# University of Stirling logo

# Research Degree

# Examining Committee Nomination Form

In accordance with the [Postgraduate Research Regulations](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/) and [Code of Practice](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/code-of-practice-research-degrees/) the candidate’s Lead Supervisor is required to nominate the Examining Committee.

The Lead Supervisor should complete the form. The completed form should be signed by the Dean of Faculty (or nominee) and Lead Supervisor and submitted to [externalexaminers@stir.ac.uk](mailto:externalexaminers@stir.ac.uk), together with a brief CV from the External Examiner that must include details of previous examining experience.

[Guidance notes](#_Guidance_Notes_1) are provided at the end of this form.

# Candidate & Examination Information

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| **Faculty/Division:** | Choose an item. |
| **Candidate’s Full Name:** |  |
| **Student ID:** |  |
| **Degree:** |  |
| **Title of Thesis:** |  |
| **Proposed Submission Date:** |  |
| **Lead Supervisor:** |  |
| **Provisional Examination Date:**  *If no firm date, please provide a month.* |  |
| **Is the External Examiner attending the viva in-person or online?** | Choose an item. |
| **Candidate Status:** | Is the candidate (tick one of the categories)**:**  a student with no other status  a student whose only other status is or has been as a recognised teacher for routine or supervised work (as defined by the Academic Council)  a member of Academic Staff, currently or previously ([as defined in the Statutes](https://www.stir.ac.uk/media/stirling/services/policy-and-planning/university-calendar/the-statutes.docx))  *“Academic Staff” means the Professors, Associate Professors, Senior Lecturers, Senior Research Fellows, Lecturers, Research Fellows, Research Assistants of the University and any other holding any post with substantial teaching or research duties in the University.*  *A candidate is considered to have a substantive role if they are employed for more than 10 hours per week.*  *If this is uncertain, please contact* [*hroperations@stir.ac.uk*](mailto:hroperations@stir.ac.uk) *for confirmation of the role title prior to submitting this form.* |

# 2. Proposed Examining Committee

### 2.1 Independent Chair

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| **Name (including title):** |  |
| **Job Title:** |  |
| **Faculty / Division:** | Choose an item. |

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| **Declaration of Conflicts of Interest** |  |
| Has the Independent Chair been involved in the supervision of the candidate or any of the Annual Progress Review (APR) approval outcome decisions. | Choose an item. |
| Does s the Independent Chair have any connection with the candidate. | Choose an item. |

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| If the answer to any of the questions is YES, please provide details below: |

### 2.2 External Examiner 1

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| **Name (including title):** |  |
| **Job Title:** |  |
| **Institution:** |  |
| **Email Address:** | *Note that this is the address any electronic thesis will be sent to* |
| **Contact Phone Number:** |  |
| **Details of previous examining experience of**  **research degrees:** | *Provide details of the 3 most recent examinations including dates and institutions* |

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| *If the External Examiner does* ***not*** *have previous examining experience of research degrees, please confirm that the Chair is willing to provide administrative support for the viva below:* |

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| Please confirm you have provided a brief CV (including details of previous examining experience). |

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| **External Examiner proof of Right to Work**  It is a legal requirement for the University to undertake a Right to Work check for all those working in the UK and the actions we are required to take are dependent upon the person’s immigration status.  Please advise on the following, noting the nominee’s usual residence for work:  External is a UK/Irish passport holder, working in the UK  External is a non-UK/Irish passport holder, working in the UK  External is a UK/Irish passport holder, working outside of the UK  External is a non-UK/Irish passport holder, working outside of the UK  **IMPORTANT NOTE:** *The thesis can only be released once a Right to Work check has been undertaken. External Examiners will be advised of this in their appointment email and encouraged to send back their acceptance promptly so that this can be facilitated. This does not impact those examiners who are non-UK/Irish passport holders, working outside of the UK.* |

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| **Declaration of Conflicts of Interest** |  |
| Is the External Examiner a University of Stirling graduate who graduated within the last three years. | Choose an item. |
| Has the External Examiner been employed at the University of Stirling as a member of academic staff in the last three years  OR  Is the External Examiner a holder of an honorary appointment for which remuneration is given at the University of Stirling. | Choose an item. |

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| *If the answer to any question is YES, then please provide details below:* |

### 2.3 External Examiner 2

### *required if the candidate is or has been an academic member of staff at the University of Stirling*

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| **Name (including title):** |  |
| **Job Title:** |  |
| **Institution:** |  |
| **Email Address:** | *Note that this is the address any electronic thesis will be sent to* |
| **Contact Phone Number:** |  |
| **Details of previous examining experience of**  **research degrees:** | *Provide details of the 3 most recent examinations including dates and institutions* |

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| *If the External Examiner does* ***not*** *have previous examining experience of research degrees, please confirm that the Chair is willing to provide administrative support for the viva below:* |

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| Please confirm you have provided a brief CV (including details of previous examining experience). |

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| **External Examiner proof of Right to Work**  It is a legal requirement for the University to undertake a Right to Work check for all those working in the UK and the actions we are required to take are dependent upon the person’s immigration status.  Please advise on the following, noting the nominee’s usual residence for work:  External is a UK/Irish passport holder, working in the UK  External is a non-UK/Irish passport holder, working in the UK  External is a UK/Irish passport holder, working outside of the UK  External is a non-UK/Irish passport holder, working outside of the UK  **IMPORTANT NOTE:** *The thesis can only be released once a Right to Work check has been undertaken. External Examiners will be advised of this on their appointment email and encouraged to send back their acceptance promptly so that this can be facilitated. This does not impact those examiners who are non-UK/Irish passport holders, working outside of the UK.* |

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| **Declaration of Conflicts of Interest** |  |
| Is the External Examiner a University of Stirling graduate who graduated within the last three years. | Choose an item. |
| Has the External Examiner been employed at the University of Stirling as a member of academic staff in the last three years  OR  Is the External Examiner a holder of an honorary appointment for which remuneration is given at the University of Stirling. | Choose an item. |

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| *If the answer to any question is YES, then please provide details below:* |

### 2.4 Internal Examiner 1

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| **Name (including title):** |  |
| **Job Title:** |  |
| **Faculty / Division:** | Choose an item. |
| **Details of previous examining experience of**  **research degrees:** | *Provide details of the 3 most recent examinations including dates and institutions* |

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| *If the Internal Examiner does* ***not*** *have previous examining experience of research degrees, please confirm that the Chair is willing to provide administrative support for the viva below:* |

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| **Is this member of staff on probation?** | Choose an item. |

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| **Declaration of Conflicts of Interest** |  |
| Has the Internal Examiner been involved in the supervision of the candidate or been involved in any of the Annual Progress Review (APR) approval outcome decisions. | Choose an item. |
| Is the Internal Examiner an honorary member of staff or a recognised teacher. | Choose an item. |

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| *If the answer to any question is YES, then please provide details below:* |

### 2.5 Internal Examiner 2

### *(if applicable)*

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| **Name (including title):** |  |
| **Job Title:** |  |
| **Faculty / Division:** | Choose an item. |
| **Details of previous examining experience of**  **research degrees:** | *Provide details of the 3 most recent examinations including dates and institutions* |

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| *If the Internal Examiner does* ***not*** *have previous examining experience of research degrees, please confirm that the Chair is willing to provide administrative support for the viva below:* |

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| **Is this member of staff on probation?** | Choose an item. |

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| **Declaration of Conflicts of Interest** |  |
| Has the Internal Examiner been involved in the supervision of the candidate or been involved in any of the Annual Progress Review (APR) approval outcome decisions. | Choose an item. |
| Is the Internal Examiner an honorary member of staff or a recognised teacher. | Choose an item. |

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| *If the answer to any question is YES, then please provide details below:* |

### **2.6** Statement from Nominating Faculty

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| *Justification of why the committee members are suitable for their role in examining this student/subject matter. Please include details for all members of the committee:* |

*Confirm that all of the examiners nominated above have confirmed their ability to serve by signing below:*

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| **Signed:** | *(Dean of Faculty or representative)* | **Date:** |
| **Signed:** | *(Lead Supervisor)* | **Date:** |

# To be completed by Academic Quality and Governance Team

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| Checked By:  Comments:  Name:  Date: |

### Guidance Notes

Comprehensive information is available in the [Postgraduate Research Regulations](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/#ass) and associated [Code of Practice](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/code-of-practice-research-degrees/).

Any panel changes after submission of this form should be communicated to [externalexaminers@stir.ac.uk](mailto:externalexaminers@stir.ac.uk)**.**

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| **Candidate’s status** | **Examination committee requirements** |
| Candidate is a student and has no other status | At least one external, at least one internal |
| Candidate is a student whose only other status is or has been as a recognised teacher for routine or supervised work  (as defined by the Academic Council) | At least one external, at least one internal |
| Candidate is or has been a member of the Academic Staff (as defined in the Statutes) | At least two externals, at least one internal |

In considering recommendations for appointment, cognisance is taken of the following:

1. Appropriate seniority of the membership of the committee, particularly for research degree examinations.
2. If examiners who are not members of academic staff in a UK university are being considered, it should be evident that they have an appropriate knowledge and understanding of the nature of the UK research degree and the examination procedure.
3. Whilst an External Examiner would normally be expected to have acted previously in this capacity there will be occasions when the proposed examiner is less experienced. If an external examiner is less experienced in this role, this should be compensated by appointing an External Examiner who is a senior member of staff with substantial experience in research degree examinations. A corresponding approach should be taken in pairing a less experienced Internal Examiner with a senior and experienced External Examiner.
4. It is permissible for a second Internal Examiner to be added to the panel for experience-gaining purposes but must be accompanied by an experienced Internal Examiner.
5. External Examiners should be clearly seen to be external to the University.

**Resubmission**

If the External Examiner cannot undertake a future panel (in the event of a resubmission), a new committee nomination form should be submitted to [externalexaminers@stir.ac.uk](mailto:externalexaminers@stir.ac.uk)**.**