# NOMINATION OF EXAMINERS FORM FOR DOCTORAL DEGREES AND MPHIL

## Section A – Details of the Candidate

|  |  |
| --- | --- |
| Name of candidate |  |
| Student Regnum |  |
| Institute/Faculty |  |
| Degree (please tick) | MPhil  PhD  EdD  DMin  DProf |
| Name of supervisors |  |
| Is the candidate a member of staff? | Yes  No |
| If you answered yes to above, please give details |  |
| Date of registration |  |
| Date thesis will be submitted by |  |
| Title of thesis (note that any change to this title must be approved by Research Services) |  |

### Section B – Examiner details

### B1: External examiner details

|  |  |  |
| --- | --- | --- |
| Name and title of external examiner |  | |
| Name of institution or organisation |  | |
| Job title |  | |
| Contact address |  | |
| Telephone number |  | |
| Email address |  | |
| Overall number of doctorates examined |  | |
| Number of doctorates examined in the UK |  | |
| Link to examiner’s online profile (please attach a CV if the examiner does not have an up-to-date profile) |  | |
| Eligibility: I agree that the external examiner: | | |
| has expertise in the area relevant to the student’s field of research and is demonstrably research active | | Yes  No |
| does not have, nor has previously had, a personal relationship with the student or member of the supervisory team | | Yes  No |
| does not have, nor has had, any professional relationship with the student which may give rise to a conflict of interest (for example supervisory, collaborative research, co-authoring of papers) | | Yes  No |
| has not had a significant research relationship (for example, co-authoring of numerous research outputs such as papers and conferences) with any member of the supervisory team within the last five years | | Yes  No |
| does not hold, nor has held, any appointment of the University, other than that of external examiner, during the period in which the student has been registered for the degree | | Yes  No |
| has not examined more than three candidates of the University in the last five years without permission from the University Research Degrees Committee | | Yes  No |
| has read and understood the guidance for examining *viva voce* examinations at the University | | Yes ☐ No ☐ |

### B2: Internal examiner details

|  |  |  |
| --- | --- | --- |
| Name and title of internal examiner |  | |
| Job title |  | |
| Extension |  | |
| Email address |  | |
| Overall number of doctorates examined |  | |
| Number of doctorates examined in the UK |  | |
| Is the internal retired or Emeritus? | Yes  No | |
| Link to examiner’s profile (please attach a CV if the examiner does not have an up-to-date profile) |  | |
| Eligibility: **I agree that the internal examiner:** | | |
| has expertise in the area relevant to the student’s field of research and is demonstrably research active | | Yes  No |
| Holds an appointment as Professor, Senior Lecturer, Lecturer, Professorial Research Fellow, Senior Research Fellow, Research Fellow, Research Officer / Research Assistant, Emeritus/a staff, or Honorary NHS Appointments | | Yes  No |
| does not have, nor has previously had, a personal relationship with the student | | Yes  No |
| does not have, nor has had, any professional relationship with the student which may give rise to a conflict of interest (e.g. supervisory, collaborative research, co-authoring of papers) | | Yes  No |
| has read and understood the guidance for examining *viva voce* examinations at the University | | Yes  No |

### B3: Second external examiner details (if applicable)

|  |  |  |
| --- | --- | --- |
| Name and title of external examiner |  | |
| Name of institution or organisation |  | |
| Job title |  | |
| Contact address |  | |
| Telephone number |  | |
| Email address |  | |
| Overall number of doctorates examined |  | |
| Number of doctorates examined in the UK |  | |
| Link to examiner’s profile (please attach a CV if the examiner does not have an up-to-date profile) |  | |
| Eligibility: **I agree that the external examiner:** | | |
| has expertise in the area relevant to the student’s field of research and is demonstrably research active | | Yes  No |
| does not have, nor has previously had, a personal relationship with the student or member of the supervisory team | | Yes  No |
| does not have, nor has had, any professional relationship with the student which may give rise to a conflict of interest (for example supervisory, collaborative research, co-authoring of papers) | | Yes  No |
| has not had a significant research relationship (for example, co-authoring of numerous research outputs such as papers and conferences) with any member of the supervisory team within the last five years | | Yes  No |
| does not hold, nor has held, any appointment of the University, other than that of external examiner, during the period in which the student has been registered for the degree | | Yes  No |
| has not examined more than three candidates of the University in the last five years without permission from the University Research Degrees Committee | | Yes  No |
| has read and understood the guidance for examining *viva voce* examinations at the University | | Yes ☐ No ☐ |

### B4: Independent chair details

|  |  |  |
| --- | --- | --- |
| Name and title of chair |  | |
| Job title |  | |
| Extension |  | |
| Email address |  | |
| Number of doctorates examined |  | |
| Eligibility: **I agree that the independent chair** | | |
| is internal to the University | | Yes  No |
| does not have, nor has previously had, a personal relationship with the student | | Yes  No |
| has not had any professional relationship with the student which may give rise to a conflict of interest (e.g. supervisory, collaborative research, co-authoring of papers) | | Yes  No |
| is not Emeritus or honorary staff | | Yes  No |
| has read and understood the guidance for chairing *viva voce* examinations at the University | | Yes  No |

### B5: Supporting statement

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| --- |
| Please write a short justification for the nomination of the examination panel. The statement will cover how the examiners’ expertise is relevant to the candidate’s thesis and special consideration should be given to the suitability of any examiners not employed by a university or without a doctoral degree. |
|  |

## Section C: Institute/Faculty Sign-off

We confirm that the proposed examiners are suitable. We recommend the appointment of the nominated examination panel to the Research Degree Committee (RDC).

|  |  |
| --- | --- |
| Signature of Director of Studies |  |
| Date |  |

|  |  |
| --- | --- |
| Signature of Institute/Faculty PGR Lead |  |
| Date |  |

Please return this form to Research Services by emailing research@stmarys.ac.uk