



External Examiner Guide





External Examiner's Guide to Using PhD Manager

This guide will assist you in setting up your PhD Manager account, completing and submitting your Preliminary Report, and confirming the examination outcome.



**LARGE
NORTHERN IRELAND
UNIVERSITY FOR
STUDENT SATISFACTION**
(National Student Survey, 2020)



Setting up your account

You will have received an email from PhD Manager with a link to create your password. Please click the link and enter your password (at least 8 characters with a mix of letters and numbers)

When we create your account you will receive the email below to activate your record. Simply click the link

You will then be asked to create a password which should include letters and numbers

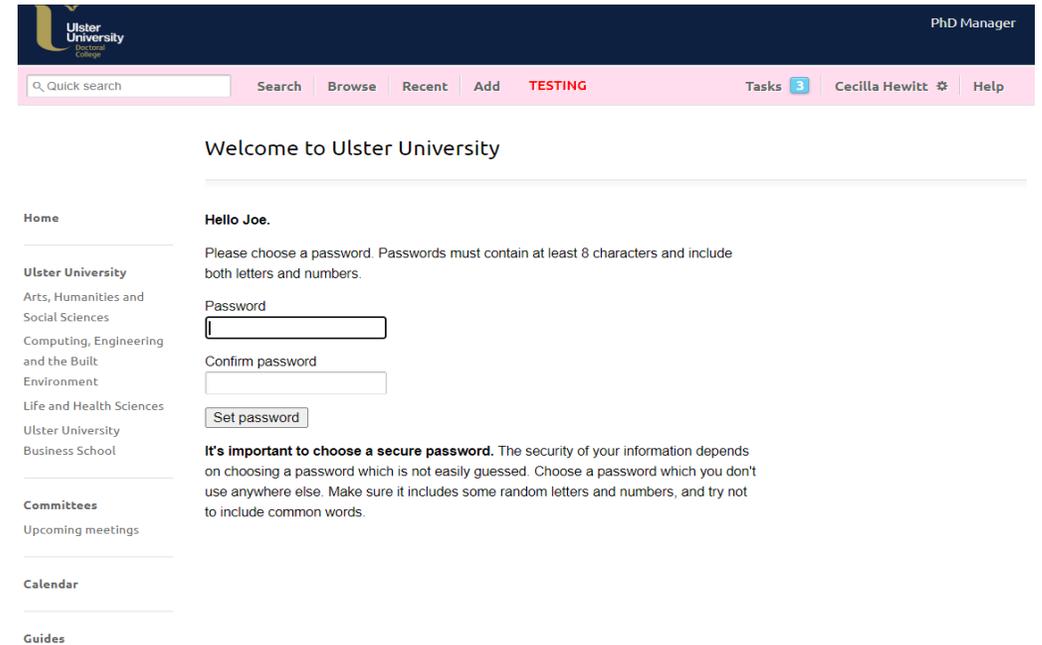
Ulster University

Welcome to Ulster University. 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.



The screenshot shows the Ulster University PhD Manager interface. At the top, there is a dark blue header with the Ulster University logo and 'PhD Manager' text. Below the header is a navigation bar with a search box, 'Search', 'Browse', 'Recent', 'Add', 'TESTING', 'Tasks 3', 'Cecilla Hewitt', and 'Help'. The main content area is titled 'Welcome to Ulster University'. On the left, there is a sidebar menu with links for 'Home', 'Ulster University' (with sub-links for Arts, Humanities and Social Sciences; Computing, Engineering and the Built Environment; Life and Health Sciences; Ulster University Business School), 'Committees' (with 'Upcoming meetings'), 'Calendar', and 'Guides'. The main content area displays a 'Hello Joe.' message and a password creation form. The form includes a 'Password' field, a 'Confirm password' field, and a 'Set password' button. Below the form, there is a warning: 'It's important to choose a secure password. The security of your information depends on choosing a password which is not easily guessed. Choose a password which you don't use anywhere else. Make sure it includes some random letters and numbers, and try not to include common words.'

Following this, simply click 'Log in' and you will be taken to a page to login to your record.



Submitting your Preliminary Report

Simply click the link/gold icon on the email you received to take you directly into the report. Alternatively, you can navigate into the researcher's record, or click the 'Tasks' icon on the toolbar in PhD Manager.

You can complete the report on the page or you can upload your own report to the system if you prefer.

< Examination

Edit Preliminary report: Dr James Smithton (Preliminary reports: Examination - Tish Bailey)

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Examiners Handbook

The examiner is requested to give an independent assessment of the candidate's performance with particular reference to Section 3 of the Examiners Handbook under Notes of Guidance for Examiners for Research Degrees: Examination of Thesis. *

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

Provisional recommendation *

Save

Save for later

Complete report
here, OR

Upload your own
report (add 'see
attached' in box
above)

[< Examination](#)

Preliminary reports: Examination - Tish Bailey: Confirm Preliminary report ready

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[Confirm report is ready](#)

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

[Make changes](#)

Return to the form to make changes.

[Back](#)

Return to the examination overview.

Preliminary report preview

Alternative file upload

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

Preliminary report

The examiner is requested to give an independent assessment of the candidate's performance with particular reference to Section 3 of the Examiners Handbook under Notes of Guidance for Examiners for Research Degrees: Examination of the Thesis.

insert text

Provisional recommendation

pass

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Title	Examination - Tish Bailey	
Researcher	Tish Bailey	
Supervisor	Dr Ann Willis Dr Oriana Hayward	
Project	That morning issue	
Chair	Dr Kaspar Chamberlain	
Examiner	<i>Internal</i> Dr Faustina Doherty <i>External</i> Dr James Smithton	
Date	16 Jan 2021	
Viva date	18 Jan 2021, 10:00	
Viva location	remote	
Academic year	2020 - 2021	

STATUS
Collected

Preliminary reports

You can view all
submitted reports
here

	Cecilla Hewitt started the workflow	16 Jan 2021, 13:40
	Faustina Doherty submitted a pre-viva report	16 Jan 2021, 14:14
	Ann Willis submitted supervisors report	16 Jan 2021, 14:23
	James Smithton submitted a pre-viva report	16 Jan 2021, 14:28
	The previva reports were circulated	16 Jan 2021, 14:28

< Examination

Preliminary reports: Examination - Tish Bailey: Preliminary reports

You can toggle
between panel
reports

Dr Faustina Doherty

Dr James Smithton

Alternative file upload

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

SECTIONS

[Alternative file upload](#)[Preliminary report](#)

Preliminary report

The examiner is requested to give an independent assessment of the candidate's performance with particular reference to Section 3 of the Examiners Handbook under Notes of Guidance for Examiners for Research Degrees: Examination of the Thesis.

jk

[Applying for Tier 4 Visa - Outside UK.docx](#)[Preview](#)

You can view any
uploaded reports

Provisional recommendation

pass

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Confirming Exam Outcome

After the viva you will get an email to confirm the outcome and amendments. Again, simply click the link/gold icon in the email and you will be taken directly to the page.

Or you can also navigate there by clicking the 'Tasks' icon in your homepage and selecting the awaiting task.

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Noticeboard

Welcome to the PhD Manager Training system

Cecilla Hewitt, 06 Feb 2019

This is a version of the PhD Manager system which is used for training and demonstration purposes. It holds dummy data.

[Doctoral College](#)[My record](#)[Calendar subscriptions](#)

Recent additions

 Examination - Tish Bailey Dr James Smithton Examination - Mr Howard B... Ulster University Business ... Ulster University Business ...[More](#)

Search

Browse

Recent

TESTING

Tasks 1

James Smithton 

Help

Tasks

Show future tasks

Home



Examination outcome: Examination - Tish Bailey

Full info...

Please confirm the Chair's report



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Researcher	Tish Bailey
Supervisor	Dr Ann Willis Dr Oriana Hayward
Project	That morning issue
Chair	Dr Kaspar Chamberlain
Examiner	<i>Internal</i> Dr Faustina Doherty <i>External</i> Dr James Smithton
Date	16 Jan 2021
Viva date	16 Jan 2021, 10:00
Viva location	remote
Academic year	2020 - 2021

View the report

Confirm

ASSESSMENT

Examination report

STATUS

Waiting for examiner to confirm report

CURRENTLY WITH

James Smithton

Confirm report

Return to chair

Add note



Kaspar Chamberlain submitted the examination report 16 Jan 2021, 14:48

Faustina Doherty confirmed the report 16 Jan 2021, 14:53

[< Back](#)

Review: Examination outcome: Examination - Tish Bailey

Please review the information below before continuing.

Examination report

Examiner's report

Report of the Examiners on the thesis

test

Report of the Examiners on the oral examination

test

Comments of the Chair on the conduct of the viva

test

Turnitin

Report on the discussion held with the candidate and the Assessment Panel

test

Similarity results obtained

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Progress: Examination outcome: Examination - Tish Bailey

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You have chosen to confirm you wish to progress the examination report.

[Cancel](#)

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

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