Application for Research Degree Exam Arrangements

# Guidance

This form must be completed in full by the Supervisor (or nominee from the supervisory team). It should be completed well in advance of the candidate’s intended submission date and be submitted to the School Research Office for internal approval, before it is sent on to Registry.

**The supervision team should not make arrangements for a viva.** Registry will liaise with the examiners once the student’s full submission is received.

The examination team as a whole must be able to demonstrate appropriate prior experience and training in the examination procedure and, have expertise in research in the specific area of the candidate’s thesis/submission.

The examination team must be able to reach an independent and authoritative judgement about the candidate’s work, free from bias and conflict of interest.

You must refer to the University’s [Criteria for the Selection and Appointment of Research Degree Examiners](https://www.hud.ac.uk/policies/registry/qa-procedures/section-q/) when determining the suitability and eligibility of potential internal and external examiners to act as the examination team. Registry will check your nominations against this criteria to ensure that the proposed examination team is suitable.

The University’s preferred viva format is for the viva to take place remotely or for at least the external examiner to attend remotely. This ensures access to a greater global pool of examiners and expertise, whilst promoting diversity and sustainability.

**Please note:** for data protection purposes, the documentation provided as proof of the External Examiner(s) eligibility to work in the UK must be saved into the research candidate’s ‘Research Examinations’ folder within Wisdom and should not be appended to this document.

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| Section 1: The Research Degree Candidate | | |
| Student name: |  | |
| Student Number: |  | |
| School: | Select school | |
| Degree: | Select degree | |
| Supervisor names: |  | |
| Date of intended submission: | | Please select |
| Is the candidate a member of University staff? | | Yes  No |
| If the candidate’s work is to be submitted as anything other than a standard written thesis, please provide details below. Please list any materials that are being submitted for examination in addition to the written thesis: | | |
| If a practical demonstration of material is required as part of the examination of the candidate’s work, please provide details below. (No part of the examination, including performances, recitals etc. must take place before an examination team has been officially approved by Registry): | | |

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| Section 2: The Internal Examiner | | | | |
| Title and name: |  | | | |
| School: | Select school | | | |
| Qualifications: |  | | | |
| Area of expertise: |  | | | |
| Have they attended the University’s compulsory internal examiner training? | | | | Yes  No |
| Please confirm the total number of research degree candidates that the proposed internal examiner has examined for as either an internal or external examiner: | | | | |
| MA/MSc by Research |  | MPhil |  | |
| Professional Doctorate |  | EntD |  | |
| PhD by Publication |  | PhD |  | |

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| Section 3: The External Examiner (1) | | | |
| Title and name: |  | | |
| Please confirm that the following documents have been received and saved in the candidate’s ‘Research Examinations’ folder on Wisdom: | External Examiner Profile and Declaration Form  A full copy of their CV  Proof of eligibility for employment | | |
| Using the external examiner’s profile and declaration form, please confirm the total number of research degree candidates that the proposed external examiner has examined for as either an internal or external examiner: | | | |
| MA/MSc by Research |  | MPhil |  |
| Professional Doctorate |  | EntD |  |
| PhD by Publication |  | PhD |  |

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| Section 4: The External Examiner (2) | | | |
| Title and name: |  | | |
| Please confirm that the following documents have been received and saved in the candidate’s ‘Research Examinations’ folder on Wisdom: | External Examiner Profile and Declaration Form  A full copy of their CV  Proof of eligibility for employment | | |
| Using the external examiner’s profile and declaration form, please confirm the total number of research degree candidates that the proposed external examiner has examined for as either an internal or external examiner: | | | |
| MA/MSc by Research |  | MPhil |  |
| Professional Doctorate |  | EntD |  |
| PhD by Publication |  | PhD |  |
| Please outline the reason(s) for the appointment of a second External Examiner: | | | |

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| Section 5: Independent Chair | |
| The Director of Graduate Education may appoint an Independent Chair. Please note that the following circumstances require an Independent Chair:   * Where the internal examiner will be undertaking their first appointment as a research degree examiner; * Where the internal examiner is still under probation and this will be their first appointment as internal examiner at Huddersfield; * Where neither the external or internal examiner holds a senior academic position; * Where there are a limited number of previous UK PGR examinations between the internal and external examiner. * Where a second viva is required on a resubmission following referral; * Where approval is given for the viva to be conducted via video streaming (not applicable during current Covid-19 regulations for all vivas to be virtual); * Where exceptional or non-standard examination arrangements are agreed; * Where the student has a PLSP and reasonable adjustments are required; * Any other circumstance which the Director of Graduate Education considers it necessary. | |
| Is an Independent Chair required for this examination?  **Please note:** On receipt of this application Registry may still deem it necessary to appoint an Independent Chair, in line with our regulations. | Yes\*  No |
| \*Please outline the reason(s) for the appointment of an Independent Chair: | |

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| Section 6: Supervisor Declaration | | | |
| By signing this form you are declaring that, to the best of your knowledge, the details contained within this application are correct, the proposed examiners satisfy the University’s criteria for appointment and that this application should be considered for approval by the Director of Graduate Education and University Research Committee. | | | |
| **Supervisor’s Name:** |  | | |
| **Signed:** |  | **Date:** | Select date |

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| Section 7 Student Declaration | | | | |
| *(To be completed by all candidates)*  Should you have any concerns about your examiners, this is your opportunity to raise these concerns. You may wish to consult the [University’s Criteria for the selection and appointment of research degree examiners](https://www.hud.ac.uk/policies/registry/qa-procedures/section-q/) and the [PGR Handbook](https://www.hud.ac.uk/registry/current-students/pgr/thesis/exam/) for further guidance on the appointment process.  The types of concerns that are appropriate to raise may be about a personal relationship or close contact between you and the examiner/s or close contact between the examiner/s and the supervisors. | | | | |
|  | I confirm that I do not have any concerns about any of these individuals being involved in my examination.  I have concerns about my examination team. Please use the space below to explain why: | | | |
| *(To be completed by all Doctoral and MPhil candidates only)*  The University promote using digital solutions to reduce our carbon impact as part of our commitment to the carbon neutral strategy. We would encourage viva examinations to take place remotely.  Please confirm what your preferred viva format would be: | | | | |
|  | 1. Remote viva – this is where all examiners and you as the candidate attend the viva remotely, via Microsoft Teams 2. Face-to-face viva – this is where all examiners, as far as possible, and you as the candidate will be together in a room on campus   **Please note:** we cannot guarantee that the preferred format of viva will be accommodated, as this is also dependent on the examiners.  Do you want a member of the Supervisory team (subject to their availability) to be present at the viva? Yes \* No  \*Please provide their name  Please confirm if you have a PLSP in place. Yes \* No  \**staff to refer to info on ASIS record* | | | |
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| **Student Name:** | |  | | |
| **Signed:** | |  | **Date:** | Select date |

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| Section 8: Director of Graduate Education Approval | | | |
| By signing this form you are declaring that you are satisfied that the proposed examiners have appropriate levels of academic and/or professional expertise and experience to examine this candidate and, to the best of your knowledge, they satisfy the University’s criteria for appointment.  Where you are approving these nominations as an exception to the University’s standard criteria, please provide an explanation below for the consideration of Registry: | | | |
| **Name:** |  | | |
| **Signed:** |  | **Date:** | Select date |

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| Section 9: School Budget Holder Approval | | | |
| By signing this form, you authorise Registry to allocate appropriate orders (e.g. hospitality, accommodation, etc), pertaining to the examination of this candidate, to the cost centre: | | | |
| **Name:** |  | | |
| **Signed:** |  | **Date:** | Select date |

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| Section 10: University Research Committee Approval | | | |
| By signing this form you are confirming that, to the best of your knowledge, the requirements for the appointment of examiners outlined within the University’s regulations and associated policies have been observed, and are approving these exam arrangements on behalf of University Research Committee. | | | |
| **Senior Registry Officer:** |  | | |
| **Signed:** |  | **Date:** | Select date |