

NOMINATION OF EXAMINERS & EXAMINATION ENTRY FORM

*This form should be completed, **in full**, and submitted to Registry **at least four months before** the anticipated date of submission of the thesis. Please see guidelines below on completion of the form.*

Part I: For Completion by Candidate

1. Examination to be entered for (please tick as appropriate):

MPhil ☐ PhD ☒ MD(Res) ☐ EngD ☐

2. Candidate Details

CID:00658100	Surname: Arnauth Pela	First names: João Carlos
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3. Supervisor Details

	Primary Supervisor	Supervisor 2 (where applicable)	Supervisor 3 * (where applicable)
CID:			
Title:	Dr.		
Name:	David Colling		
Department:	Physics		
Telephone:	+44 (0)20 7594 7816		
Email:	d.colling@imperial.ac.uk		

** If additional Supervisors, please also provide their details below.*

4. Thesis Information

Field of Study:	High Energy Physics (HEP)
Approved Title of Thesis:	Search for Higgs Decay to Dark Matter and Trigger Studies
Expected Submission Date of Thesis:	2015-12-31

Part II: For Completion by Supervisor

1. Viva Information

Please specify, in the table below, who will be responsible for arranging the oral examination:

Name:		Telephone:	
Department:		Email:	

2. Proposed Examiner Information

Please note: If the student is registered for an Imperial College degree the internal examiner **MUST** come from within Imperial College. If the student is registered for a University of London degree the internal examiner can come from Imperial College or from any of the University of London's colleges and institutions.

Please provide the following information for the proposed **INTERNAL** examiner (The role of the internal examiner is essentially that of custodian of the College regulations and standards):

The proposed internal examiner is:

Professor ☐ Reader ☐ Senior Lecturer * ☐ Other * ☐

* Please give reasons as to the suitability of the proposed examiner in their ability to uphold college regulations

Please confirm the following:

Has the proposed examiner:

a) Supervised at least one PhD, EngD or MD(Res) student to successful completion? Yes ☐ / No ☐

b) Acted as an assessor for successful MPhil/PhD transfer on at least three occasions? Yes ☐ / No ☐

If the proposed examiner is a lecturer or senior research fellow have they:

c) Successfully completed their probation period and CASLAT or equivalent course? Yes ☐ / No ☐ / n/a ☐

Name:	
CID:	
Full Address:	
Telephone:	
Email:	
Date of Birth:	

If the nominee is an NHS consultant, please tick to confirm that they hold an Honorary Senior Lecturer or above contract with a College: ☐

Does the proposed examiner have experience of PhD examining for (please delete as applicable):
(If no experience of examining, please state experience of PhD supervision or relevant training received)

Imperial College: Yes ☐ / No ☐

University of London: Yes ☐ / No ☐

Elsewhere Yes ☐ / No ☐ Name of institution(s)

Please note: If the student is registered for an Imperial College degree the external examiner can come from any institution outside of Imperial College. If the student is registered for a University of London degree the external examiner must come from outside of Imperial College and outside of any of the University of London's colleges and institutions.

Please provide the following information for the proposed **EXTERNAL** examiner. The role of the external examiner is essentially that of subject expert): A former Imperial College employee or student shall not be eligible to serve as an external examiner until at least 4 years has elapsed since they left the College.

The proposed external examiner is:

Professor ☐

Reader ☐

Senior Lecturer ☐

Other ☐

Title:	
Name:	
Full Address:	
Telephone:	
Email:	
Date of Birth:	

If the nominee is an NHS consultant, please tick to confirm that they hold an Honorary Senior Lecturer or above contract with a College: ☐

Does the proposed examiner have experience of PhD examining for (please delete as applicable):
(If no experience of examining, please state experience of PhD supervision or relevant training received)

Imperial College: Yes ☐ / No ☐

University of London: Yes ☐ / No ☐

Elsewhere: Yes ☐ / No ☐ Name of institution(s)

Please state below the Reasons for Recommendation/Expertise and explain why this grouping of examiners is a good one for examining this thesis:

Registry will contact all examiners to officially invite them to examine the thesis. If you have already contacted the proposed examiners and have written confirmation of their agreement to act please tick to confirm this and attach their confirmation to this form: ☐

If you have not ticked the above box and provided examiners' written confirmation, Registry will proceed to invite examiners to act in the usual manner.

3. Declaration – all questions must be answered

Please confirm the following information and, where necessary, provide further information:

- (a) Are you aware of any professional, academic or personal connections between the candidate and/or the supervisor(s) and the proposed examiners? Yes ☐ / No ☐

If 'Yes' please provide full details:

If 'No' please tick either:

The proposed examiner is from a different department and has no connections with the candidate
Yes ☐

Or

The proposed examiner is from the same department/research group, but has no connections with the candidate
Yes ☐

- (b) Please answer the following questions:

The proposed examiner was involved in the research reported in the thesis
Yes ☐ / No ☐

The proposed examiner was a party to the candidate's transfer from MPhil to PhD
Yes ☐ / No ☐

- (c) If two EXTERNAL examiners have been proposed, please provide full details as to why this is necessary *(please note this should only be proposed in exceptional circumstances and will require graduate school approval)*

Please note: If one of the nominated examiners is from overseas, the Department/Division is required to pay any excess travelling and other expenses

Part III: For completion by Director of Postgraduate Studies

I confirm the information given above.

Signed on behalf of Department/Division:

Date:

GUIDELINES ON COMPLETION OF THE NOMINATION OF EXAMINERS & EXAMINATION ENTRY FORM

- **You should complete the form at least four months before your thesis is ready for submission.** *This allows sufficient time for your thesis title to be approved and for your examiners to be appointed.*
- **All sections of the form should be completed in full.** *Failure to complete all sections of the form may result in delays in processing your entry. Should you have any queries on the completion of the form, please read the notes below. If you are still unsure how to complete the form, please contact the appropriate Registry Team for advice.*
- **The form should be completed and returned to Registry electronically by the Director of Postgraduate Studies in your Department/Division.** *In order to streamline the exam entry process for Research Degree students, we have designed a form that can be completed electronically. Where a form asks for a signature the responsible person may type their name in. Registry will only accept the completed form from the Director of Postgraduate Studies in each Department/Division. All enclosures should be attached to the email along with the completed form.*

Please find below guidelines on each of the sections of the form:

Part I: To be completed by the Student

1. Examination to be entered for:

- Please indicate the degree award you are entering for, i.e. MPHIL, PhD, MD(Res), EngD.

2. Candidate Details

- Please complete your personal details as requested. If you are awarded the degree your certificate will bear your names as they appear in the College's records. Completion of this section accurately will ensure that any name record discrepancies are highlighted in advance of completion of your degree.
- **NB – you will not be able to amend the way your name is recorded once your degree has been awarded.**
- Your result and any certificates will be sent to your **Home** address as it appears in the College records, so you should also ensure that the address details we currently hold for you are correct by accessing Self Service. You will continue to have access to Student Self Service, in order to amend your contact details, following completion of your registration or writing up period with the College for up to 1 year.

3. Supervisor Details

- Please complete the details of **all** your Supervisors in full.

4. Thesis Information

- It is important that you complete the Field of Study section, as it will be quoted in your eventual result letter and any further proof of studies you require from the College in future. It will also help the library to catalogue your thesis.
- Please indicate your thesis title as agreed between you and your supervisor. Following submission of this form your thesis title will be considered and, if approved, you will receive confirmation of this. Modifications to your thesis title may be suggested for you and your supervisor to consider.
- Please indicate the date you expect to submit your thesis (approximately).

Part II: For Completion by Supervisor

1. Viva Information

- Please indicate the person who should be contacted, following appointment of your examiners, to arrange the Viva.

2. Proposed Examiner Information

- Please complete this section as fully as possible with name, contact details and reasons for recommendation for each of the proposed examiners.

3. Declaration

- *Please complete section (a) and (b) so that the appropriateness and independence of the examiners can be determined.*
- *Please complete section (c) if applicable to you;*
- *Departments are required to pay any travel or other expenses incurred by external examiners which are in excess of the maximum amount of £300 that Registry will reimburse.*

Part III: For completion by Director of Postgraduate Studies

- Once Section I & II have been completed by the Student and Supervisor, the form should be forwarded to the Director of Postgraduate Studies for the Department/Division for approval.
- The Director of Postgraduate Studies, once happy with the information provided on the form, should sign (type their name), date and forward the form electronically to Registry.