****

**Appointment of Examination Panels for Research Degrees**

***Please read the notes in Section B in relation to regulatory requirements for the appointment of Examiners and Independent Chairs.***

***An up-to-date CV for the proposed External Examiner must be included with this form.***

**Section A**

|  |  |
| --- | --- |
| 1. Full name of candidate |  |
| 1. Candidate Student ID Number |  |
| 1. Please indicate the intended Award being examined for:   PhD/MPhil/EdD/EngD/DrPH |  |
| 1. Title of Thesis |  |
| 1. College |  |
| 1. Department |  |
| 1. Date of Submission of Thesis |  |
| 1. Expected date of Viva Voce |  |
| 1. Is it intended that the Viva Voce is held off-campus. If so, please provide details |  |
| 1. Is the Candidate a current member of University Staff or have they been a member of staff within the last five years?   *If candidate is a member of staff or a recent member of staff, two external examiners must be appointed* |  |
| 1. Have any members of the proposed examination team served as the postgraduate researcher’s Research Development Advisor (RDA) at any point?   *If so, please provide further details* |  |

**Section B**

Proposed Examiners and Independent Chair

***Please read the following notes prior to proposing Examiners and Chairs***

|  |  |
| --- | --- |
| Note 1 | Candidates who are current or recent members of the staff of the University must be examined by at least two External Examiners and one Internal Examiner. "Recent" in this context shall mean members of staff who have ceased employment with the University within the last five years. |
| Note 2 | Each External Examiner for a research degree should normally hold a position in a UK university as Professor, Reader or Senior Lecturer. The External Examiner(s) should possess specialist current knowledge in an appropriate field. If an External Examiner does not hold such a position, a case for their appointment must be made. Any prior relationship between the External Examiner(s) and the candidate or any prior knowledge of the candidate’s work must be declared. The same person should not be asked to serve as an External Examiner for a research degree examination for the University within a twelve month period without the prior approval of Senate. |
| Note 3 | Members of the candidate’s recorded supervisory team may not be appointed as an Internal Examiner or Independent Chair for a research degree. |
| Note 4 | Former members of Brunel staff may not be appointed as an External Examiner for a research degree of the University before a period of at least five years has elapsed since s/he was a member of staff of the University. Former members of staff of the University may not be appointed as External Examiners for a research degree of the University if they have had any previous connection with the candidate, including being in post during the candidate’s period of registration for any degree of the University. Should a former member of Brunel staff be appointed as an External Examiner, Senate will determine if a second External Examiner or second Internal Examiner should be appointed as an additional safeguard. |
| Note 5 | Examiners are appointed for the entire examination process, which includes any re-examination. It is not necessary to seek re-approval of examiners for a re-examination, unless it becomes necessary to appoint a new examiner/examiners or Chair in exceptional circumstances. |
| Note 6 | Independent Chairs must be permanent members of academic staff of the University with experience of supervision and examining of research degrees and knowledge of the University [Senate Regulations](http://www.brunel.ac.uk/about/administration/governance-and-university-committees/senate-regulations) and the [Code of Practice for Research Degrees](http://www.brunel.ac.uk/about/quality-assurance/research). The Independent Chair must not have been involved in the supervision of the candidate. It is not necessary for the Independent Chair to be a subject expert. |
| Note 7 | It must be ensured that there is an appropriate balance of experience across the examining team.  Current/Up-to-date CV and a link to the academic profile of the potential external examiner must be provided, demonstrating previous experience in research degree supervision and/or examination. Should the proposed external examiner lack significant experience, a strong case needs to be made for their appointment, and evidence needs to be provided of how the Panel as a whole will be able to discharge its duties. |
| Note 8 | Please ensure that that information regarding right to work in the UK is completed for any **external examiners** proposed. |

**Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INDEPENDENT CHAIR**  Name/Department/College |  | | | | |
| Please indicate the following: | Proposed Chair has attended training for Independent Chairs  (*please indicate year training attended*) | Yes/No | | Proposed Chair is on waiting list for undertaking training for Independent Chairs | Yes/No |
| **INTERNAL EXAMINER**  Name/Department/College |  | | | | |
| **1st EXTERNAL EXAMINER** | Title and Name | |  | | |
| Employer | |  | | |
| Position | |  | | |
| Address | |  | | |
| e-mail address | |  | | |
| Tel. No. | |  | | |
| **Right to Work in UK**  To the best of my knowledge, the nominee is either a UK national or holds permission to work in UK without restriction:   |  |  | | --- | --- | | YES | NO |   Or  To the best of my knowledge, the nominee has a temporary right to work in the UK which covers the whole of the period for which they are being appointed:   |  |  | | --- | --- | | YES | NO |   OR  To the best of my knowledge, the nominee does not have a specific right to work in UK or has a temporary right to work which last 6 months or less:     |  |  | | --- | --- | | YES | NO |   ***Please note:*** *the Right to Work in UK is covered by strict Home Office regulations, found here https://www.gov.uk . The nominee’s right to work in the UK will be checked by Quality Assurance before the appointment is confirmed. If you have any queries, please contact external@brunel.ac.uk* | | | | | |

|  |  |  |
| --- | --- | --- |
| **2nd EXTERNAL EXAMINER**  (*where appropriate, see section i above)* | Title and Name |  |
| Employer |  |
| Position |  |
| Address |  |
| e-mail address |  |
| Tel. No. |  |
| **Right to Work in UK**  To the best of my knowledge, the nominee is either a UK national or holds permission to work in UK without restriction:   |  |  | | --- | --- | | YES | NO |   Or  To the best of my knowledge, the nominee has a temporary right to work in the UK which covers the whole of the period for which they are being appointed:   |  |  | | --- | --- | | YES | NO |   OR  To the best of my knowledge, the nominee does not have a specific right to work in UK or has a temporary right to work which last 6 months or less:     |  |  | | --- | --- | | YES | NO |   ***Please note:*** *the Right to Work in UK is covered by strict Home Office regulations, found here https://www.gov.uk . The nominee’s right to work in the UK will be checked by Quality Assurance before the appointment is confirmed. If you have any queries, please contact external@brunel.ac.uk* | | |

**Signatures**

|  |  |
| --- | --- |
| Name of Principal Supervisor |  |
| Signature |  |
| Date |  |
| Name of Deputy Dean (Academic Affairs) |  |
| Signature |  |
| Date |  |