Appointment of Examiners for a Postgraduate Research Degree: Nomination Form

**Instructions:**

This form should be completed by the member of the supervisory team acting as co-ordinator. Please complete all sections of this form and submit to the Doctoral College (Faculty) Team [insert Faculty name, address and email address] for processing.

**Guidance:**

It is the responsibility of the member of the supervisory team acting as co-ordinator to ensure that arrangements for the examination are made. The co-ordinating supervisor should ensure that the Doctoral College (Faculty) Team is advised of the date of the *viva voce*.

Nominations for examiners should meet the criteria and requirements offset down in the [Regulations for Research Degrees](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/regulations)and the[Code of Practice for Research Degree Candidature and Supervision](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/candidature-supervision) to satisfy the University of the independence, expertise and experience of the examining team.

A member of the supervisory team, on request of the candidate may be present at the *viva voce* where the research student wishes a supervisor to be invited. In such cases, the research student should submit a request in writing to the Doctoral College (Faculty) Team. A supervisor who is asked to attend by the research student will not play an active role in the *viva voce* and may not take part in the judgement of the thesis under consideration.

As per the Regulations for [Members of Staff in Candidature for the Degree of Doctor of Philosophy](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/doctor-philosophy-members), two external examiners and one internal examiner shall be appointed for a staff candidate.

If the candidate is a University of Southampton member of staff please tick this box and ensure that you nominate two external examiners and one internal examiner.

**Candidate Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | | |
| Surname |  | Title |  |
| ID number |  | | |
| Faculty |  | | |
| School |  | | |
| Research Group (optional) |  | | |
| Degree sought |  | | |
| Title of thesis |  | | |

**Co-ordinating Supervisor Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | | |
| Surname |  | Title |  |
| Faculty |  | | |
| School |  | | |
| Research Group (optional) |  | | |
| Email address |  | | |

**Section A1: Nomination of External Examiner(s)**   
All questions must be answered or nominations will be referred back

The [Code of Practice for Research Degree Candidature and Supervision](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/candidature-supervision) states that “*external examiners would not normally be expected to be reappointed if they have examined a research student at this University within the last two years.*” Please check with the Doctoral College (Faculty) Team for this information in relation to the nominee. In exceptional circumstances (e.g. where it is not possible to find elsewhere an examiner with a particular area of expertise), a re-appointment within two years may be permissible at the discretion of the Faculty Director of the Graduate School in consultation with the Director of the Doctoral College.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name | |  | | | |
| Surname | |  | Title |  | |
| Institution name and department | |  | | | |
| Current post | |  | | | |
| Correspondence address | |  | | | |
|  | Post code |  | |
| Email address | |  | | | |
| 1. | Has the nominee been a member of a University of Southampton Faculty/School/Institute during the candidate's period of study? | | | | YES / NO |
| 2. | Has the nominee examined a PGR thesis at this University within the last two years? | | | | YES / NO |
| 2a. | If YES, please describe the exceptional circumstances that support the request that re-appointment be considered. | | | | |
| 3. | Has the project involved collaboration with an external body? | | | | YES / NO |
|  | If YES, is the nominee | | | |  |
| 3a. | Independent of that body? | | | | YES / NO |
| 3b. | Independent of the area of activity connected with the research project? | | | | YES / NO |
| 4. | Is there any current (or has there been any recent) association (i.e. within the last five years) between the nominee and the research project or the candidate? | | | | YES / NO |
|  | If YES, please give details: | | | | |
| 5. | Does the nominee currently hold an academic post in a higher education institution? | | | | YES / NO |
|  | If NO, please provide a Curriculum Vitae and confirm that it is attached | | | | YES / NO |
|  | If NO, complete sections 5a. to 5c. to explain the nominee’s suitability to examine the thesis. | | | | |
| 5a. | Current relevant research expertise | | | | |
| 5b. | Previous experience of doctoral supervision | | | | |
| 5c. | Examining experience | | | | |

**Section A2: Nomination of External Examiner(s)  
Additional External Examiner Details (Staff Candidature Only)**All questions must be answered or nominations will be referred back

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name | |  | | | |
| Surname | |  | Title |  | |
| Institution name and department | |  | | | |
| Current post | |  | | | |
| Correspondence address | |  | | | |
|  | Post code |  | |
| Email address | |  | | | |
| 1. | Has the nominee been a member of a University of Southampton Faculty/School/Institute during the candidate's period of study? | | | | YES / NO |
| 2. | Has the nominee examined a PGR thesis at this University within the last two years? | | | | YES / NO |
| 2a. | If YES, please describe the exceptional circumstances that support the request that re-appointment be considered. | | | | |
| 3. | Has the project involved collaboration with an external body? | | | | YES / NO |
|  | If YES, is the nominee | | | |  |
| 3a. | Independent of that body? | | | | YES / NO |
| 3b. | Independent of the area of activity connected with the research project? | | | | YES / NO |
| 4. | Is there any current (or has there been any recent) association (i.e. within the last five years) between the nominee and the research project or the candidate? | | | | YES / NO |
|  | If YES, please give details: | | | | |
| 5. | Does the nominee currently hold an academic post in a higher education institution? | | | | YES / NO |
|  | If NO, please provide a Curriculum Vitae and confirm that it is attached | | | | YES / NO |
|  | If NO, complete sections 5a. to 5c. to explain the nominee’s suitability to examine the thesis. | | | | |
| 5a. | Current relevant research expertise | | | | |
| 5b. | Previous experience of doctoral supervision | | | | |
| 5c. | Examining experience | | | | |

**Section B: Nomination of Internal Examiner**  
All questions must be answered or nominations will be referred back

When considering the appointment of an internal examiner, the following extract from the [Regulations for Research Degrees](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/regulations) (andfrom the [Code of Practice for Research Degree Candidature and Supervision](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/candidature-supervision)*)* must be adhered to*:* “*No member of the supervisory team may be appointed as an internal examiner, nor may they take part in the judgement of the thesis under consideration in any other way. In addition, other researchers who have had any co-authoring or collaborative involvement in the research student's work, or whose own work is the focus of the research project such that there would be a conflict of interest or potential lack of objectivity, may not be appointed as internal or external examiners. Members of staff who have had pastoral involvement with the research student such that objectivity would potentially be affected may also not be appointed to the examining team. One examiner, either the internal or the external, may be drawn from the confirmation panel or committee (e.g.: an internal member of staff who acted in the role of independent 'assessor' or an external 'assessor' if used) provided that they have had no further material contact with the research project since the confirmation, and that the other examiner is entirely new to the project.*”

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name | |  | | | |
| Surname | |  | Title |  | |
| Faculty | |  | | | |
| School | |  | | | |
| Research Group (optional) | |  | | | |
| Email address | |  | | | |
| 1. | Has the internal examiner had any involvement with the research student’s work, or any pastoral involvement with the student? | | | | YES / NO |

**Section C: The Examining Team**

Examiners, both internal and external, should have sufficient experience and appropriate subject expertise to be able to examine effectively. They should also be sensitive to, and take into account in the examining process, reasonable adjustments, equality and diversity. Collectively, the examiners should have acted as examiner for at least three doctoral examinations, and be familiar with examination practice and standards in the UK. As an example, if the external examiner possesses subject expertise but limited UK examining experience, this may be compensated for by a suitably UK-experienced internal examiner.

|  |  |  |
| --- | --- | --- |
| How many theses have previously been examined by each nominee? | | |
| 1a. | External examiner nominee – more than 3? | YES / NO |
| 1b. | If NO, how many? | 0 / 1 / 2 / 3 |
| 2a. | Internal examiner nominee – more than 3? | YES / NO |
| 2b. | If NO, how many? | 0 / 1 / 2 / 3 |

**Embargo of Thesis**

The [Code of Practice for Research Degree Candidature and Supervision](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/candidature-supervision) states that “*The results of research should be freely available. Theses are accessible in the University Library or electronically through the University of Southampton Research Repository. In exceptional circumstances, access to a thesis may be restricted through embargo by the Faculty Director of the Graduate School, in their capacity as Chair of Faculty Graduate School Subcommittee where such restriction is regarded as desirable on commercial grounds, pending publications or patent applications, or as necessary to maintain confidentiality, national security, or the safety of those involved in research (e.g. students, supervisors, and participants). The period of restriction shall be determined by the Faculty Director of the Graduate School but shall not normally exceed three years from the date of examination (or twelve months for pending publications).*”

The research student and supervisor should discuss any embargo period at an early stage (and preferably by the time the student notifies their intention to submit their thesis for examination) so that, at the time of submitting the final thesis for award, the necessary processes for requesting an embargo on the [Permission to deposit thesis form](https://www.southampton.ac.uk/~assets/doc/quality-handbook/Permission%20to%20deposit%20thesis%20-%20form.docx) can be completed.

I confirm that I have discussed any embargo period with the research student named here.

**Approval Details – Faculty Director of the Graduate School or (sole and named) deputy)**

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | | |
| Surname |  | Title |  |
| Role |  | | |
| Date |  | | |