

Supervisors and DoS are asked to secure acceptance from the nominees that they are willing to take on the role, prior to completing this form. The completed form should be emailed to the Doctoral College.

It is important that examiners are nominated for appointment prior to the student submitting their thesis to ensure that delays to viva voce examinations are avoided.

1. General details of the student's current registration

Surname	Student Number
Full Forenames	
Department/School	Degree
Supervisor(s)	
Thesis/Portfolio full title (agreed by the Faculty/School at Candidature or following a change of thesis title request)	
Start date of registration	Current end date of registration

2. Thesis and exam format

Thesis Style (Where a choice is permitted by programme regulations)	<input type="checkbox"/> Traditional (chapters based)	<input type="checkbox"/> Alternative (includes publications)
Planned exam format	<input type="checkbox"/> Video Viva	<input type="checkbox"/> In person, on campus

3. Independent Chairperson (optional) – see QA7 14.10

A non-examining Independent Chairperson may be appointed to attend the viva voce examination when the Director of Studies considers that the presence of an experienced academic would be of assistance.

*Guidance note: The Board of Studies (Doctoral) now routinely require inclusion of an Independent Chairperson when an internal examiner who meets the criteria is appointed for the first time for an examination **at Bath**. The intention being to provide support to staff new to examining at Bath and ensure the University of Bath examination procedures are followed.*

The Independent Chairperson should not be involved in the supervision of the student nor have any other specific interest in the outcome of the decision. The Independent Chairperson will be experienced in examining at the University of Bath and will therefore be familiar with the Code of Practice and policies of the University. They are not required to be a subject specialist, nor to have read the thesis under examination.

Name and title
Department/School
Please list previous experience of examining research students at the University of Bath

4. The Examiners (see QA7, sections 13 and 14)

Each examiner of a research degree should normally be required to meet at least two of the following criteria, and the Board of Examiners as a whole must meet all three criteria:

	Internal 1	External 1	External 2*
1. Holds the degree for which they are examining (or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has recent experience of successfully supervising students to graduation at this level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has recent experience of examining students at this level in the relevant subject area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The University requires examiners to exercise impartial and independent professional judgement. It is the responsibility of the Head of Department/School or Director of Studies, after consultation with the supervisory team, to recommend appropriately qualified individuals to the Board of Studies (Doctoral) for appointment to the Board of Examiners for the thesis. Failure of students/supervisors to declare possible conflicts of interests may delay this formal approval and/or invalidate appointments.

Declaration

I confirm that each examiner meets at least <u>two</u> of the criteria and that the Board of Examiners as a whole meets <u>all three</u> criteria for the appointment of examiners. Each examiner has been informed of the type of thesis submission they will be examining (traditional or alternative format), the exam format (video viva or face-to-face meeting) and has agreed to take on the role.	<input type="checkbox"/>
I confirm that the proposed external examiner has not worked or studied at the University of Bath in the last 5 years	<input type="checkbox"/>
I confirm that no professional, academic or personal connections exist between the student and/or the supervisor(s) and the proposed examiners that will compromise the ability of the examiner(s) to make a fair and impartial assessment of the student's thesis (see ¹ for examples) If connections do exist, please seek advice from the Doctoral College in advance of submitting this form and provide details in the box below. Board of Studies (Doctoral) will only consider nominations where connections exist in exceptional circumstances.	<input type="checkbox"/>

Signed Date
Lead Supervisor

¹ A non-exhaustive list of connections where a conflict of interest might arise is provided below:

- The nominated examiner has provided input/advice into the thesis being examined;
- The student, supervisor(s) or other examiner has collaborated with the nominated examiner (e.g. co-authored paper(s));
- There exists a close personal, contractual or professional relationship between the nominated examiner and the student, supervisor(s) or other examiner;
- The work of the nominated examiner is the direct focus of the student's research;
- The nominated examiner has a commercial interest in the outcomes of the student's research.

I confirm that I have performed a basic check of the details of this nomination and to the best of my knowledge they are correct, and the nominees are suitable for appointment to the role.

Signed Date
 Director of Studies

Proposed internal examiner (see QA7 14.8-14.9)

Name and title	
Department/School	
Does the internal examiner hold the degree being examined (or an equivalent level 8 award)? Y / N	
If yes, then provide details (Degree, awarding institution, date)	If no, then provide details of professional qualifications held (award, institution and date)
Please indicate how the proposed Internal Examiner's expertise is related to the topic of the submitted work.	
Please list any previous experience of supervising research students to graduation, including dates and institution for the three most recent graduates.	
Please state whether the proposed internal examiner has acted as internal examiner at Bath previously, including most recent date.	
List any previous experience of examining research students at a level equivalent to that being examined, including dates and institution for the three most recent examinations.	

Proposed external examiner 1 (see QA7 14.3-14.7)

Name and title	
Post title	Employing institution/company <i>If the proposed external examiner has recently retired, please list up to a maximum of three recent publications indicative of the appointee's recent work in the field.</i>
Please list posts held over the last five years (include dates and institution/company)	
Does the examiner hold the degree being examined (or an equivalent level 8 award)? Y / N	

If yes, then provide details (Degree, awarding institution, date)	If no, then provide details of professional qualifications held (award, institution and date)
Please indicate how the proposed External Examiner's expertise is related to the topic of the submitted work	
Please list up to a maximum of three recent publications indicative of the appointee's research standing	
Please list any previous experience of supervising research students to graduation, including dates and institution for the three most recent graduates.	
List any previous experience of examining research students at a level equivalent to that being examined, including dates and institution for the three most recent examinations.	
Full postal address	
Email address	Contact number

Proposed external examiner 2* (see QA7 14.3-14.7)

(*Needed for MD, MS, DClinPsy, Staff Candidature Method B and EdD by portfolio submission)

Name and title	
Post title	Employing institution/company <i>If the proposed external examiner has recently retired, please list up to a maximum of three recent publications indicative of the appointee's recent work in the field.</i>
Please list posts held over the last five years (include dates and institution/company)	
Does the examiner hold the degree being examined (or an equivalent level 8 award)? Y / N	
If yes, then provide details (Degree, awarding institution, date)	If no, then provide details of professional qualifications held (award, institution and date)
Please indicate how the proposed External Examiner's expertise is related to the topic of the submitted work	
Please list up to a maximum of three recent publications indicative of the appointee's research standing	
Please list any previous experience of supervising research students to graduation, including dates and institution for the three most recent graduates.	
List any previous experience of examining research students at a level equivalent to that being examined, including	

dates and institution for the three most recent examinations.

Full postal address

Email address

Contact number