

The University of Birmingham
Registry - Academic Services

NOMINATION OF EXAMINERS AND CHAIRPERSON FOR RESEARCH DEGREES

Before completing this form please refer to Section 4 Criteria for the Nomination of Examiners and Section 5 The Oral Examination of the Code of Practice on Assessment of Research Degree Theses available at: <http://www.as.bham.ac.uk/legislation/codesofpractice.shtml>

Section 4 of this form must be completed where approval by the University's Research Progress & Awards Sub Panel is required for an appointment of an examiner who does not fulfil the criteria as set out in Section 4 of the Code of Practice for the Assessment of Research Degree Theses.

The Head of School (or nominee) should sign this form and return it to: Team Member, Position, Research Student Administration, Registry, no later than **(Insert date)**.

CANDIDATE'S DETAILS

Name

ID Number

Programme of Study/Mode of Study

Thesis Title

Proposed/Actual Submission Date

Supervisor (1)

Supervisor (2)

SECTION 1: NOMINATION OF INTERNAL EXAMINER

(Please note that it is not permissible for a candidate's supervisor to act as internal examiner.)

To avoid delays in sending out the thesis out it is important that the information below is complete and all of the details are current and accurate. Please write clearly.

Name **Title**

Qualifications

School

Department

Position

Tel No

Email

Confirmation of Examiner's Agreement

I confirm that the nominee has been approached informally and agreed to undertake the examination.

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Has the nominee acted as internal assessor

Yes/No

If yes, please tick to confirm that you are satisfied that the nominee has not played a

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direct and substantial involvement in the postgraduate researchers work.

Candidate's Name

ID No

SECTION 2: EXTERNAL EXAMINER (1)

Personal Details

Name: **Title**

Please check the nominee's eligibility to work in the UK as difficulties may arise later with regard to payment of their fees and expenses. Please tick relevant category below:

UK/EEA: No evidence required.

☐

Non EEA nationals who are already working in the UK: evidence of the right to paid employment in the UK is required and failure to provide this confirmation would be a breach of visa conditions and the University would not be able to employ the person even on a 'casual' basis.

☐

Non EEA nationals not already working in the UK: There is no specific route of entry into the UK for external examiners as there is no route of entry for "temporary working", unless the individual already has legal permission to enter the UK via some other provision. The only possible route of entry for external examiners appears to be as an "Academic Visitor". This type of visa would have to be applied for by the individual, and costs £70. Further details can be found at <http://www.ukvisas.gov.uk/en/applyonline/>. A tourist visa is not an option. The University would be at serious risk if we allowed somebody to undertake any role (paid or unpaid) with us who was in the UK on a tourist visa. The individual in question would also be compromising their immigration status, and could risk being banned from entering the UK for up to 10 years if found to have breached their visa condition. (See note at end re: visas by video/telephone conference)

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Personal Details

To avoid delays in sending out the thesis out it is important that the information below is complete and all of the details are current and accurate. Please write clearly.

Qualifications

Institution

Position

Address
(in full)

.....
.....
.....

Tel No **Email**

Please indicate the number of previous appointments to external examinerships for research or higher degrees at the University of Birmingham within the last three years.

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I confirm that the nominee has been approached informally and agreed to undertake the examination.

☐

Candidate's Name

ID No

SECTION 3: EXTERNAL EXAMINER (2)

(The appointment of a second external examiner is not normally required. Please refer to Section 3 of the Code of Practice for Assessment of Research Degree Theses.)

Name: **Title**

Please check the nominee's eligibility to work in the UK as difficulties may arise later with regard to payment of their fees and expenses. Please tick relevant category below:

UK/EEA: No evidence required.

☐

Non EEA nationals who are already working in the UK: evidence of the right to paid employment in the UK is required and failure to provide this confirmation would be a breach of visa conditions and the University would not be able to employ the person even on a 'casual' basis.

☐

Non EEA nationals not already working in the UK: There is no specific route of entry into the UK for external examiners as there is no route of entry for "temporary working", unless the individual already has legal permission to enter the UK via some other provision. The only possible route of entry for external examiners appears to be as an "Academic Visitor". This type of visa would have to be applied for by the individual, and costs £70. Further details can be found at <http://www.ukvisas.gov.uk/en/applyonline/>. A tourist visa is not an option. The University would be at serious risk if we allowed somebody to undertake any role (paid or unpaid) with us who was in the UK on a tourist visa. The individual in question would also be compromising their immigration status, and could risk being banned from entering the UK for up to 10 years if found to have breached their visa condition. (See note at end re: visas by video/telephone conference)

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Personal Details

To avoid delays in sending out the thesis out it is important that the information is complete and all of the details are current and accurate. Please write clearly.

Qualifications

Institution

Position

Address
(in full)

.....

.....

.....

Tel No **Email**

Please indicate the number of previous appointments to external examinerships for research or higher degrees at the University of Birmingham within the last three years.

☐

I confirm that the nominee has been approached informally and agreed to undertake the examination.

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SECTION 4: CASE FOR EXCEPTIONAL APPOINTMENTS

Please refer to Section 4 of the Code of Practice for the Assessment of Research Degree Theses available at: <http://www.as.bham.ac.uk/legislation/codesofpractice.shtml>

Please indicate category relevant for the proposed examiner:

- | | | |
|----|---|--------------------------|
| 1. | does not hold a qualification at least equivalent to the degree s/he will be examining (unless there is compensating academic or professional status) | <input type="checkbox"/> |
| 2. | does not hold an academic appointment in a university or equivalent institution (external examiner) | <input type="checkbox"/> |
| 3. | holds an appointment as a Lecturer on probation. | <input type="checkbox"/> |
| 4. | is a former member of staff of this University or former postgraduate researcher of this University (before a lapse of at least four years). | <input type="checkbox"/> |
| 5. | is a registered postgraduate researcher | <input type="checkbox"/> |
| 6. | other (please give details) | <input type="checkbox"/> |

Please enter here a statement to support the case for an exceptional appointment of an examiner and attach supporting documentation.

Please include the reasons why the proposed examiner rather than anyone else is being nominated to undertake this examination.

Candidate's Name

ID No

SECTION 5: NOMINATION OF CHAIRPERSON

(Please refer to Section 5 and Appendix A of the Code of Practice Assessment of Research Degree Theses available at http://www.as.bham.ac.uk/legislation/docs/COP_Assessment_Research_Degree_Theses.pdf.)

The Chairperson should:

- be a member of academic staff, with sufficient ability and maturity to ensure the proper conduct of the proceedings, who has examined research degrees in any University on previous occasions. They may be from a different principal academic unit to the postgraduate researcher;
- have some knowledge of the subject area of the thesis in general terms;
- not be one of the examiners.

The Chairperson is not required to read the thesis.

Name **Title**

School

Department

Position

Tel No

Email

Has the member of staff concerned agreed to undertake the duties of chairperson?

YES/NO (delete as appropriate)

SECTION 6:

Point 2.5 of the Code of Practice on Assessment of Research Degree Theses states that postgraduate researchers should be given an opportunity of commenting on the choice of examiners. A postgraduate researcher should therefore be consulted and be able to input into the choice of their examiners up to a realistic point. If the postgraduate researcher raises objections to the proposed examiners these should be talked through within the School (specifically their supervisory team). If the School and postgraduate researcher are unable to reach a compromise which suits both parties then the School can go ahead with their chosen examiners, however, a clear record of all discussions should be kept including the arguments as to why the School have chosen to disregard the postgraduate researcher's objections. This clear record will be essential in case of any later appeals.

I confirm that the postgraduate researcher has been given the opportunity of commenting on the choice of Examiners.

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SECTION 7: BRIEF DESCRIPTION OF THE POSTGRADUATE RESEARCHER'S RESEARCH

(FOR DOCTORAL LEVEL CANDIDATES ONLY)

To enhance the presentation of Doctoral degrees and promote the University's research agenda, a phrase describing each doctoral researcher's area of research is included in degree congregations. The phrase is not printed in the congregation programme but is read out by the presenting officer as each doctoral researcher receives their degree.

Please describe below the research undertaken by the doctoral researcher in an appropriate short phrase. **The phrase should be simple**, and worded sensitively using clear, **concise English avoiding technical terminology**, and wherever possible, liaising with the doctoral researcher to ensure that they agree with the description.

Candidate's Name

ID No

Each description will be prefixed by the phrase "For research into..." and suffixed by the name of the postgraduate researcher.

For example:

"For research into ecological consequences of global warming on river basins, Joseph Smith"

The phrase should be a brief and clear summary of the broad area of research, not the THESIS TITLE ITSELF.

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.....

SECTION 8: SCHOOL APPROVAL

I confirm that the Code of Practice on Assessment of Research Degree Theses has been followed and that the following points have been observed.

- 2.5 Supervisor(s) should normally be consulted before the examiners are nominated. Postgraduate researchers should be able to comment on the choice of examiners.
- 2.7 Schools should ensure that the nominees have been asked informally to act as examiners, that they are aware of the University's timescale for the examination of theses (normally eight weeks where an oral examination is to be held; six weeks in other cases) and also of the proposed date of submission of the thesis by the postgraduate researchers. Schools should also ensure that nominees know what is expected of them as examiners, should their nominations be confirmed (see Appendix A of this Code of Practice). Nominees should be asked about their availability should there be unforeseen delays in the submission of the thesis.
- 4.4 The examiners should not:
- 1 Have had a substantial direct involvement with the postgraduate researchers work (unless it is a resubmitted thesis). Where staff involved in progress reviews and members of the School Progress Panel (sometimes known as "internal assessors") are nominated to act as internal examiners, the Head of School (or nominee) should confirm on the Nomination of Examiners form that the nominee has not had a direct involvement with the postgraduate researcher's work. (For example, consideration should be given to the amount of feedback given to the postgraduate researcher by the proposed internal examiner and whether they are sufficiently independent of the postgraduate researcher's work to enable them to carry out the role of internal examiner.)
 - 2 Be members of the postgraduate researcher's Supervisory Team

This thesis has been selected for checking via Turnitin _____ YES/NO

(N.B. ~~Where a thesis has been selected as part of the School's sample,~~ **A thesis it will not be sent for examination until the Turnitin check has been completed, the outcome reviewed and notified to the Research Student Administration Team).**

Name (Block Capitals)

.....
Signature of Head of School (or nominee)

.....
Date

SECTION 9: UNIVERSITY APPROVAL

To be completed only where an entry has been made in Section 4.

I do/do not* approve this nomination on behalf of the University's Research Progress & Awards Sub Panel.

(*please delete as appropriate)

Name (Block Capitals)

Signature **Date**