

Assessment regulations of doctoral degrees

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1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will assess the performance of students with probity, according to transparent procedure, against common criteria, and with measures that ensure parity and fairness in actions taken.
- 1.2 The University will uphold the requirements of the UAE Ministry of Education's Commission for Academic Accreditation.
- 1.3 The University will incorporate the norms set out in the UK Quality Assurance Agency's Code of Practice for Assessment and Collaborative Provision.
- 1.4 The University Senate has final authority in all matters regarding the assessment of student performance.
- 1.5 The University Senate delegates operational responsibility to the Boards of Examiners for taught elements of the degree and to the Research Degree Committee for the thesis element.

2.0 Scope

- 2.1 Applies to all doctoral programmes.

- 2.2 Applies to all components of assessment that constitute the requirements for the award of a degree at doctoral level.
- 2.3 To be read in conjunction with the policy on Assessment – Master’s Degrees, where relevant and not contained or overwritten by that document.

3.0 Definitions

- 3.1 Research Degree Committee (RDC)
- 3.2 Board of Examiners (BoE)
- 3.3 Director of Studies (DoS)
- 3.4 Second Supervisor (SS)
- 3.5 Head of Programme (HoP)
- 3.6 The doctoral programme at BUID normally comprises of four stages:
 - 3.6.1 Stage 1 - Taught Stage: students need to pass the specified taught module assessments of the programme to complete this stage.
 - 3.6.2 Stage 2 - Comprehensive Exam: students need to pass a doctorate qualifying exam to clear this stage and proceed to the proposal defence.
 - 3.6.3 Stage 3 - Proposal Defence: students must present a research proposal, pass a proposal defence and meet any other requirements specified by the RDC to proceed to thesis.
 - 3.6.4 Stage 4 - Final Thesis Stage: students are required to complete their final thesis and pass the thesis submission and viva requirements to be eligible for the award of the doctoral degree.

4.0 Policy

EXAMINATION PANEL

- 4.1 The examining panel members at each stage are as follows:
 - 4.1.1 Examining panel members of stage 1 (taught stage): the BoE will make all assessment decisions. An external examiner will be a member of the BoE.
 - 4.1.2 Examining panel members of stage 2 (comprehensive exam): the examining panel must include an examining committee consisting of at least 3 academic staff acting as examiners, and one academic staff member from another Faculty acting as the chair.
 - 4.1.3 Examining panel members of stage 3 (proposal defence): the examining panel must include an impartial chair and two University examiners.
 - 4.1.4 Examining panel members of stage 4 (final thesis and viva assessments): the examining panel must comprise an impartial chair, an internal examiner (who has not been involved with the student’s research work), and an external examiner who is external to both the University and the University’s academic partners.
- 4.2 The examiners for Stage 2 will be appointed as a permanent committee with fixed members by the Deans of the Faculties in consultation with the Vice Chancellor.

- 4.3 The examiners for Stages 3 and 4 will be nominated by the Dean in consultation with the HoP and will be ratified by the RDC based on the nomination criteria.

Role of the internal examiner

- 4.4 The internal examiner plays two important roles: one, recommending examination outcomes; and two, confirming in writing to the RDC whether required corrections have been made or not.

Role of the external examiner

- 4.5 For doctoral programmes, there will be an external examiner of the taught part of the programme (stage 1).
- 4.6 There will be a specific external examiner (who is different from the external examiner in stage 1) for each doctoral thesis viva who is an expert in the subject area and who has experience of examining doctoral level work. This external examiner will ensure that the doctoral thesis meets the standards in the assessment criteria. This external examiner must be external to the University and the University's academic partners (stage 4).

Role of the examining panel chair

- 4.7 The chair appointed by the RDC has the following roles and responsibilities during the proposal defence and final viva:
- 4.7.1 to introduce the examiners and student;
 - 4.7.2 to outline the procedure for the examination and its key purposes;
 - 4.7.3 to ensure that the student is given the opportunity to respond to all relevant questions asked by examiners;
 - 4.7.4 to ensure that the examination is conducted fairly and in accordance with University regulations and policy;
 - 4.7.5 to ensure that parties other than the student and examiners only act as observers during the formal phase of the proceedings;
 - 4.7.6 at the end of the proposal defence/thesis viva, to ensure that actions required of the student and the examiners are clear and understood by all parties;
 - 4.7.7 to advise examiners, the student and other parties involved in the examination on University policy and regulations;
 - 4.7.8 the chair is not required to have specialist knowledge relevant to the thesis or the discipline area;
 - 4.7.9 the chair receives a copy of the thesis or research proposal for information purposes only. He/she is not expected to read the thesis or thesis proposal in detail;
 - 4.7.10 the chair is present to ensure the quality of examination procedures rather than be involved in or contribute to the assessment of the thesis or thesis proposal.

Selection of examiners and the chair

- 4.8 The chair and the examiners for a proposal defence and thesis viva will be appointed by the RDC.
- 4.9 There may be occasions when the proposed thesis external examiner does not meet all criteria outlined; for example, in a specialist subject area where there is only a small pool of experts.

In such exceptional cases, the RDC has the authority to waive some of the conditions as it deems appropriate.

- 4.10 The appointment of external examiners will be made official in written communications from the Vice Chancellor. The communication will include a letter of appointment; the thesis abstract, the University policy on the assessment of doctoral degrees, and expenses claim form.
- 4.11 External examination fees are specified in the letter of appointment, and are reviewed by the University on an annual basis. Reasonable expenses are also paid to external examiners, according to University policy.

Criteria for choosing the thesis external examiner

- 4.12 The external examiner is normally required to:
 - 4.12.1 have expertise in the area of the work to be examined;
 - 4.12.2 be experienced in research and have a strong track record in publication in refereed academic journals, or have equivalent professional experience;
 - 4.12.3 have experience of the doctoral degree examination process and normally have been an examiner previously for a doctoral degree;
 - 4.12.4 hold a research degree at the level he/she is examining;
 - 4.12.5 hold/have held an appointment within the higher education system, although it is permissible to appoint an appropriate person from outside the university sector who has expert academic knowledge of the field, e.g. a senior industrial scientist, a senior government official, or a professional practitioner.
- 4.13 The external examiner should not:
 - 4.13.1 have had any collaboration with the student or have given any substantive advice to the student on his/her research (except in the case of a resubmitted thesis);
 - 4.13.2 be either a current or former member of staff of the University or the specific UK university associated with the programme (if applicable) unless at least four years have elapsed since he/she relinquished the post.
- 4.14 The external examiner can examine at most two students a year as long as the internal examiner and chair are different.
- 4.15 The external examiner should declare any significant personal, financial or professional relationship with the student.
- 4.16 The nomination for external examiner will include the student's consent and confirmation to ensure that no relationship or reasonable objection exists for any particular individual included in the list of external examiners approved by the RDC. This consent will be acquired before approaching the final selected external examiner.
- 4.17 Regular pairings of internal and external examiners should be minimised.
- 4.18 Retired members of staff may be selected as long as they are still actively engaged in research in their field.

Criteria for the selection of the internal examiner

4.19 The internal examiner should:

- 4.19.1 have expertise in the area of the work to be examined;
- 4.19.2 be experienced in research, and have published in refereed academic publications or have equivalent professional experience;
- 4.19.3 hold a doctorate degree;
- 4.19.4 be a full-time member of the academic staff of the University. In cases of thesis viva, the internal examiner should be a member of the University or the University's academic partners.

4.20 In the case of thesis viva, the internal examiner must not be the student's DoS or SS.

Criteria for choosing the chair

4.21 The chair must normally:

- 4.21.1 be an experienced academic member of staff appointed by the RDC who is familiar with the RDC'S operations;
- 4.21.2 be familiar with University policies and procedures and specifically have knowledge of University regulations for the degree under examination;
- 4.21.3 have experience of the doctoral degree examination process;
- 4.21.4 have experience of chairing meetings.

4.22 The chair must not be a member of the student's supervisory team or have played a significant part in the research or the assessment of the student.

BOARD OF EXAMINERS

4.23 The BoE will be responsible for all progression decisions relating to students in the taught module stage of doctoral programmes. Membership and general terms of reference are set out in the relevant University policy.

4.24 The BoE will recommend to the RDC the passing of a student from the taught stage to the comprehensive exam stage.

4.25 The BoE will in addition review student progress through the receipt of progress review reports during the taught stage.

RESEARCH DEGREES COMMITTEE

4.26 The RDC assumes authority from the BoE once the student has completed all the taught components of the degree and has progressed to the comprehensive exam stage. The membership, role, and responsibilities of the RDC is set out in the relevant University policy.

APPEALS

4.27 Students have the right to appeal, if they have a demonstrable and justifiable reason, against the appointment of a specific individual as their thesis examiner.

4.28 Appeals against a decision of the RDC may be made only on specific grounds as detailed in the University's policy on appeals.

4.29 Should a student submit a thesis without the consent of their Director of Studies, the student will only be allowed to appeal the decision of the RDC on procedural grounds.

ASSESSMENT CRITERIA AND GRADING DESCRIPTORS

4.30 Assessment Criteria are set out in the relevant doctoral assessment policy.

4.31 Grading Descriptors are set out in the relevant doctoral assessment policy.

GRADING STANDARDS AND PASSING GRADES

4.32 Each module is assessed separately and in relation to the learning outcomes stated in the module descriptor.

4.33 Grades are awarded on the following scale, with 50%/C/Good representing the passing grade.

Score %	Grade	Interpretation
90 – 100	A	Excellent – satisfactory for a distinction
80 – 89		
70 – 79		
60 – 69	B	Very good
50 – 59	C	Good
40 – 49	D	Marginal fail
30 – 39	F	Clear fail
20 – 29		
10 – 19		
0 – 10		

PROGRESSION AND ASSESSMENT

4.34 During the taught stage of programmes, all the individual modules are assessed. The BoE approves the final results of the modules. The next section of this document (Taught Stage) deals with the assessment regulations for this stage.

4.35 Students who successfully complete all taught modules and are not progressing to the next stage can be considered for a Master of Research (MRes) at the discretion of the University in accordance with the approved award completion requirements.

4.36 Students who successfully complete all taught modules and who are proceeding to the next stage must appear first for the comprehensive exam stage then for the proposal defence. Students' progress to Stage 4 after passing the proposal defence stage. The section titled Proposal Defence deals with the assessment regulations for this stage.

4.37 Students who are not able to demonstrate satisfactory progress within Stage 4 will not be permitted to register for the subsequent year of the doctoral degree. They may, at the discretion of the RDC, be offered the opportunity to exit the programme with an MRes award.

- 4.38 Completion of the third stage of the programme is assessed through a thesis and a viva. The RDC approves the outcome of the Stage 4 assessments. The Thesis and Viva section deals with the relevant assessment regulations.

TAUGHT STAGE

Progression through Taught Stage

- 4.39 Policy and procedures are set out in the relevant Master's assessment policy.
- 4.40 Progression is assessed by the BoE through the relevant processes supported by policies of attendance, completion, suspension, and withdrawals.
- 4.41 Students are required to submit a soft copy of the assignment/project report via Plagiarism Detection Software. The soft copy submission is considered to be the primary method of submission of assignments/project reports, unless specifically requested otherwise by the Module Tutor on the assignment/project brief.

COMPREHENSIVE EXAM

General

- 4.42 After completion of the taught stage, responsibility for student progression transfers from the BoE to the RDC.
- 4.43 The Comprehensive Exam is designed to evaluate the breadth and depth of the student's knowledge of his or her discipline, as well as the student's scholarly potential.
- 4.44 The Comprehensive Exam will be in the form of a 60-90 minutes' oral test and may include a written component.

The exam process

- 4.45 After the student has successfully cleared the taught stage, MASS will coordinate with the appointed chair of the comprehensive exam committee of a programme to set the exam date.
- 4.46 The Comprehensive Exam is non-credit rated, the final outcome (Pass or Fail) will be recorded on the student's academic transcript.
- 4.47 The Comprehensive Exam will be video taped or digitally recorded. These records will be maintained by MASS. .
- 4.48 The Comprehensive Exam date will be set no later than 2 months from the date of ratification of the taught modules results by the BoE.
- 4.49 The Comprehensive Exam is a closed exam and will only be attended by the chair, the examiners, and the student.
- 4.50 The examiners, at their discretion, will make one of the following recommendations to the RDC:

- 4.50.1 Pass: a student who passes the Comprehensive Examination will proceed to proposal defence.
 - 4.50.2 Fail: the panel will either recommend a retake of the examination in the next Comprehensive Exam or in some circumstances, recommend dismissal from the programme.
- 4.51 The student is allowed to retake the Comprehensive Exam only once after their first try. Should the student fail on the second time, they will be dismissed or recommended by the RDC to be awarded the degree of MRes.

The joint examiners' report form for Comprehensive Exam

- 4.52 After the Comprehensive Exam, the examiners should use the Joint Examiners' Report Form for Comprehensive Exam to give their recommendation on the outcome of the Comprehensive Exam and their comments on the Comprehensive Exam and the student's performance in the Comprehensive Exam (form attached as Appendix G).
- 4.53 The report is to be completed and signed by the examiners before the chair returns the report to MASS. This report will be confidential to the RDC at this time.
- 4.54 The completed Joint Examiners' Report Form for Comprehensive Exam must be submitted to MASS within three working days of the proposal defence, regardless of which recommendation the examiners have made. If examiners require more than three working days to complete the form, they must inform the MASS within three working days after the Comprehensive Exam.
- 4.55 MASS will send the completed Joint Examiners' Report Form for Comprehensive Exam to the RDC for their review, comment, and approval.
- 4.56 The RDC will have the final authority of decision making on the recommendations of the examiner.
- 4.57 The Comprehensive Exam session will be recorded and archived for a minimum of ten years.

Student access to examiner report forms

- 4.58 Students will see the Joint Examiners' Report Form for Comprehensive Exam once the recommendation has been approved by RDC.

PROPOSAL DEFENCE

General

- 4.59 All doctoral students must present and defend a proposal for their research with success.
- 4.60 The proposal defence will establish whether the student:
- 4.60.1 has a good understanding of the subject area and is ready for supervised research at the doctoral level;

- 4.60.2 has a critical understanding of the research topic proposed with a viable research plan and timescale;
- 4.60.3 has a thorough understanding of research methods required for the research topic proposed.

The examination process

- 4.61 Students must submit a detailed research proposal as prescribed in the guidelines in the Research Methodology 3 Module, before appearing for the defence.
- 4.62 Once the proposal defence session date and time are set, the student will have to abide by them. If the student fails to attend their proposal defence session without a satisfactory and reasonable excuse, they will need to pay fees for rescheduling their proposal defence.
- 4.63 Proposal defence sessions can only be rescheduled two times. If the student fails to attend their proposal defence in the second reschedule, the examiners will recognise this as a fail and provide the recommendation of Rejected.
- 4.64 Proposal defence is chaired by an independent academic nominated by the RDC and two internal examiners: one from the internal supervisory team (normally the DoS), and another qualified member of academic staff from the University who is not a member of the supervisory team.
- 4.65 The proposal defence will be attended by the student, the chair, and the two examiners.
- 4.66 The proposal defence session will be recorded and archived for a minimum of ten years.
- 4.67 A doctoral proposal defence is open to members of University staff, and other postgraduate research students of the University. The student, however, has the right to request exclusion of particular individuals if he/she feels their presence will be detrimental to his/her performance in the proposal defence. The examiners have the right to request exclusion of anyone they believe may jeopardise the smooth running or integrity of the proposal defence. The chair is the final authority regarding attendance.
- 4.68 The examiners may consider any feedback on the student provided by a subject expert or an Academic Advisor
- 4.69 The examiners, at their discretion, will make one of the following recommendations to the RDC:
 - 4.69.1 Pass: that the student be allowed to proceed to Thesis.
 - 4.69.2 Conditional Pass: that the student be allowed to proceed subject to minor changes to the proposal within four weeks and to be approved by the second examiner.
 - 4.69.3 Refer: that the student be invited to revise, resubmit and repeat the proposal defence within a specified time not exceeding four months. A student will be permitted to repeat on only one occasion. A fresh defence, normally conducted by the original examiners, is required.
 - 4.69.4 Reject: that the student is not allowed to progress to thesis and may be recommended to the RDC for the award of the degree of MRes.

- 4.70 The RDC will have the final authority of decision making on the recommendations of the examiners.

The Research Proposal Defence: pre-defence report form

- 4.71 A Research Proposal Defence: Pre-Defence Report Form (attached as Appendix A) will be completed by each examiner after reading the proposal and before the pre-defence meeting.
- 4.72 The Research Proposal Defence: Pre-Defence Report Form allows examiners to:
- 4.72.1 discuss their preliminary judgement on the proposal for discussion with the co-examiner at the pre-defence meeting;
 - 4.72.2 identify priorities and points for discussion at the proposal defence;
 - 4.72.3 identify corrections required, thereby saving time after the proposal defence (even if corrections change as a result of the student's performance or the views of the other examiner);
 - 4.72.4 identify issues (in particular plagiarism) that may need to be reported to the RDC.
- 4.73 Examiners should not normally take longer than ten working days to read and assess the proposal and write their pre-defence reports.
- 4.74 The examiners must exchange copies of their Research Proposal Defence: Pre-Defence Report Form either shortly prior to or at the pre-defence meeting.
- 4.75 The completed Research Proposal Defence: Pre-Defence Report Form must be returned to the chair of the examining panel with the Joint Examiners' Report Form for Proposal Defence after the proposal defence.

The pre-defence meeting for the proposal examination

- 4.76 Prior to the proposal defence, the examiners will arrange to confer with one another, either in person or virtually, in order to:
- 4.76.1 exchange views on any corrections or procedural issues that need to be addressed;
 - 4.76.2 identify issues to be raised in the proposal defence;
 - 4.76.3 agree on broad strategy for the proposal defence.

The Joint Examiners' Report Form for Proposal Defence

- 4.77 After the proposal defence, the examiners should agree upon a final joint report to be written on the Joint Examiners' Report Form for Proposal Defence giving their recommendation on the outcome of the proposal defence and their comments on the proposal and the student's performance at the defence (form attached as Appendix C).
- 4.78 The report is to be completed and signed by all examiners before the chair of the examining panel returns the reports to MASS with the examiners' copies of the proposals. This report will be confidential to the RDC at this time.
- 4.79 In exceptional circumstances, the examiners may submit dissenting reports with the permission of the chair of the examining panel, which will not be unreasonably withheld.

- 4.80 The completed Joint Examiners' Report Form(s) for Proposal Defence must be submitted to MASS within three working days of the proposal defence, regardless of which recommendation the examiners have made. If examiners require more than three working days to complete the form, they must inform MASS within three working days after the proposal defence.

Student access to examiner report forms

- 4.81 Students will see the Joint Examiners' Report Form for Proposal Defence once the recommendation has been approved by the RDC.

Examiner disagreement over a recommendation

- 4.82 If, after their deliberations, the examiners remain unable to reach an agreement on a recommendation following the proposal defence, the procedure detailed below must be followed:
- 4.82.1 Each dissenting examiner must complete a separate report on the Joint Examiners' Report Form for Proposal Defence giving justification for his/her recommendation. The forms should be submitted to MASS within three working days of the proposal defence.
 - 4.82.2 The chair of the proposal defence and the examiners may be invited to the RDC to discuss the reports and to see if a recommendation can be agreed.
 - 4.82.3 If agreement is not reached, (after the chair of the panel has attempted to mediate), the RDC may, at its discretion, appoint one or more new examiners or may determine other action where appropriate to enable the RDC to reach an objective and independent recommendation.

THESIS AND VIVA

General

- 4.83 All students for the award of a doctoral degree must have produced, presented, and defended a piece of original research. The work will take the form of a thesis or other appropriate form of submitted material that embodies their research for examination at the end of the degree. In what follows in this document, the term 'thesis' includes other forms of submitted material except where stated.
- 4.84 The examination of a doctoral thesis normally involves two parts:
- 4.84.1 First, the submission and preliminary assessment of the thesis, normally by one internal and one external examiner;
 - 4.84.2 Second, the defence of the thesis by the student at a viva with the same examiners.

Student thesis examination form before viva

- 4.85 A Student Thesis Examination Form Before Viva (Appendix H) will be completed by all doctoral students at the time of submitting their final draft before it is sent to the external examiner. The form will be submitted to MASS.
- 4.86 Thesis Examination Form Before Viva allows the Programme Coordinator to confirm:

- 4.86.1 changes recommended by the DoS have been made;
- 4.86.2 formatting adheres to University standards and is endorsed by the DoS;
- 4.86.3 proofreading has been carried out and the certificate of proof reading is attached;
- 4.86.4 plagiarism Turnitin report is attached.

The examination

- 4.87 Students must submit a thesis, in the format prescribed in 14.0 Guide to Presenting Final Research Work, along with the completed Thesis Examination Form Before Viva (Appendix H), not less than forty working days before appearing for the viva.
- 4.88 The viva is mandatory for doctoral students presenting for the first time, even when the examiners have either identified serious flaws in the thesis or are entirely satisfied with the thesis content and its quality. In cases where examiners have identified serious flaws in the thesis, the student must be offered an opportunity to defend his/her work at the viva.
- 4.89 In addition to a viva, students may be required by the examiners to sit a written or other examination which may be necessary to test or examine the specific competences within the subject. The student may only be examined on material that is formally required for the degree for which he/she is being examined. Examiners may not take into account anything that is not a formal requirement of the degree.
- 4.90 The viva is conducted normally by an impartial chair nominated by the RDC and two examiners, one internal and one external. The internal examiner should be from the University or from the University's academic partners whereas the external examiner has to be external to the University and its academic partners. The internal examiner must not have been involved with the supervision of the student.
- 4.91 The viva will be attended by the student, the appointed chair and the examiners either in person or virtually at the discretion of the RDC.
- 4.92 The student is given a minimum of ten working days' notice of the time, date, and location of the viva. Students must be available to attend the viva on the agreed date. Students may delay their viva only in very exceptional circumstances, and only after written permission of the RDC.
- 4.93 The viva cannot proceed without all the appointed examiners being present. In the event of an examiner's or the student's unexpected illness or other unforeseen event, the examination must be postponed to another date.
- 4.94 The RDC may appoint an alternative chair if the original nominee is suddenly unable to attend.
- 4.95 Subject to the agreement of the student and the RDC:
 - 4.95.1 the DoS may attend the viva but cannot participate in the discussion;
 - 4.95.2 with the consent of the student, some members of University staff and other postgraduate research students of the University may be allowed to attend the viva, virtually, for specific purposes such as professional development of staff.

- 4.96 After examining the thesis presented by a student and considering the results of the viva and any written examination which they have conducted, the examiners will arrive at a recommendation for the RDC.
- 4.97 In the case of a resubmitted thesis, examiners may waive the requirement to hold a viva if the recommendation is to award the degree and all examiners are in agreement.
- 4.98 Examiners are not permitted to reject or refer a thesis on grounds that are not raised with the student in the viva.
- 4.99 The purposes of the viva are:
- 4.99.1 To enable the examiners to assure themselves that the thesis and the research it reports are the student's own work.
 - 4.99.2 To give the student an opportunity to defend the thesis, clarify any obscurities that the examiners have identified and discuss the subject of the thesis in its disciplinary and/or interdisciplinary context.
 - 4.99.3 The examiners are expected to explore all parts of the thesis.
 - 4.99.4 To enable the student to demonstrate a firm understanding of the field of research and thus give the examiners an opportunity to assess the student's broader knowledge of the field or discipline within which the thesis falls.

Thesis submission and assessment procedures

- 4.100 A student may choose to consult with the DoS to agree on the submission date of the thesis. However, a student can submit without obtaining the approval of the DoS.
- 4.101 The DoS may supply a written record of their advice that the thesis is not yet ready to submit; should the student proceed to submit against advice given this written record will be supplied in the documentation for the viva. In addition, if the student submits against advice, any appeal against the decision of the RDC may be made on procedural grounds only.
- 4.102 Students must complete a formal Intent to Submit Thesis form (Appendix E). The form must allow at least three months' notice period before a student can submit their actual thesis document.
- 4.103 The Intent to Submit Thesis form must be accompanied by the abstract of the thesis written in English.
- 4.104 Students must inform the University if there are any particular arrangements or adjustments that need to be made in case of any specific disability or extenuating circumstances to enable their full participation in the viva.
- 4.105 On receipt of the Intent to Submit, the DoS will consult with the HoP to recommend an internal and three external examiners to the Dean. If approved, these are then recommended by the Dean to the RDC for approval.
- 4.106 The viva will normally take place within two months of the student formally submitting their thesis using the Final Submission of Doctoral Thesis form (Appendix F).

- 4.107 Students must submit a thesis to MASS, along with the completed Thesis Examination Form Before Viva, appendix (H), in the format prescribed in University Guidelines on Presenting Doctoral Thesis, before appearing for the viva. The thesis submission will be a softcopy. Hard copies will be submitted only as required. Once submitted, the submission cannot be withdrawn.
- 4.108 The thesis will be sent to all examiners for assessment as soon as the thesis is received from the student, along with the following documents:
- 4.108.1 Pre-Viva Report Form;
 - 4.108.2 Joint Examiners' Report Form;
 - 4.108.3 Thesis Submission Guidelines;
 - 4.108.4 Assessment Regulations; Doctoral Degrees;
 - 4.108.5 Final Thesis and Viva Examination Procedures;
 - 4.108.6 Expenses Claim form (external examiners only).

The pre-viva report form

- 4.109 A Pre-Viva Report Form (Appendix B) will be completed by each examiner after reading the thesis and will be forwarded to MASS at the University before discussing them with each other.
- 4.110 The Pre-Viva Report Form allows examiners to:
- 4.110.1 discuss their preliminary judgement on the thesis for discussion with the co-examiner at the pre-viva meeting;
 - 4.110.2 identify priorities and points for discussion at the viva;
 - 4.110.3 identify corrections required, thereby saving time after the viva (even if corrections change as a result of the student's performance or the views of the other examiner);
 - 4.110.4 identify issues that may need to be reported to the RDC.
- 4.111 Examiners should not normally take longer than forty working days to read and assess the thesis and complete their Pre-Viva Reports Forms.
- 4.112 The completed Pre-Viva Report Form must be forwarded to the chair of the RDC with the Joint Examiners' Report Form for Viva after the viva.

The pre-viva meeting

- 4.113 Prior to the viva, the examiners must arrange to confer with one another in person or virtually, in order to:
- 4.113.1 identify issues to be raised in the viva;
 - 4.113.2 agree on the broad strategy for the viva;
 - 4.113.3 confer with the supervisor, if required.

The viva

- 4.114 The viva must take place in a quiet, suitable environment and without interruption.

- 4.115 The viva session will be recorded and archived for a minimum of ten years.
- 4.116 Students will take a copy of their thesis into the viva and may refer to it. The student may also take a reasonable number of supplementary materials into the viva.
- 4.117 The chair is responsible for the conduct of the examination. It is their responsibility to see that the viva is fairly and properly conducted.
- 4.118 On first meeting and during commencement of the viva, the student should be encouraged to feel at ease.
- 4.119 The chair will explain the format of the examination to the student.
- 4.120 No member of the examination panel should indicate to the student any predicted outcome of the examination. The examiners and the chair must ensure that any conflict of opinion that may arise during the examination does not lead to any indication of the likely outcome of the examination.
- 4.121 The examiners will each contribute to the examination process but the external examiner normally takes the lead.
- 4.122 Questions and discussions may be intense; however, they should not be intimidating.
- 4.123 Appropriate allowances will be made for students with disabilities (known in the UAE as students of determination) or other extenuating circumstances.
- 4.124 The examiners may discuss ways of developing the student's research and writing beyond the requirements of a doctoral degree, but the student will be advised that these discussions are not part of the assessment.
- 4.125 The viva should reasonably run for as long as necessary for it to serve its purpose. The chair must give an opportunity for a break if the viva is anticipated to last more than two hours, provided that this does not disadvantage the student.
- 4.126 If the DoS or other University staff/students are attending the viva, they may be asked by the chair to withdraw at any time during the examination if requested by the student or any member of the examining panel.
- 4.127 The student, and the DoS if present, will be asked to withdraw before the examining panel members begin their final deliberations.
- 4.128 The examiners may request to see further evidence during the viva.

Joint Examiners' Report Form for Viva

- 4.129 After the viva, the examiners should agree upon a final joint report to be written on the Joint Examiners' Report Form for Viva giving their recommendation on the outcome of the viva and their comments on the thesis and the student's performance at the viva (form attached as Appendix D).

- 4.130 The report is to be completed and signed by all examiners and the chair before it is returned to MASS.
- 4.131 When the examiners do not agree on the outcome of the viva, they will submit dissenting reports to the chair of the examining panel.
- 4.132 The completed Joint Examiners' Report Form for Viva reports must be submitted to MASS immediately. In exceptional circumstances, examiners will be required to submit it within three working days.
- 4.133 The completed Joint Examiners' Report Form for Viva report should consist of actionable amendments.
- 4.134 Where a viva is not required (i.e. in the case of a resubmitted thesis), the report must be submitted to MASS within forty working days from the date the resubmitted thesis was sent to the examiners.

Student access to examiner report forms

- 4.135 The student is entitled to see the Joint Examiners' Report Form for Viva once the recommendation has been approved by the RDC.

Examiner disagreement over a recommendation

- 4.136 If, after their deliberations, the examiners remain unable to reach an agreement on a recommendation following the viva, the procedure detailed below must be followed:
 - 4.136.1 Each dissenting examiner must complete a separate report on Joint Examiners' Report Form for Viva giving justification for his/her recommendation. The forms should be submitted to MASS within three working days of the viva;
 - 4.136.2 The chair of the examining panel and the examiners will be invited to the RDC to discuss the reports and to see if a recommendation can be agreed;
 - 4.136.3 If agreement is not reached (after the chair of the panel has attempted to mediate), the RDC may, at its discretion, appoint one or more new examiners or may determine other action where appropriate to reach a decision.

RECOMMENDATIONS FOR DOCTORAL DEGREES

- 4.137 There are five categories of recommendations for doctoral degrees: A (award with no corrections), B (referral for minor corrections), C (referral for major corrections), D (referral for substantial revisions), and E (fail).
- 4.138 Category (A) : Recommendation A - award with no corrections:
 - 4.138.1 The examiners should select recommendation A if the thesis is satisfactory in every way and there are no corrections to be made.
 - 4.138.2 The examiners may recommend this award if they are satisfied that:
 - 4.138.2.1 the student possesses appropriate knowledge of the particular field of learning within which the subject of the thesis falls;

- 4.138.2.2 the research reported in the thesis contributes a substantial addition to existing knowledge;
- 4.138.2.3 the results of the research show evidence of originality and independent critical judgement;
- 4.138.2.4 the thesis is presented in a lucid and scholarly manner;
- 4.138.2.5 the thesis has been submitted in the format prescribed by University regulations and policy;
- 4.138.2.6 no part of the thesis has previously been submitted for the award of a degree at this or any other university;
- 4.138.2.7 the thesis and the work reported in it are the student's own.

4.139 Category B - Recommendation B – award subject to minor corrections:

- 4.139.1 The examiners should select recommendation B if the thesis meets the criteria for the degree but some minor corrections are necessary. The corrections, in the view of the examiners, and taking into account the guidance given below, should not be sufficiently serious to merit a recommendation for resubmission and re-examination.
- 4.139.2 Examples of minor corrections permissible under category B include:
 - 4.139.2.1 typographical errors; however, if the errors, although trivial individually, are so numerous as to suggest carelessness on the part of the student or so intrusive as to distract the reader's attention from the argument of the thesis, the examiners would be fully justified in making a recommendation under category C;
 - 4.139.2.2 minor alterations and/or replacement of, or additions to, the text or to references or diagrams;
 - 4.139.2.3 other more extensive corrections may be made as long as they do not require significant (as defined by the examiners) re-working or re-interpretation of the substantive content of the thesis.
- 4.139.3 If more substantial corrections are required, the examiners should opt for a recommendation under category C(i) or C(ii).
- 4.139.4 An indication of required corrections must be provided by examiners on the Joint Examiners' Report Form for Viva for the benefit of the student. Once carried out by the student, corrections will be recommended by the DoS and endorsed normally by the internal examiner with the consent of the external examiner who, however, may exceptionally require his/her detailed scrutiny and endorsement. Corrections must be approved by the original examiners to avert the need for a further viva.
- 4.139.5 The time permitted for minor corrections to be completed by the student and approved by the internal examiner is no more than three months from the date the student receives the list of corrections from MASS. The RDC must receive written notification that the minor corrections have been approved by the examiner(s) within this timeframe.
- 4.139.6 The examiners' decision to recommend category B should be made on the grounds that the thesis will NOT require a further viva. The decision whether to recommend category B as opposed to category C(i) should not be determined by the student's personal circumstances nor the student's ability to correct the thesis within the required timeframe.

4.139.7 The student is expected to be available in the period required after the viva to complete minor corrections as part of their responsibilities in the examination of their degree. In very exceptional circumstances, the student may apply to the chair of the RDC for permission to submit the corrected thesis later than the required three months' time frame. Such students may be subject to a late submission fee by the University. Students who fail to submit their corrected thesis within the prescribed time frame will be referred under category C(ii) for Oral Re-examination.

4.140 Category C – Recommendation C(i) and C(ii) - award subject to major corrections:

4.140.1 Referral under category C may require the student either only to resubmit the thesis or also to undergo an oral re-examination. A student will be recommended to category C on only one occasion.

4.140.2 Examiners are required to make one of the following recommendations under category C:

4.140.2.1 that the thesis is satisfactory in substance, but defective in presentation or detail and does not require a further viva;

4.140.2.2 that the thesis is satisfactory in substance, but defective in presentation or detail and requires a further viva.

4.140.3 For category C(i), the student is required to revise and resubmit the thesis for the doctoral degree within six months of receiving the examiners' report on required corrections.

4.140.4 For category C(ii), the student is required to revise and resubmit the thesis for the doctoral degree within six months of receiving the examiners' report on required corrections. The student is also required to sit for an oral re-examination.

4.140.5 Where examiners reach a decision to give any of the category C recommendations, examiners must in addition to the Joint Examiners' Report Form for Viva submit a report on required corrections, accompanied by a marked-up copy of the thesis. Examiners should give sufficient indication of the defects of the original submission and recommend ways in which the thesis should be corrected in order to make a satisfactory revision of the thesis. It need not specify every correction to spelling, grammar, etc, where these are numerous, and can state requirements in general terms, where appropriate. The report will be given to the student and form the basis of the subsequent re-examination.

4.140.6 The report must be separate from the Examiners Report and be in a form suitable for communication to the student.

4.141 Category D – Recommendation D - award subject to substantial revisions:

4.141.1 Referral under category D requires the student to resubmit the thesis and undergo an oral re-examination. A student will be recommended to category D on only one occasion.

4.141.2 Examiners are required to recommend category D if the thesis is unsatisfactory in substance, defective in presentation or detail and requires further research and a further viva.

4.141.3 For category D, the student is required to make substantial revisions to the thesis and to resubmit it for the doctoral degree within twelve months of receiving the

examiners' report on required corrections. The student is also required to sit for an Oral Re-examination.

- 4.141.4 Where examiners reach a decision to give the category D recommendation, examiners must in addition to the Examiners' Report Form submit a report on required corrections, accompanied by a marked-up copy of the thesis. Examiners should give sufficient indication of the defects of the original submission and recommend ways in which the thesis should be corrected in order to make a satisfactory revision of the thesis. It need not specify every correction to spelling, grammar, etc, where these are numerous, and can state requirements in general terms, where appropriate. The report will be given to the student and form the basis of the subsequent re-examination.

4.142 Category E - fail:

- 4.142.1 Where examiners are not satisfied that the thesis and viva have met the standards required and have not found evidence that the thesis could be corrected under categories A, B, C, or D, they may recommend category E, fail. The RDC will then decide on any appropriate further decision.

Approval of recommendations

- 4.143 The result recommended by the examiners is provisional until approved by the RDC.
- 4.144 If a recommendation is straightforward (i.e. categories A, B, or C(i)) and there are no issues of concern, it will normally be approved the RDC.
- 4.145 The recommendations of categories C(ii), D, or E will normally prompt a meeting of the RDC (normally within ten working days of the examination) to discuss individual cases and review examiners' reports. The internal examiner will normally be invited to attend this meeting and in some cases the DoS may be required to attend. It may also be appropriate to seek further comments for clarity from the external examiner. Whenever possible the external examiner should be present for category C(ii) or D recommendations.

AWARD

- 4.146 A student will be eligible to be awarded the degree when:
- 4.146.1 the student satisfies all the requirements of the doctoral examination after the ratification of the RDC;
 - 4.146.2 the student has submitted an electronic copy AND a hard-bound copy of the final text to the Library;
 - 4.146.3 the student has made a public* presentation of his/her final thesis.

*the public presentation, which may take place in person or online, is open to all staff and students of the University and any external guests who wish to attend

- 4.147** Any delay in the submission of the electronic copy and/or the hard-bound copies of the final thesis will delay formal publication of the result, which will in turn delay the release of the degree certificate and graduation.

APPENDICES

APPENDIX A: Pre-Defence Report Form



Proposal Pre-Defence Report Form

Student ID no.	
Student name	
Faculty	
Programme	
Title of the research proposal	
Name of examiner	

A. Specific comments relating to assessment criteria

Are you satisfied that the candidate has demonstrated the following?

Assessment criteria	Yes	Partially	No
1. Purpose and objectives of the study The purpose, objectives, research questions, research aims, research gap, and research scope are clearly identified and discussed. The purpose, objectives, and research questions are aligned and related.			
2. Theoretical and conceptual framework There is clear identification and discussion of the theories, models or other conceptual frameworks used in the study, along with identification of the main underlying theories and/or theoretical discussion in the field promoting or recommending this type of research. Proper rationale and reasoning is provided for the theories, models or other conceptual frameworks used.			
3. Situating the study within the wider research field The study is situated in a particular gap among an identifiable field of research interest. Other studies related to the research topic are identified, discussed and critiqued or credited. The significance of the study and its uniqueness among its field is identified and discussed. Contribution to knowledge is identified and discussed.			

Assessment criteria	Yes	Partially	No
<p>4. Research approach and methodology</p> <p>Justification and rationale for empirical research provided is convincing and credible. The methodology is clearly and fully identified and discussed. This includes a discussion of the site and participant selection, the methods used for data collection or information collection (with a discussion of the design of the instruments and inclusion in the appendices), ethical consideration, limitations, validity, reliability, and any other significant research conduct issues.</p>			
<p>5. Anticipated results</p> <p>Initial ideas on anticipated results based on the theoretical or conceptual framework are identified and discussed. The importance of the anticipated results is discussed in terms of their contribution to the field.</p>			

B. Priorities and points for discussion at the proposal defence

C. Any corrections required (these may change after the defence)

D. Plagiarism check (Similarity Index proof to be attached)

1	Percentage of similarity	%
2	Comments	

E. Any issues required to be reported to Faculty

F. General comments and preliminary recommendation

Signature:

Date:

Cc: Chair of the Examining Panel



Pre-Viva Report Form

Student ID no.	
Student name	
Faculty	
Programme	
Title of the research proposal	
Name of examiner	

A. Specific comments relating to assessment criteria

Are you satisfied that the candidate has demonstrated the following?

Assessment criteria	Yes	Partially	No
<p>1. Identification of key issues and recognition of leading edge ideas</p> <p>Wide range of background reading including classic and contemporary sources; explicit identification of theoretical formulation of argument; explicit identification of significant themes that recur and of areas of dissonance between studies/authors/domains within the overall field.</p>			
<p>2. Awareness of a variety of viewpoints</p> <p>Attention drawn to the level of consistency evident within the accounts of leading authors/researchers/commentators; attention drawn to the chronology of ideas and practices; challenges to prevailing views highlighted.</p>			
<p>3. Extension and application of theoretical knowledge to generate new understandings</p> <p>Integration and synthesis of accounts of published authors; extrapolation from theory to generate further hypotheses; attention to the ways in which theoretical arguments and/or research findings have been or could be used to inform practice and make an original contribution to knowledge.</p>			

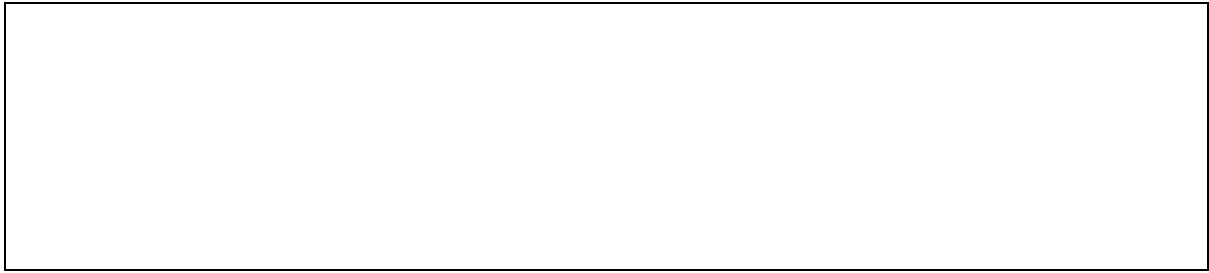
Assessment criteria	Yes	Partially	No
4. Critical analysis of the sources or evidence bases Depth of background reading with attention to genre and epistemological assumptions; independent critical evaluation of the reliability of evidence; independent critical evaluation of the validity of claims made; quality of evidence to support claims; attention to features of research and design methodology.			
5. Suitability and/or potential for dissemination/publication Purpose, audience, message, quality of presentation and communication; overall coherence and attention to detail.			

B. Priorities and points for discussion at the viva voce

C. Any corrections required (these may change after the viva)

D. Any issues required to be reported to Faculty (e.g. plagiarism)

E. General comments and preliminary recommendation



Signature:

Date:

Cc: Chair of the Examining Panel



Joint Examiners' Report Form for Proposal Defence

Student ID no.	
Student name	
Faculty	
Programme	
Title of the research proposal	
Date of proposal defence	
Name of examiner(s)	
Director of Studies	<p>Present: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name:</p>
Secondary Supervisor	<p>Present: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name:</p>

This joint report form should be completed following the Proposal Defence and should record the agreed views of both examiners.

*NB: if the answer to any section is **PARTIALLY**, the extent to which the criteria are not met should be discussed further in the report, with reference to remedial actions and required amendments.*

A. Specific comments relating to assessment criteria

Are you satisfied that the candidate has demonstrated the following?

Assessment criteria	Yes	Partially	No
<p>1. Purpose and objectives of the study</p> <p>The purpose, objectives, research questions, research aims, research gap, and research scope are clearly identified and discussed. The purpose, objectives, and research questions are aligned and related.</p>			
<p>2. Theoretical and conceptual framework</p> <p>There is clear identification and discussion of the theories, models or other conceptual frameworks used in the study, along with identification of the main underlying theories and/or theoretical discussion in the field promoting or recommending this type of research. Proper rationale and reasoning is provided for the theories, models or other conceptual frameworks used.</p>			
<p>3. Situating the study within the wider research field</p> <p>The study is situated in a particular gap among an identifiable field of research interest. Other studies related to the research topic are identified, discussed and critiqued or credited. The significance of the study and its uniqueness among its field is identified and discussed. Contribution to knowledge is identified and discussed.</p>			
<p>4. Research approach and methodology</p> <p>Justification and rationale for empirical research designed provided is convincing and credible. The methodology is clearly and fully identified and discussed. This includes a discussion of the site and participant selection, the methods used for data collection or information collection (with a discussion of the design of the instruments and inclusion in the appendices), ethical consideration, limitations, validity, reliability, and any other significant research conduct issues.</p>			
<p>5. Anticipated results</p> <p>Initial ideas on anticipated results based on the theoretical or conceptual framework are identified and discussed. The importance of the anticipated results is discussed in terms of their contribution to the field.</p>			

B. Examiners' Joint Report *(Please insert additional pages if required)*

C. Examiners' joint Recommendation:

- i. **Pass:** the student be allowed to proceed to Thesis stage.
- ii. **Conditional Pass:** the student be allowed to proceed subject to minor changes to the proposal within a clearly specified (short) timescale.

Timescale

To the satisfaction of Second Examiner as per the policy

Final recommendation to be presented to chair of the RDC by

- iii. **Refer:** the student be invited to revise, resubmit and repeat the proposal defence within a specified time not exceeding four months. A student will be permitted to repeat on only one occasion. A fresh defence, normally by the original examiners, is required.

Examiner 1:

Name

Signature:Date:

Examiner 2:

Name

Signature:Date:

Chair of the Examining Panel:

Name

Comments

Signature:Date:

Decision by the RDC:

Decision:

To be implemented by: DoS/both Examiners/Other

Chair of the RDC:

Name

Signature:Date:

Release of Joint Examiner Report:

Release of Joint Examiner Report: Yes No

Further comments (if any):

APPENDIX D: Joint Examiner's Report for Viva



Joint Examiners' Report Form for Final Viva

Student ID no.	
Student name	
Faculty	
Programme	
Title of the thesis	
Date of viva voce	
Name of examiner(s)	
Director of Studies	Present: <input type="checkbox"/> Yes <input type="checkbox"/> No Name:
Secondary Supervisor	Present: <input type="checkbox"/> Yes <input type="checkbox"/> No Name:

This joint report form should be completed following the viva and should record the agreed views of both examiners.

*NB: if the answer to any section is **PARTIALLY**, the extent to which the criteria are not met should be discussed further in the report, with reference to remedial actions and required amendments.*

A. Specific comments relating to assessment criteria

Are you satisfied that the candidate has demonstrated the following?

Assessment criteria	Yes	Partially	No
<p>1. Identification of key issues and recognition of leading edge ideas</p> <p>Wide range of background reading including classic and contemporary sources; explicit identification of theoretical formulation of argument; explicit identification of significant themes that recur and of areas of dissonance between studies/authors/domains within the overall field.</p>			
<p>2. Awareness of a variety of standpoints</p> <p>Attention drawn to the level of consistency evident within the accounts of leading authors/researchers/commentators; attention drawn to the chronology of ideas and practices; challenges to prevailing views highlighted.</p>			
<p>3. Extension and application of theoretical knowledge to generate new understandings</p> <p>Integration and synthesis of accounts of published authors; extrapolation from theory to generate further hypotheses; attention to the ways in which theoretical arguments and/or research findings have been or could be used to inform practice and make an original contribution to knowledge.</p>			
<p>4. Critical analysis of the sources or evidence bases</p> <p>Depth of background reading with attention to genre and epistemological assumptions; independent critical evaluation of the reliability of evidence; independent critical evaluation of the validity of claims made; quality of evidence to support claims; attention to features of research and design methodology.</p>			
<p>5. Suitability and/or potential for dissemination/publication</p> <p>Purpose, audience, message, quality of presentation and communication; overall coherence and attention to detail.</p>			

B. Examiners' Joint Report (*Please insert additional pages if required*)

C. Examiners' joint recommendation:

Category A: Award

- Recommendation A** Award with no corrections

Category B: Referral for minor corrections

- Recommendation B** Award subject to minor corrections – 3 months' period
The thesis meets the criteria for the degree but some minor corrections are necessary. Minor corrections examples include (a) typographical errors, (b) minor alterations and/or replacement of, or additions to, the text or to references or diagrams, and (c) other more extensive corrections may be made as long as they do not require significant (as defined by the examiners) re-working or re-interpretation of the substantive content of the thesis.

Category C: Referral for major corrections

- Recommendation C(i)** Award subject to major corrections – 6 months' period
The thesis is satisfactory in substance, but defective in presentation or detail and does not require a further viva.
- Recommendation C(ii)** Award subject to major corrections and oral re-examination – 6 months' period
The thesis is satisfactory in substance, but defective in presentation or detail and requires a further viva.

Category D: Referral for substantial revisions

- Recommendation D** Award subject to substantial revisions and oral re-examination – 12 months' period.
The thesis is unsatisfactory in substance, defective in presentation or detail and requires further research and a further viva.

Category E: Fail

- Recommendation E** Fail
The thesis and viva have not met the standards required, and the examiners have not found evidence that the thesis could be corrected under categories A, B, C, or D.

The revised thesis will be approved by:

- External Examiner Internal Examiner Both

External Examiner:

Name

Signature:Date:

Internal Examiner:

Name

Signature:Date:

Chair of the Examining Panel:

Name

Signature:Date:

Comments:

Decision by the RDC:

To be implemented by: DoS/both Examiners/Other

Chair of the RDC:

Name

Signature:Date:

Release of Joint Examiner Report:

Release of Joint Examiner Report: Yes No

Further comments (if any):

--

D. Standards of award and student performance:

To be completed by the external examiner

Please indicate in the relevant boxes below whether you agree with the statements about the standards of BUiD's awards and the standards of student performance.

Standards set	Yes	No
In my view, the academic standards set for the awards are appropriate.		
If your answer is 'no', please provide a brief statement of the respect(s) in which they fall short.		

Thesis	Yes	No
In my view, the standards of thesis level at BUiD are of comparable levels in other higher institutions with which I am familiar.		
If your answer is 'no', please provide a brief statement of the respect(s) in which they fall short.		

External examiner:

Name

Signature:Date:



NOTICE OF INTENT TO SUBMIT THESIS

Please submit this form at least three months prior to your intended thesis submission date. The form is to be submitted by the candidate to MASS.

SECTION 1 – TO BE COMPLETED BY THE STUDENT

Name	ID number	Mode of study <input type="checkbox"/> Full time <input type="checkbox"/> Part time
Mobile number	Director of Studies (DoS):	
Programme		
Title of thesis		
Intended date thesis is to be submitted:		
If there are any particular arrangements or adjustments that need to be made in case of any specific disability or extenuating circumstances that you have to enable your full participation in the viva examination, please mention them here: 		
Candidate’s declaration: I confirm that I have read and understood the University policy and regulations on writing and presenting theses. I confirm that I have sought advice from my DoS in considering the state of readiness of my thesis for submission and deciding to give this notice of intent. The abstract of my thesis is attached in English. I confirm that my work will be proofread as stipulated by the Proofreading Policy and I will pay the specified amount of money for this service. I acknowledge that I am aware that a one-month period will be needed for the proofreading process before the marking of the work can be started. Signature: Date:		

SECTION 2 – FOR COMPLETION BY THE DIRECTOR OF STUDIES

I note the proposed date for submission of the thesis on the date given above and do / do not support the request for thesis submission.

Signature

Date

SECTION 3 – FOR COMPLETION BY MASS

Date of receipt: DD/MM/YYYY

Copies sent to DoS, DTC, HoP and Chair of the RDC

Original form filed in student file

Signature

APPENDIX F: Final Submission of Doctoral Thesis Form



FINAL SUBMISSION of DOCTORAL THESIS FORM

Please submit this form along with the thesis. The form is to be submitted by the candidate to MASS.

SECTION 1 – TO BE COMPLETED BY THE STUDENT

Name	ID number	Programme
Mobile number	Director of Studies (DoS):	
<p>Title of thesis</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Candidate’s declaration:</p> <p>I confirm that I have sought advice of my DoS in considering the state of readiness of my thesis for submission and deciding to give this notice of submission. I understand that agreement of the DoS to the submission of a thesis does not guarantee the award of the degree. I am also aware that I can opt to submit without the DoS’s consent. However, in such a case, I will not be allowed to appeal the decision of the Research Degree Committee except on grounds of procedural irregularities.</p> <p>The thesis is attached in English.</p> <p>Signature Date:</p>		

SECTION 2 – FOR COMPLETION BY THE DIRECTOR OF STUDIES

I note the proposed date for submission of the thesis on the date given above and do / do not support the request for thesis submission.

Signature **Date**

SECTION 3 – FOR COMPLETION BY MASS

Date of receipt: DD/MM/YYYY Copies sent to DoS, HoP and Chair of the RDC

Original form filed in student file Signature.....

SECTION 4- TURNITIN REPORT:

Similarity Index:%.....

Comments by the DoS:

Endorsed by:

Head of The Department:

Signature

Date:

Dean:

Signature

Date:

Comments by the Dean:

APPENDIX G: Joint Examiners Report Form for Comprehensive Exam



Joint Examiners Report Form for Comprehensive Exam

Student ID no.	
Student name	
Faculty	
Programme	
Topic of Comprehensive Exam	
Date of Comprehensive Exam	
Name of examiners	
Name of chair	

This report form should be completed following the Comprehensive Exam and should record the views of the examiner.

*NB: if the answer to any section is **PARTIALLY**, the extent to which the criteria are not met should be elaborated further in the report, with reference to remedial actions and required amendments.*

A. Specific comments relating to assessment criteria

Are you satisfied that the candidate has demonstrated the following?

Assessment criteria	Yes	Partially	No
1. Selection of the literature			
2. Grounding in theory pertinent to the area of research			
3. Critical review of pertinent research including methodology, analysis, comparison, and, synthesis, leading to identifying gaps and limitations			
4. Linking the reviewed research to a general research problem to the broader structure of the field			
5. Effectiveness of oral communication			
6. Ability to address questions and concerns, referring to pertinent literature			

B. Examiners Report *(Please insert additional pages if required)*

C. Examiners' Recommendation:

- Pass** can proceed to proposal defence stage
- Fail** cannot proceed to proposal defence stage

Examiner 1:

Name

Signature:Date:

Examiner 2:

Name

Signature:Date:

Examiner 3:

Name

Signature:Date:

Examiner 4:

Name

Signature:Date:

Examiner 5:

Name

Signature:Date:

Chair:

Name

Signature:Date:

Comments:

D. Decision by the RDC:

Chair of the RDC:

Name

Signature:Date:

Release of Examiners Report:

Release of Examiners Report: Yes No

Further comments (if any):



Student Thesis Examination Form Before Viva

Please submit this form along with the thesis, proofreading certificate, and plagiarism Turnitin report to phd@buid.ac.ae at least three months before the intended viva voce exam date.

SECTION 1 – TO BE COMPLETED BY THE STUDENT

Student ID no.	
Student name	
Faculty	
Programme	
Title of the thesis	
Date of the viva	
Director of Studies (DoS)	
<p>Declaration</p> <p>I confirm that I have read and understood the University Policy on Academic Honesty and that the work contained in the attached thesis is my own work. Any assistance, of any type, has been accurately cited in my bibliography/references, and acknowledged appropriately.</p> <p>I confirm the below mentioned requirements has been fulfilled:</p> <p>1. Changes recommended by the DoS have been made <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Formatting is done as per University standards and endorsed by the DoS <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Proofreading certificate attached <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Plagiarism Turnitin report is attached with DoS comments <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signature of the student: Date:</p>	

SECTION 2 – Verification by the Director of Studies (DoS)

1. I confirm that I have read the final version of the thesis, and it is suitable ¹ for submission	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. I confirm that the student has made all the recommended corrections required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. I confirm that the thesis has been checked with Turnitin software and the similarity is within the approved limit. DoS comments are attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. I confirm that the thesis has been proofread and is qualified for the examination	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. The word count is within the approved limits (excluding preliminary pages, references and appendices).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. I confirm that the student was trained on a mock Viva.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have any comments about the thesis being submitted, please give details below:

Name of the Director of Studies (DoS):

Signature of the DoS:

Date:

SECTION 3 – For office use only (Library Services)

Please tick the box provided:

Formatting is as per the following BUiD guidelines:

<input type="checkbox"/> Title Page	<input type="checkbox"/> Page numbering
<input type="checkbox"/> Preliminary Pages	<input type="checkbox"/> Tables, graphs, and Figures headings
<input type="checkbox"/> TOCs	<input type="checkbox"/> Tables and Figures format
<input type="checkbox"/> Word count	<input type="checkbox"/> References
<input type="checkbox"/> Line spacing and page margins	<input type="checkbox"/> Headings and subheadings are appropriately numbered.
<input type="checkbox"/> Font size (text, headings)	

Name of the officer:

Signature: **Date:**

¹ suitable for submission means that the work has been reviewed in detail and, in the opinion of the supervisor(s) and the committee, has reached the stage at which it is appropriate to be put forward for external examination.