

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**

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

**2. Thesis and exam format**

<b>Thesis Style</b>	<input type="checkbox"/> <b>Traditional</b> (chapters based)	<input type="checkbox"/> <b>Alternative</b> (includes publications)
<b>Planned exam format</b>	<input type="checkbox"/> <b>Video Viva</b>	<input type="checkbox"/> <b>In person, on campus</b>

**3. Independent Chairperson (optional) – see QA7 14.10**

A non-examining Independent Chairperson will be appointed to attend the examination whenever an internal examiner is undertaking their first examining role at the University of Bath, or at other times when the DoS or Board of Studies (Doctoral) considers that the presence of an experienced academic would be of assistance.

The Independent Chairperson should not have been involved in the supervision of the student, nor have any other specific interest in the outcome of the decision. They 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. The Independent Chairperson is not required to be a subject specialist, nor to have read the thesis under examination.

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

If no Independent Chairperson is appointed, the internal examiner will Chair the examination.

**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 <u>supervising</u> students to graduation at an equivalent level to that being examined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has recent experience of <u>examining</u> students at an equivalent level to that being examined in the relevant subject area. (i.e. has conducted formal, summative examinations to determine a final outcome or award. Confirmation or other formative/progression exam experience is insufficient)	<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. 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 <sup>1</sup> for examples)	<input type="checkbox"/>
If connections do exist, please seek advice from the Doctoral College in advance of submitting this form and provide details below. The Board of Studies (Doctoral) will only consider nominations where connections exist in exceptional circumstances.	

**Signed**..... **Date** .....  
*Lead Supervisor*

I confirm that I have performed a basic check of the details of these nominations 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*

<sup>1</sup> A non-exhaustive list of connections where a conflict of interest might arise:

- 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.

**Proposed internal examiner (see QA7 14.8-14.9)**

Name and title	
Department/School	
Does the nominated examiner hold the degree for which they are examining, or an equivalent/ higher level degree?	Y / N
If <b>Yes</b> , then <b>provide details</b> (Degree, awarding institution, date)	If <b>No</b> , then <b>provide details of professional qualifications held</b> (award, institution, date)
Please indicate how the proposed Internal Examiner's <b>expertise is related to the topic</b> of the submitted work.	
Please list any previous experience of supervising research students to graduation, including dates and institution for the <b>three most recent</b> graduates. 1) 2) 3)	
Please state whether the proposed internal examiner <b>has acted as internal examiner at Bath previously</b> , including the 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 <b>three most recent</b> examinations. 1) 2) 3)	

**Proposed external examiner 1 (see QA7 14.3-14.7)**

<b>Name and title</b>	
<b>Post title</b>	
<b>Employing institution/ company</b>	
<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 <b>posts held over the last five years</b> (include dates and institution/company)	
<b>Does the nominated examiner hold the degree for which they are examining, or an equivalent/ higher level degree?</b>	
	<b>Y / N</b>
<b>If Yes, then provide details</b> (Degree, awarding institution, date)	<b>If No, then provide details of professional qualifications held</b> (award, institution, date)
Please indicate how the proposed External Examiner's <b>expertise is related to the topic</b> of the submitted work	
Please <b>list up to 3 recent publications</b> 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. 1) 2) 3)	
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. 1) 2) 3)	
<b>Full postal address</b>	
<b>Email address</b>	<b>Contact number</b>

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

(\*Only needed for MD, MS, Staff Candidature Method B and EdD by portfolio submissions)

<b>Name and title</b>	
<b>Post title</b>	
<b>Employing institution/ company</b>	
<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 <b>posts held over the last five years</b> (include dates and institution/company)	
<b>Does the nominated examiner hold the degree for which they are examining, or an equivalent/ higher level degree?</b>	<b>Y / N</b>
If <b>Yes</b> , then <b>provide details</b> (Degree, awarding institution, date)	If <b>No</b> , then <b>provide details of professional qualifications held</b> (award, institution, date)
Please indicate how the proposed External Examiner's <b>expertise is related to the topic</b> of the submitted work	
Please <b>list up to 3 recent publications</b> 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. 1) 2) 3)	
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. 1) 2) 3)	
<b>Full postal address</b>	
<b>Email address</b>	<b>Contact number</b>