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| **Research Degree**  **Independent Chair Report** | University of Stirling logo |

An independent chair is not an examiner.  An independent chair will not participate in any decision on the academic merit of the thesis, which is the responsibility of the examiners.  Their role is a professional process management one.

The independent chair manages proceedings and has the following duties:

* Read examiners’ independent pre-viva reports ;
* Chair and introduce the viva;
* Act as student’s supporter ensuring that due process is followed and that the student is offered a full opportunity to defend their thesis;
* Advise on University regulations and examination protocol;
* Facilitate examiners’ deliberations in reaching a decision and ensure the date for submission of any amendments or re-submission is set and agreed by the examiners;
* Ensure all requirements for amendments or re-submission (as appropriate) are agreed by the examiners and clearly conveyed to the candidate before the conclusion of the examination and followed up with a written record of requirements within 10 working days of the viva.
* Please return the completed form to [studentprogrammes@stir.ac.uk](mailto:studentadministrationresearch@stir.ac.uk) **within two weeks of viva**, **or** to: Student Services Hub, 2A1 Cottrell Building, University of Stirling, Stirling, FK9 4LA.

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| **Candidate’s** **Name:** | |
| **Student ID:** | |
| a. Please describe any unusual circumstances or events relating to the conduct of this viva. | |
| b. Were you called upon to provide advice to the examiners or candidate? If so what advice was provided? | |
| c. Did the examiners wish to raise any matters for consideration by the Academic Panel in relation to the conduct of this examination? | |
| d. Did the Candidate raise any matters pertaining to the arrangement or conduct of the viva or project? | |
| Examiners provided with guidelines prior to the examination?  YES  NO | |
| Joint examiners’ report forms completed at viva?  YES  NO | |
| I confirm that this examination was conducted in accordance with the regulations rules and procedures of the University of Stirling. | |
| **Signed:**  (Chair of the Examination) | **Date:** |