40

**STATUS**

Completed

Confirm receipt

---

**LETTERS**

[REDACTED]

Dr Harry External

---

**APPLICATION**

Doctoral Researcher form

Declaration

---

**ASSESSMENT**

### 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] Edit

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

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

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.

#### Tasks



Select 'Edit viva arrangements':



And populate the following fields:

**Viva examination date \***

**Viva examination time \***

**Viva examination location \***  
Please state building and room number as a minimum.

**Please add any notes you wish to be included in the email notification to examiners about the viva arrangements**  
e.g. catering, access, car parking

'Save and continue' and then confirm.

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

The screenshot shows a web interface for 'Viva arrangements: Examination - [redacted]'. On the left is a navigation menu with links like Home, Calendar, University of Westminster, etc. The main content area displays details for the examination, including Researcher, Supervisor (Director of studies, Second (i), Second (ii)), Project, Chair, and Examiner (Internal, External Dr Harry External). It also lists dates for Thesis submission (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' box showing 'Completed' (circled in red), an 'Edit viva arrangements' button, an 'APPLICATION' box showing 'Viva arrangements', and a 'Download printable PDF...' button.

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 'Examination' record page. It features a navigation menu at the top left. The main content area displays examination details: Title, Researcher, Supervisor (Director of studies, Second (i), Second (ii)), Project, Chair, Examiner (Internal, External Dr Harry External), Thesis submission date (01 Nov 2021), Viva date (29 Oct 2021, 14:00, circled in red), Viva location (Online), and Academic year (2021 - 2022). On the right side, there is a 'STATUS' box showing 'Pre-examination'. Below this, several sections are listed with 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).

## 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 Examination

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

Task: Examination record

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

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.

< Examination

Thesis submission: Examination - [REDACTED]

Home

Calendar

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

Research groups and clusters

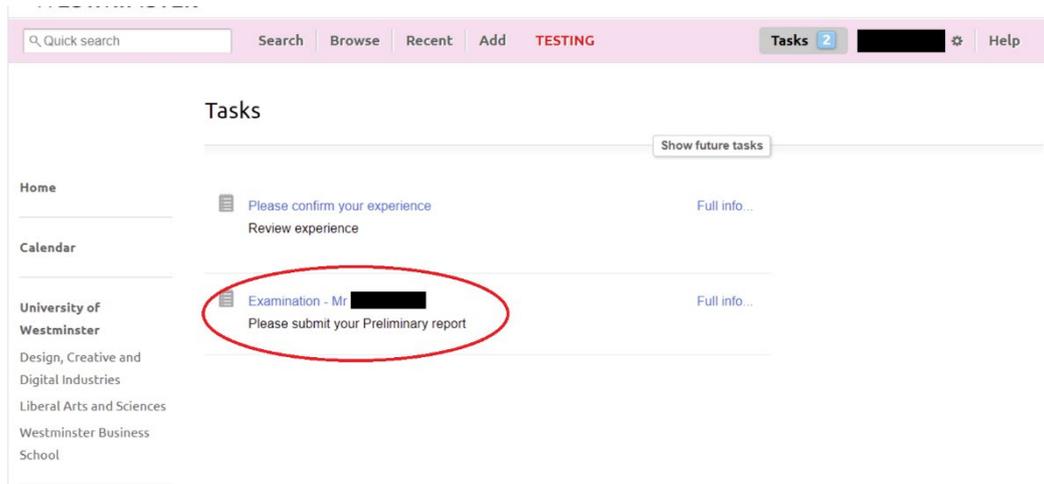
Committees  
Upcoming meetings

Task: [REDACTED] started the workflow 01 Nov 2021, 14:40

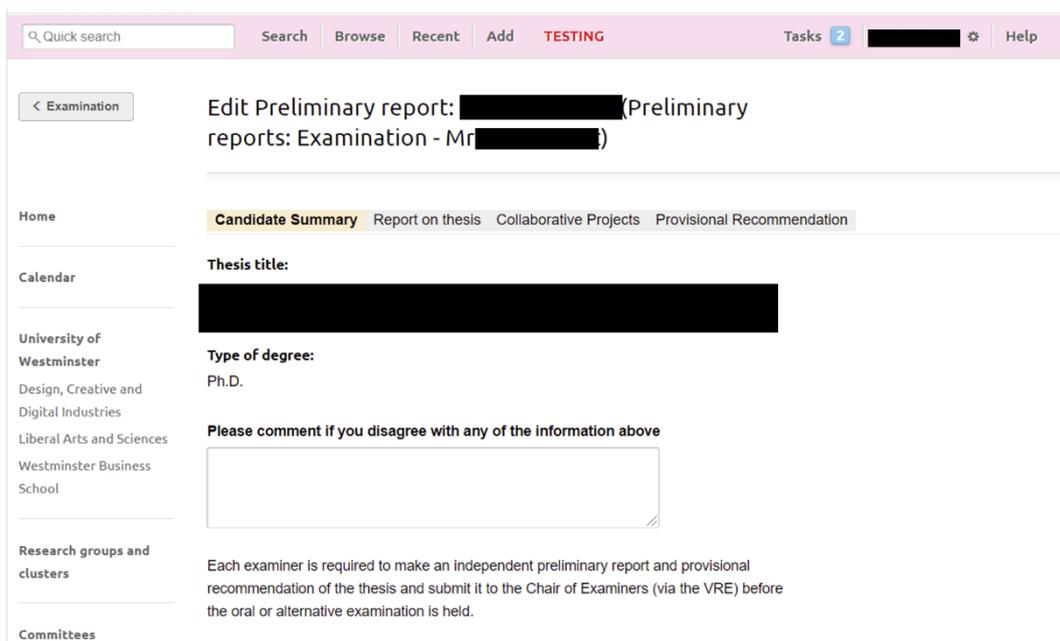
Title	Examination - [REDACTED]	STATUS	Completed
Researcher	[REDACTED]	Confirm receipt	<input type="radio"/>
Supervisor	Director of studies [REDACTED] Second (i) [REDACTED] Second (ii) [REDACTED]	LETTERS	[REDACTED] Dr Harry External
Project	[REDACTED]	APPLICATION	Doctoral Researcher form Declaration
Chair	[REDACTED]	ASSESSMENT	
Examiner	Internal [REDACTED] External Dr Harry External		
Thesis submission date	01 Nov 2021		
Academic year	2021 - 2022		

## 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:

Quick search Search Browse Recent Add TESTING Tasks 2 Help

< Examination Preliminary reports: Examination - [REDACTED]

Home

- 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.

Calendar

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

Research groups and clusters

Committees  
Upcoming meetings

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.

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 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 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]  
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:

The screenshot shows a web interface for 'Preliminary reports: Examination - [REDACTED]'. 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, and Committees (Upcoming meetings). The main content area displays a table of details:

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

On the right-hand side, there is a menu with the following items:

- STATUS: Waiting for preliminary reports
- CURRENTLY WITH: On hold
- Preliminary reports** (circled in red)
- Download printable PDF...
- Add note

For example:

< Examination Preliminary reports: Examination - [REDACTED]

Home Dr [REDACTED]

Calendar

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

Research groups and clusters

Committees  
Upcoming meetings

Guides

### 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>

*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:**

SECTIONS

- [Candidate Summary](#)
- [Report on thesis](#)
- [Collaborative Projects](#)
- [Provisional Recommendation](#)

*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:

Quick search Search Browse Recent TESTING Tasks 1 Harry External Help

### Tasks

Show future tasks

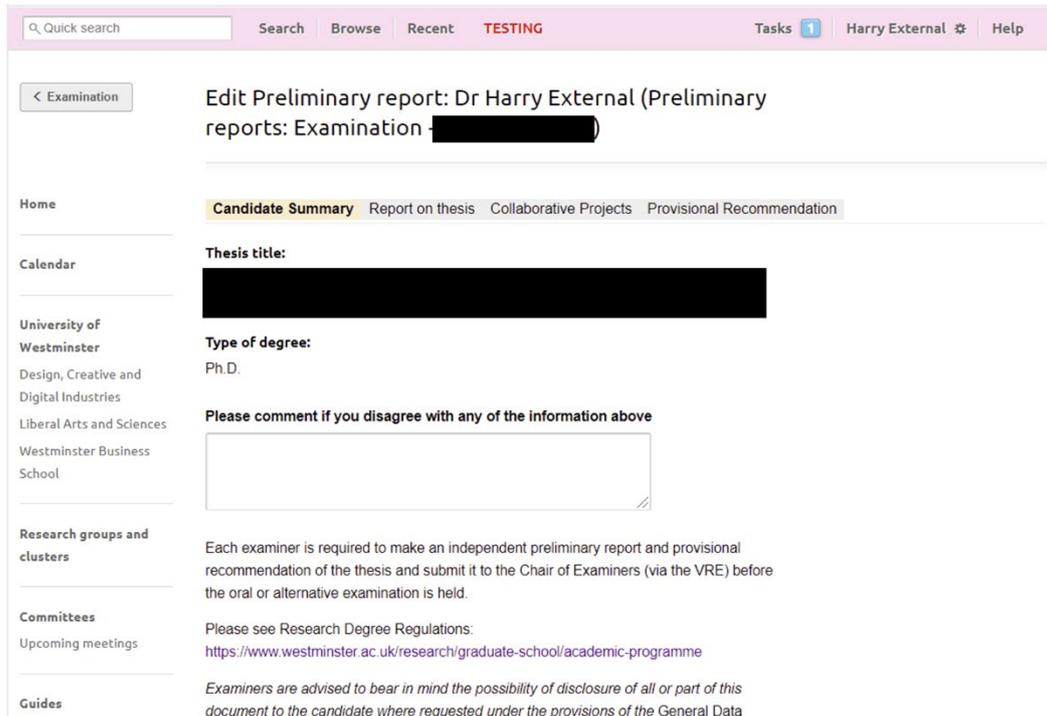
Home

Examination - [REDACTED] Full info...  
Please submit your Preliminary report

Calendar

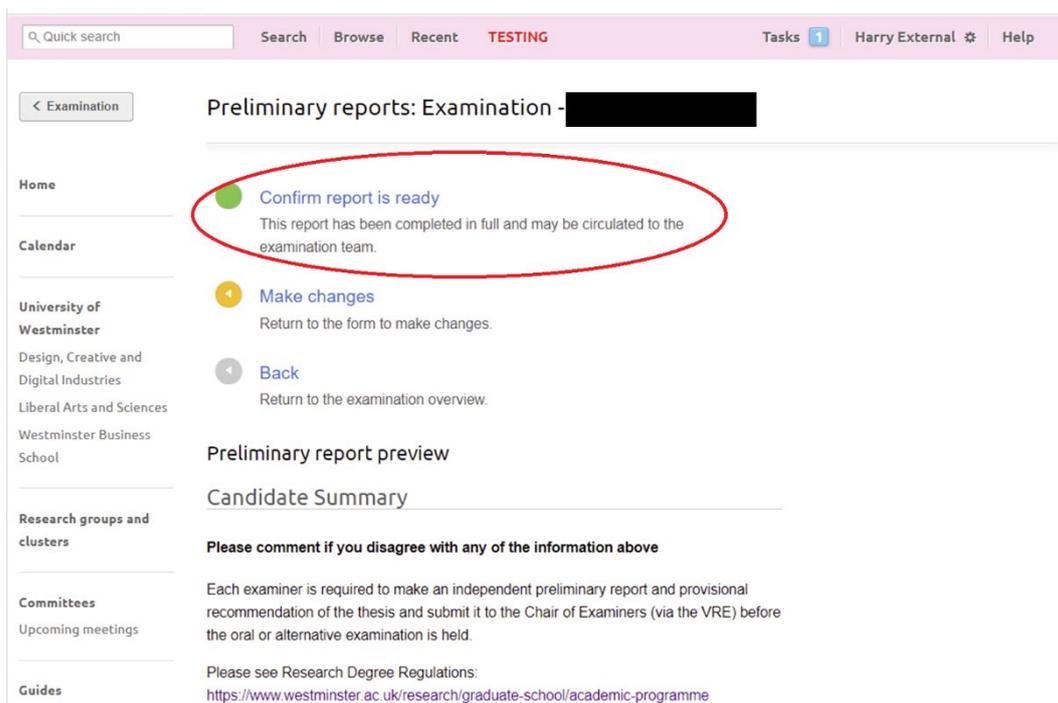
University of Westminster  
Design, Creative and Digital Industries  
Liberal Arts and Sciences  
Westminster Business School

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:



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

Quick search Search Browse Recent TESTING Harry External Help

< Examination Preliminary reports: 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	[REDACTED]
	Director of studies	[REDACTED]
	Second (i)	[REDACTED]
	Second (ii)	[REDACTED]
Research groups and clusters	Project	[REDACTED]
Committees	Chair	[REDACTED]
Upcoming meetings	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 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]	Examination arrangements Approved
Director of studies	[REDACTED]	Right to work check Harry External Completed
Second (i)	[REDACTED]	Thesis submission Completed
Second (ii)	[REDACTED]	Preliminary reports In progress
Project	[REDACTED]	Waiting for preliminary reports With: On hold
Chair	[REDACTED]	Viva arrangements Completed
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	

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

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

**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

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:

Q 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

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

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

Research groups and clusters

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

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:

Quick search Search Browse Recent Add TESTING Help

< 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

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

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:

Quick search Search Browse Recent TESTING Harry External Help

< 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:

The screenshot shows a web interface for the University of Westminster's VRE system. At the top, there is a search bar and navigation tabs for 'Search', 'Browse', 'Recent', and 'TESTING'. The user is logged in as 'Harry External'. The main content area is titled 'Preliminary reports: Examination - [REDACTED]'. Below this, there is a 'Candidate Summary' section with a 'Please comment if you disagree with any of the information above' prompt. The summary text states that examiners must provide independent reports and recommendations before the oral or alternative examination. It also includes a link to the Research Degree Regulations and a note about data protection. Below the summary is a 'Report on thesis' section, followed by a 'Report of the examiner on the thesis and any published work submitted' section, which prompts the examiner to provide a reasoned assessment of the candidate's performance. On the right side, there is a 'SECTIONS' menu with links to 'Candidate Summary', 'Report on thesis', 'Collaborative Projects', and 'Provisional Recommendation'. The left sidebar contains navigation links for 'Home', 'Calendar', 'University of Westminster', 'Research groups and clusters', and 'Committees'.

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 a web interface with a sidebar on the left and a main content area. The sidebar includes links for 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 displays examination details for a specific examination. The details include: Title (Examination - [redacted]), Researcher ([redacted]), Supervisor (Director of studies, Second (i), Second (ii)), 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), and Academic year (2021 - 2022). On the right side, there is a 'STATUS' box showing 'Post-examination'. Below this, there is a list of tasks: Examination arrangements (Approved), Thesis submission (Completed), Preliminary reports (Completed), Viva arrangements (Completed), and Examination outcome (In progress, Waiting for chair, With: [redacted]). The 'Examination outcome' task is circled in red.

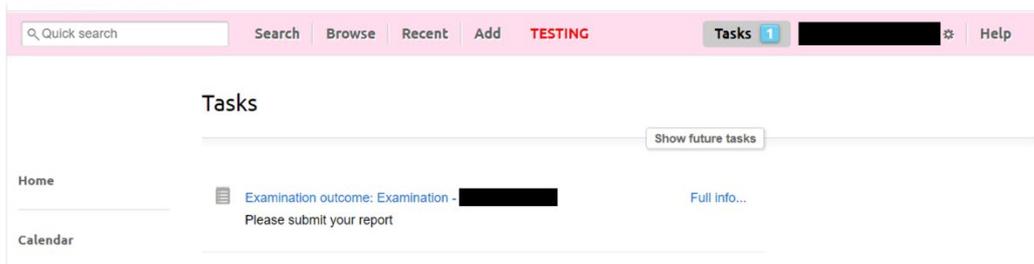
And the Chair of Examiners will receive an email confirming this:

The screenshot shows an email notification from the University of Westminster. The header is a dark purple bar with the text 'University of Westminster'. Below this, the main content of the email reads: 'Examination outcome: Examination - [redacted]', followed by a large black redaction box. Below the redaction, the text 'Waiting for chair' is displayed. At the bottom of the email, there is a dark purple bar with the text 'Progress'. Below this, there is a light grey box containing the text: 'This is an automated email sent by the Westminster VRE. Please do not reply to this email, this address is not monitored.'

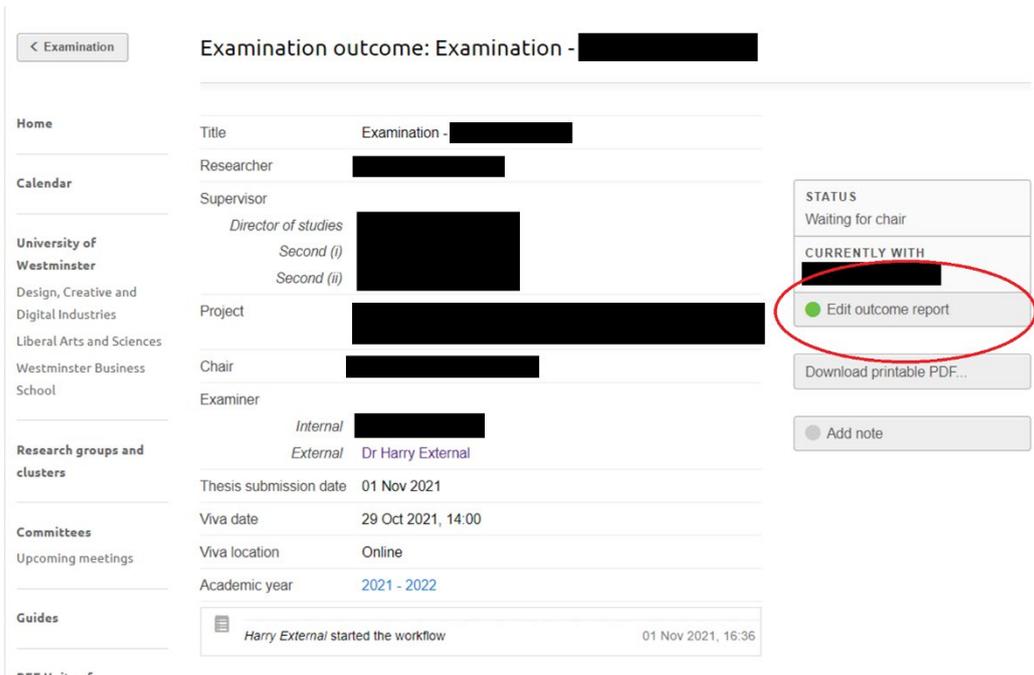
This report should be completed by the Chair of Examiners and Examiners immediately following the viva.

### Chair of Examiners – Outcome Report

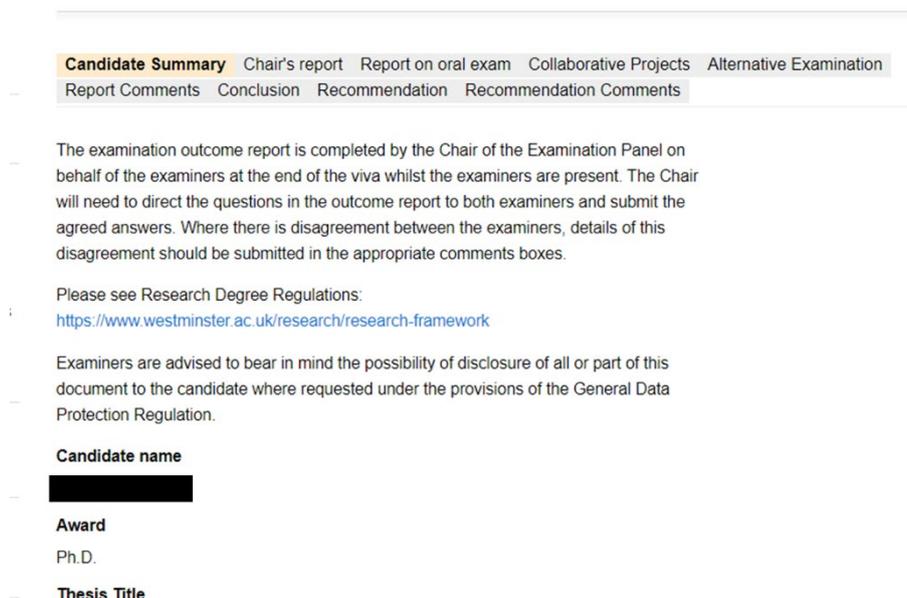
The Chair of Examiners can access the report either via the link in the email notification or by the task in their task list:



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 clusters

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REF Units of Assessment  
Past 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/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**  
[Redacted]

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

[Text area 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**

Select those who attended

[Redacted]  
 [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 area 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 to 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

- **Alterative 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...](#)

Save and continue

Save for later

- **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...](#)

Save and continue

Save for later

- **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**

- 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

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

- Recommendation comments:

**Reason for decision**

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

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:

**Amendments will be made to the satisfaction of: \***

Select a minimum of one examiner

Dr [REDACTED]

Dr Harry External

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

**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

Examination outcome: Examination - [REDACTED]

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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  
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 internal examiner

CURRENTLY WITH  
[REDACTED]

EXAMINATION  
Outcome report

Download printable PDF...

Add note

Harry External started the workflow 01 Nov 2021, 16:36

[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  
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 internal examiner

CURRENTLY WITH  
[REDACTED]

Confirm outcome

Return to chair

EXAMINATION  
Outcome report

Download printable PDF...

Add note

Notifications

Harry Test started the workflow 15 Feb 2022, 13:37

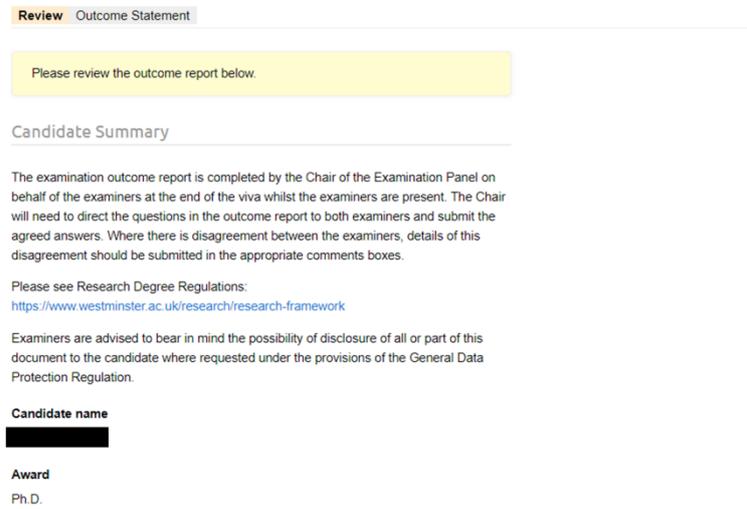
[REDACTED] submitted the application 15 Feb 2022, 13:44

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.

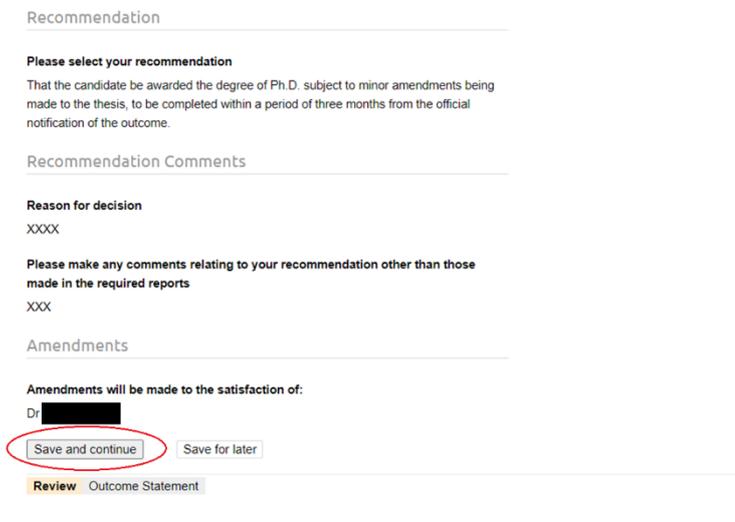
Please see Research Degree Regulations:  
<https://www.westminster.ac.uk/research/research-framework>

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 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 the thesis, to be completed within a period of three months from the official notification of the outcome.

**Recommendation Comments**

**Reason for decision**  
XXXX

**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:  
Dr [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 i

Any comments (Optional)

**Save and continue**

Review **Outcome Statement**

And then to confirm final confirmation:

○ **Confirm outcome**  
 Confirm the examination outcome

Cancel

**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

---

Home

---

Calendar

---

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

---

Research groups and clusters

---

Committees

Upcoming meetings

**Examination outcome: Examination - [REDACTED]**

---

Title	Examination - [REDACTED]
Researcher	[REDACTED]
Supervisor	[REDACTED]
<i>Director of studies</i>	[REDACTED]
<i>Second (i)</i>	[REDACTED]
<i>Second (ii)</i>	[REDACTED]
Project	[REDACTED]
Chair	[REDACTED]
Examiner	[REDACTED]
<i>Internal</i>	[REDACTED]
<i>External</i>	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 external examiner

**CURRENTLY WITH**

Harry External

**EXAMINATION**

Outcome report

Internal examiner statement

## 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	
<i>Director of studies</i>	[REDACTED]
<i>Second (j)</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**  
Waiting for external examiner

**CURRENTLY 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.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.

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:

< Back

### Edit External examiner statement: Examination outcome: Examination - [REDACTED]

Review **Outcome Statement**

I agree with the outcome report i

Any comments (Optional)

[Text area for comments]

**Save and continue** Save for later

Review **Outcome Statement**

Home

Calendar

University of Westminster

Design, Creative and Digital Industries

Liberal Arts and Sciences

Westminster Business School

And then 'Confirm: Confirm outcome':

**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.)

[Text area for notes]

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

[Text area for private notes]

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

Examination outcome: Examination - [REDACTED]

Home: 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 (i) [REDACTED]

Westminster Business School: 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 first examiner

CURRENTLY WITH: [REDACTED]

EXAMINATION: Outcome report, Internal examiner statement, External examiner statement

Download printable PDF...

Add note

### Internal Examiner – Amendments Report

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

Examination outcome: Examination - [REDACTED]

Home: 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 (i) [REDACTED]

Westminster Business School: 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

STATUS: Waiting for first examiner

CURRENTLY WITH: [REDACTED]

Review amendments

EXAMINATION: Outcome report, Internal examiner statement, External examiner statement

Download printable PDF...

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...](#)

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

**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:

< Examination

### 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**

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 external examiner

**CURRENTLY WITH**  
Harry External

---

**EXAMINATION**

Outcome report

Internal examiner statement

External examiner statement

Amendments report

---

Download printable PDF...

---

Add note

## External Examiner – Amendments Report

Once the Internal Examiner has submitted the Amendments report it will be passed to the external examiner to review. The external examiner will receive both an email notification and VRE task alerting them to the fact the report is ready:

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 external examiner

**CURRENTLY WITH**  
Harry Test

Confirm requirements

Return to first examiner

---

**EXAMINATION**

Outcome report

Internal examiner statement

External examiner statement

Amendments report

The External examiner has two options:

- Confirm requirements
- Return to first examiner

Select 'Confirm requirements':

Please review the amendments report below.

### Amendments

Amendments will be made to the satisfaction of:

[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

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:

I agree with the Amendments Report



Save and continue

Save for later

And to confirm:

○ **Confirm requirements**  
 Confirm amendments requirements

Cancel    Confirm: Confirm 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 Registry.

### 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.

Continue

### 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

Cancel

**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 Registry 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

Return to committee representative

**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.

Continue

### 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.

Review > **Confirm**

- 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:

The screenshot shows a web interface for an examination outcome. On the left is a navigation menu with links for Home, Calendar, University of Westminster (Design, Creative and Digital Industries, Liberal Arts and Sciences, Westminster Business School), Research groups and clusters, and Committees (Upcoming meetings). The main content area is titled 'Examination outcome: Examination - [redacted]'. It contains a table of details: 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), and Academic year (2021 - 2022). On the right, there is a 'STATUS' section with 'Minor amendments' circled in red. Below this is an 'EXAMINATION' section with links for Outcome report, Internal examiner statement, External examiner statement, Amendments report, and Amendments report approval. At the bottom right is a 'Download printable PDF...' button.

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 shows a user interface for an examination record. On the left is a navigation menu with categories like Home, Calendar, University of Westminster, Design, Creative and Digital Industries, Liberal Arts and Sciences, Westminster Business School, Research groups and clusters, Committees, and Guides. The main content area displays details for an examination, including Title, Researcher, Supervisor (Director of studies, Second (i), Second (ii)), Project, Chair, Examiner (Internal, External), Thesis submission date, Viva date, Viva location, and Academic year. On the right, there is a 'STATUS' box showing 'Post-examination' and a list of actions: 'Thesis amendments' (circled in red), 'Not started', 'Start now...', '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 a confirmation dialog box. At the top, there is a breadcrumb '< Examination' and the title 'Examination - [redacted]'. Below this, there is a question: 'Would you like to start the Thesis amendments?'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Start'. The 'Start' button is circled in red.

Followed by 'Submit thesis':

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

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

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':

The screenshot shows a web interface for 'Thesis amendments: Examination'. On the left is a navigation menu with links like 'Home', 'Calendar', 'University of Westminster', 'Design, Creative and Digital Industries', 'Liberal Arts and Sciences', 'Westminster Business School', 'Research groups and clusters', and 'Committees'. The main content area displays the following information:

- 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

On the right side, there are several sections:

- STATUS**: Waiting for examiner
- CURRENTLY WITH**: [Redacted]
- EXAMINATION**: Amended thesis and commentary
- Download printable PDF...
- Add note

A red circle highlights the 'Review amendments' button in the 'CURRENTLY WITH' section.

*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:

The screenshot shows the 'Thesis' page with the following sections:

- Thesis title**: [Redacted]
- VERSIONS**: 02 Nov 2021 ([Redacted])
- Thesis**: [Redacted] with a 'Preview' button.
- List of corrections made**: [Redacted] with a 'Preview' button.

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':

< Examination

## Thesis amendments: 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 examiner

**CURRENTLY WITH**  
[REDACTED]

● Review amendments

**EXAMINATION**  
Amended thesis and commentary

Download printable PDF...

● Add note

The Examiner/s are then asked to complete the report and give a recommendation:

Home **Candidate Summary** Recommendation Recommendation Comments

**Recommendation of the examiners on a candidate for the degree following minor amendments and revisions.**

Examiners are required to make their recommendation of the amended thesis.

If the amendments are not to the required standard a further period of one month for the amendments to be brought up to the required standard is permitted.

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

**Candidate Name**  
[REDACTED]

**Award**  
Ph.D.

**Thesis title**  
[REDACTED]

If you have any comments on the candidate name, award or thesis title please make them here

Save and continue Save for later

The recommendations include:

**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

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

There is then an opportunity to add any final 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

Select 'Save and continue' and then 'Confirm: Submit review':

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

< Examination

### 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**  
Awarded

---

**EXAMINATION**

Amended 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]

---

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 Not started <b>Start now...</b>
Director of studies	[REDACTED]	
Second (i)	[REDACTED]	Notifications
Project	Doctoral Research Project	
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)	STATUS Waiting for Supervisor to review application				
Researcher	[REDACTED]					
Supervisor		CURRENTLY WITH [REDACTED] <b>Submit review</b> Return to Doctoral Researcher				
Director of studies	[REDACTED]					
Second (i)	[REDACTED]	APPLICATION Doctoral Researcher form				
Project	[REDACTED]	Download printable PDF...				
Chair	[REDACTED]					
Examiner						
Internal	[REDACTED]					
External	Dr George External					
Academic year	2021 - 2022					
<table border="1"> <tr> <td>[REDACTED] started the workflow</td> <td>03 Nov 2021, 09:29</td> </tr> <tr> <td>[REDACTED] submitted the application</td> <td>03 Nov 2021, 09:31</td> </tr> </table>			[REDACTED] started the workflow	03 Nov 2021, 09:29	[REDACTED] submitted the application	03 Nov 2021, 09:31
[REDACTED] started the workflow	03 Nov 2021, 09:29					
[REDACTED] submitted the application	03 Nov 2021, 09:31					

Select 'Submit review':

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**Submit review**  
Submit the reviewed application

Cancel **Confirm: Submit review**

Please note that exam arrangements are not yet in place. Please start the exam arrangements as a matter of priority.

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.

**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 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 Registry.

## Examination Arrangements

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

< Examination

Examination arrangements: Examination - [redacted] (resubmission)

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Title Examination - [redacted] (resubmission)

Researcher [redacted]

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

Project [redacted]

Chair [redacted]

Examiner  
Internal [redacted]  
External Dr George External

Academic year 2021 - 2022

[redacted] started the workflow 03 Nov 2021, 09:31

**STATUS**  
Waiting for supervisor to submit the application

**CURRENTLY WITH**  
[redacted]

**Edit examination arrangements form**

Download printable PDF...

Add note

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

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

Save and continue

Save for later

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 Registry

### Thesis Submission

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

[< Back](#)

### 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**

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 Registry will receive a task:

[< Examination](#)

### Examination arrangements: Examination - [redacted] (resubmission)

**Title** Examination - [redacted] (resubmission)

**Researcher** [redacted]

**Supervisor**  
Director of studies [redacted]  
Second (i) [redacted]

**Project** [redacted]

**Chair** [redacted]

**Examiner**  
Internal [redacted]  
External Dr George External

**Thesis submission date** 03 Nov 2021

**Academic year** 2021 - 2022

Activity	Date
[redacted] started the workflow	03 Nov 2021, 09:31
[redacted] submitted the application	03 Nov 2021, 09:38
[redacted] reviewed the application and submitted decision	03 Nov 2021, 09:41

**STATUS**  
Waiting for Graduate School Board to submit decision

**CURRENTLY WITH**  
[redacted]

Edit examination arrangements form

Progress

E-meeting

Schedule meeting

Request review

**APPLICATION**  
Examination arrangements form

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)**

**Home** Title Examination - [redacted] (resubmission)

**Calendar** Researcher [redacted]

**University of Westminster** Supervisor Director of studies [redacted]  
Second (i) [redacted]

Design, Creative and Digital Industries Project [redacted]

Liberal Arts and Sciences Chair [redacted]

Westminster Business School Examiner Internal [redacted]  
External Dr George External

**Research groups and clusters** Thesis submission date 03 Nov 2021  
Academic year 2021 - 2022

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**STATUS**  
Awaiting Graduate School Board Chair

**CURRENTLY WITH**  
[redacted]

Delegate this task

Progress

**APPLICATION**  
Examination arrangements form

Download printable PDF...

Add note

[redacted] started the workflow 03 Nov 2021, 09:31

[redacted] submitted the application 03 Nov 2021, 09:38

[redacted] reviewed the application and submitted decision 03 Nov 2021, 09:41

[redacted] forwarded application to committee Chair 03 Nov 2021, 09:47

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 – No 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 (no viva)' the following process applies.

### Chair of Examiners

Once the thesis resubmission has been confirmed by Graduate School Registry and the Examination Arrangements are confirmed (see [Section 8](#)) the Chair of Examiners will receive an email notification and task to confirm the 'Examination outcome – X (resubmission) report'.

< Examination

### Examination outcome: Examination - [REDACTED] (resubmission)

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Committees

Title	Examination - [REDACTED]
Researcher	[REDACTED]
Supervisor	Director of studies [REDACTED] Second (i) [REDACTED]
Project	[REDACTED]
Chair	[REDACTED]
Examiner	Internal [REDACTED] External Dr George External
Thesis submission date	03 Nov 2021
Academic year	2021 - 2022

[REDACTED] started the workflow 03 Nov 2021, 09:51

STATUS

Waiting for chair

CURRENTLY WITH

[REDACTED]

● Edit outcome report

Download printable PDF...

Add note

Select 'Edit outcome report' and complete the Examination outcome (resubmission) report, just as following the initial examination (see [Section 6](#)):

**Candidate Summary** Collaborative Projects Alternative Examination Conclusion Recommendation  
Recommendation Comments

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**  
[REDACTED]

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

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

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 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

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 8b. 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 2<sup>nd</sup> 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:

**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 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

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:

#### Tasks

 [Final thesis submission: Examination - \[REDACTED\]](#) [Full info...](#)  
 Please submit your application

The Researcher will need to select 'Edit Form':

[< Examination](#) Final thesis submission: Examination - [REDACTED]

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Researcher	[REDACTED]
Supervisor	[REDACTED]
<i>Director of studies</i>	[REDACTED]
<i>Second (i)</i>	[REDACTED]
<i>Second (ii)</i>	[REDACTED]
Project	[REDACTED]
Chair	[REDACTED]
Examiner	[REDACTED]

**STATUS**  
Waiting for final thesis upload

**CURRENTLY WITH**  
[REDACTED]

Edit form

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 Conferment

**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 research 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

EThOS Agreement One EThOS Agreement Two Thesis Upload Conferment

### 2 – EThoS Agreement Two:

Home EThOS Agreement One **EThoS Agreement Two** Thesis Upload Conferment

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**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.

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Liberal Arts and Sciences  
Westminster Business School

**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 (UKDOT). 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.

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### 3 – Thesis upload:

EThOS Agreement One EThOS Agreement Two **Thesis Upload** Conferment

**Thesis title \***

Final copy of thesis as approved by the examiners

## 4 – Conferment:

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

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**I would like my conferment letter \***  
 Collected in person  Posted

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

**Address for conferment letter \***  
Required for collections 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 Deed Poll, 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 Registry.

## Graduate School Registry

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

[< Examination](#)

### Final thesis submission: Examination - [REDACTED]

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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

[REDACTED] started the workflow	02 Nov 2021, 14:29
[REDACTED] submitted the final thesis	02 Nov 2021, 14:38

**STATUS**  
Waiting for Graduate School Registry

**CURRENTLY WITH**  
Graduate School Registry

Confirm submission

Return to Doctoral Researcher

**LETTERS**  
[Conferment letter](#)

**APPLICATION**  
[Doctoral Researcher final thesis submission](#)

[Download printable PDF...](#)

Add note

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

If all looks good select 'Confirm submission'.

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

[< Back](#)

### Edit Graduate School Registry form: Final thesis submission: Examination - [REDACTED]

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Confirm final thesis submission

Confirm external examiner account closed

**Conferment Letter Posted/Collected**

[Save and continue](#) [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 Registry

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

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

The screenshot shows the profile page for 'Dr Harry External'. On the left is a navigation menu with 'Home', 'Calendar', and 'University of Westminster' (with sub-items: Design, Creative and Digital Industries; Liberal Arts and Sciences; Westminster Business School). The main content area shows the profile details: Name (Dr Harry External), Contact category (External researcher), Job title (Lecturer), and Email address (H.external@test.com). On the right side, there are three buttons: 'Revoke access' (circled in red), 'Resend password setting link', and 'Doctoral Researchers'. At the top right, there are 'Edit' and 'Download' icons.

Select 'Revoke access' and then 'confirm':

The screenshot shows a confirmation dialog titled 'Revoke access'. It has a '< Back' button at the top left. The main text says 'Confirm revocation of Dr Harry External's external access'. Below this text is a 'Confirm' button, which is circled in red. The left navigation menu is identical to the previous screenshot.

The profile will then be deactivated:

The screenshot shows the profile page for 'Dr Harry External' after deactivation. The profile details (Name, Contact category, Job title, Email address) remain the same. However, the 'Revoke access' button is no longer present. Instead, there is a 'Request external access' button and the 'Doctoral Researchers' button. The 'Edit' and 'Download' icons are still at the top right. The left navigation menu is also present.