



UNIVERSITY OF  
**PLYMOUTH**  
Doctoral College

**MANDATORY TRAINING FOR PGR INTERNAL EXAMINERS AND CHAIRS  
(2018-19)**

There have been significant changes to research degrees regulations, processes and protocols since the establishment of the University's Doctoral College in 2017, culminating in the approval of revised PGRs Examination Outcomes to take effect for theses submitted after 1 September 2018. As a result, Doctoral College Board decided that all Internal Examiners and Chairs require training and regular updating for the purposes of quality assurance.

*Please also read the Notes at the end of this document.*

**Choose the right level of training for you from the following list of four options. If you are unsure which applies best to your circumstances, please email the Doctoral College at [researchskills@plymouth.ac.uk](mailto:researchskills@plymouth.ac.uk) for advice.**

- 1) **Any Internal Examiner who has not done any PGR examining at Plymouth, who has not attended UoP internal examiners training to date, and who has not examined at least two PGR degrees at the same level elsewhere, must attend a full Internal Examiners Briefing Session (IEBS) in person. This takes approximately 3 hours; these sessions are scheduled approximately every 8 weeks in term time on the Plymouth campus. For details of upcoming sessions, please email [researchskills@plymouth.ac.uk](mailto:researchskills@plymouth.ac.uk)**
  
- 2) **Any Internal Examiner or Chair who:**
  - attended a full (in person) Internal Examiners Briefing Session between May 2016 and August 2018 with Prof Roberta Mock
  - OR ELSE who registered for and attended the Internal Examiners & Chairs Refresher Webinar on 1 May 2018 with Prof Roberta Mock
  - OR ELSE who watched the video of the 'Internal Examiners & Chairs Refresher Webinar held on 1 May 2018' video, AND who scored at least 9/10 on the multiple choice quiz

may use any one of the following to meet their training requirement:

- a) Attendance (live) at the 'New PGR Examinations Outcome' webinar on 17 September 2018
- OR
- b) Watching the video of the 'New PGR Examinations Outcome' webinar (recorded 17 September 2018 – approximately 30 minutes in length) via Moodle and taking a brief online quiz, scoring at least 5/6. Those who do not score at least 5/6 will have 2 more chances; those who do not 'pass' after 3 attempts will be required to undertake 3 below.
- OR

- c) Completing a *classroom-based* Good Supervisory Practice workshop *after* 1 November 2018.
- OR
- d) Attendance (live) at a 'Refresher Webinar for Experienced Supervisors' after 1 November 2018 (if eligible – See 'Mandatory Training for PGR Supervisors' document for details)\*
- OR
- e) Watching the video of the 'Refresher Webinar for Experienced Supervisors' and taking the brief online quiz, scoring at least 9/10 (if eligible – See 'Mandatory Training for PGR Supervisors' document for details)
- OR
- f) Attendance at the classroom-based 'Supervising Students to Completion' session on 23 May 2019.

***If you believe you have met the training requirement in any of the ways above (2a-f), please email [researchskills@plymouth.ac.uk](mailto:researchskills@plymouth.ac.uk) so this can be confirmed and noted for you.***

- 3) **Any Internal Examiner or Chair who does not meet the criteria in 2 above BUT who:**
- attended a University of Plymouth Internal Examiners Briefing session *prior to May 2016* (i.e. NOT led by Prof Roberta Mock)
  - OR ELSE has acted as internal examiner for at least one PGR degree at Plymouth

may use one of the following to meet their training requirement:

- a) Attendance (live) at an 'Internal Examiners & Chairs Refresher' webinar after 1 October 2018\*
- OR
- b) Watching the video of the 'Internal Examiners & Chairs Refresher' webinar (approximately 90 minutes in length) via Moodle and taking a brief online quiz, scoring at least 9/10. Those who do not score at least 9/10 will have 2 more chances; those who do not 'pass' after 3 attempts will be required to undertake 1 above.

- 4) **Any Internal Examiner who has not done PGR examining at Plymouth before and has not attended any UoP examiners training BUT who HAS examined at least two PGR degrees *at the same level elsewhere in the UK***, may use one of the following to meet their training requirement:

- a) Attendance (live) at an 'Internal Examiners & Chairs Refresher' webinar after 1 October 2018\*
- OR
- b) Watching the video of the 'Internal Examiners & Chairs Refresher' webinar (approximately 90 minutes in length) via Moodle and taking a brief online quiz, scoring at least 9/10. Those who do not score at least 9/10 will have 2 more chances; those who do not 'pass' after 3 attempts will be required to undertake 1 above.

**NOTES:**

- 1) Internal Examiners/Chairs Training (including Refreshers) must be completed at least 4 weeks prior to the scheduled *viva voce* examination.

- 2) Internal Examiners/Chairs Training (including Refreshers) does not have to be completed prior to being nominated to an examination team (via RDC.3 process). This means that for most colleagues, training and refreshers may be undertaken at their convenience.
- 3) Internal Examiners and Chairs of *viva voces* held for the purpose of examining theses submitted to the Doctoral College prior to 1 September 2018, or else deferred theses that are resubmitted thereafter, must use 'old' regulations (2017-18) for these examinations; they are therefore not required to complete the training above for these examinations as long as they have attended UoP Internal Examiners/Chairs training in the past (for Chairs, this must have been within the past 3 years).
- 4) Internal Examiners Training is not intended for Supervisors or to respond to questions arising from the supervisory process. The Doctoral College offers Supervisor Training, including Refresher webinars and a session on seeing students through to completion (which focuses on examination). Please email [researchskills@plymouth.ac.uk](mailto:researchskills@plymouth.ac.uk) for further details.
- 5) You are more than welcome to attend a full Internal Examiners Briefing Session (1 above) even if are not required to do so (e.g. if you are eligible to complete a Refresher instead). Similarly, those who attended training between May 2016 – August 2018 (2 above) may attend or watch a video of the full Refresher webinar!
- 6) Faculties and Schools also offer more disciplinary-specific and local support for Internal Examiners and Chairs. Please contact the [Deputy Director of the Doctoral College for your Faculty](#) for further details.
- 7) The next LIVE webinars for experienced internal examiners and chairs will take place in Autumn 2019. Until then, these colleagues will need to watch a video of webinars that have already taken place and take a multiple-choice quiz, or else attend the full Internal Examiners Briefing Session.\*
- 8) The Doctoral College intends to start offering a bespoke webinar for Chairs during 2019-20 but until then, Chairs will need to update their training via internal examiners training options above.
- 9) If you ever have questions about any aspect of examination or regulations, or their interpretation, do not hesitate to contact the Doctoral College: [doctoralcollege@plymouth.ac.uk](mailto:doctoralcollege@plymouth.ac.uk)

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