***DURHAM UNIVERSITY***

***Academic Office***

**SECTION 8**

APPENDIX (A8.03) FORM FOR THE NOMINATION OF RESEARCH DEGREE EXAMINERS

1. **Candidate’s Details:**

|  |  |
| --- | --- |
| * 1. Department/School: | Click here and type |
| * 1. Candidate’s Name: | Click here and type |
| * 1. Banner ID: | Click here and type |
| * 1. Degree: | Click here and type |
| * 1. Thesis Title: | Click here and type |
| * 1. Expected Date of Submission: | Click here and type |
| * 1. Is the candidate a member of staff? | Yes / No |

1. **Nomination of first examiner:**

|  |  |
| --- | --- |
| *The first examiner must always be an external examiner* | |
| * + 1. Nominee’s Name: | Click here and type |
| * + 1. Nominee’s title: | Click here and type |
| * + 1. Nominee’s present post and rank (professor, senior lecturer etc): | Click here and type |
| * + 1. Nominee’s full ***correspondence*** address:   **WE WILL SEND THE THESIS TO THIS ADDRESS** | Click here and type |
| * + 1. Nominee’s email address: | Click here and type |
| * + 1. Is the nominee an EEA citizen? | Yes / No |
| * + 1. Nominee’s nationality: | Click here and type |
| * + 1. Nominee’s copy of passport and visa / permission to work document. Please confirm that this is attached: * Scan of picture page * Scan of **OUTSIDE** cover * Scan of any visa/permit (if non-EEA) | **NOTE**: this MUST be provided before external examiners can be appointed. Until this documentation had been provided, theses *cannot* be sent out for examination |
| **Please note that for all NON EEA nationals, the nominee must attend the Student Immigration Office to present original documents to prove eligibility to work in the UK. This must be done prior to commencing the viva.**  **No work should be carried out until this approval is given and therefore no payment will be made to the nominee. An appointment can be made by contacting the Student Immigration Office on** [**immigration@durham.ac.uk**](mailto:immigration@durham.ac.uk) **or by contacting 0191 334 6069.**  **For guidance on external examining & UKVI and visas please see:** [**https://www.dur.ac.uk/resources/hr/eligibility/visandexternalexamin/GuidanceonEngagingExternalExaminers.pdf**](https://www.dur.ac.uk/resources/hr/eligibility/visandexternalexamin/GuidanceonEngagingExternalExaminers.pdf) | |

1. **Nomination of second examiner:**

|  |  |
| --- | --- |
| *The second examiner will normally be an internal examiner. If the candidate is a member of staff, the second examiner must also be an external examiner* | |
| * + 1. Nominee’s Name: | Click here and type |
| * + 1. Nominee’s title: | Click here and type |
| * + 1. Nominee’s present post and rank (professor, senior lecturer etc): | Click here and type |
| * + 1. Nominee’s Durham Department (if *internal):*   *or* full **correspondence** address (if *external*):  **WE WILL SEND THE THESIS TO THIS ADDRESS** | Click here and type |
| * + 1. Nominee’s email address: | Click here and type |

1. **Confirmation that the nominated examiners meet University criteria:**

*Please note: staff who have acted in any formal supervisory capacity for a candidate cannot be considered for appointment as examiner. All examiners, and the examination team, must meet the University’s criteria for appointment* **or** *a case must be made for their approval to the Chair of Education Committee.*

*Further information on the criteria for the appointment of examiners can be found in the University Code of Practice on Research Degrees:* [*http://www.dur.ac.uk/learningandteaching.handbook/8/1/8/*](http://www.dur.ac.uk/learningandteaching.handbook/8/1/8/)

|  |  |  |
| --- | --- | --- |
| **Please confirm that the Examiners each:** | **First Examiner** | **Second Examiner** |
| * 1. have **completed** their probationary period | Yes / No | Yes / No |
| * 1. are current members of academic staff of a University or Research Institute | Yes / No | Yes / No |
| * 1. have gained doctoral degrees or have equivalent experience of research | Yes / No | Yes / No |
| * 1. have appropriate subject expertise | Yes / No | Yes / No |
| * 1. are demonstrably research active | Yes / No | Yes / No |
| * 1. **If you have answered ‘No’ to any of questions a-e above, please state below why you nevertheless feel that the nominee would be suitable for appointment as examiner:** | | |
| Please Make a Case for Faculty and University Approval - Click here and type | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please confirm that the Examiners between them:** | **Number of Successful Completions / Examinations** | | |
| First Examiner | Second Examiner | **Total** |
| * 1. have experience of supervising at least three students to successful completion | Enter Number of Supervisions, e.g. 2 | Enter Number of Supervisions, e.g. 2 | Enter TOTAL Number of Supervisions |
| * 1. have examined three students at postgraduate research degree level | Enter Number of Supervisions, e.g. 3 | Enter Number of Supervisions, e.g. 3 | Enter TOTAL Number of Examinations |
| * 1. **If the TOTAL number for either question g or h is LESS THAN 3, please state below why you nevertheless feel that the nominees would be suitable:** | | | |
| Please Make a Case for Faculty and University Approval - Click here and type | | | |

1. **Additional Appointees: Independent Chair**

In certain circumstances it may be appropriate or necessary to appoint an *Independent Chair* to oversee the examination process. The *Independent Chair* is normally a senior member of academic staff with significant examining experience. The *Independent Chair* may not be a student’s supervisor.

* if the student is also a member of staff, or is otherwise being examined by two external examiners, an *Independent Chair* must be appointed.
* if the two examiners do not meet the University’s criteria for appointment, an *Independent Chair* may be recommended to support the examination process;
* departments may request that an *Independent Chair* be appointed in other circumstances if they wish.

*Further information on the role of the Independent Chair is available in the Learning and Teaching Handbook:* [*http://www.dur.ac.uk/learningandteaching.handbook/8/6/1/*](http://www.dur.ac.uk/learningandteaching.handbook/8/6/1/)

|  |  |
| --- | --- |
| * + 1. Nominee’s Name: | Click here and type |
| * + 1. Nominee’s title: | Click here and type |
| * + 1. Nominee’s present post and rank (professor, senior lecturer etc): | Click here and type |
| * + 1. Nominee’s current employer (name and address) | Click here and type |
| * + 1. Nominee’s Durham Department: | Click here and type |
| * + 1. Nominee’s email address: | Click here and type |

1. **Approval of nominees:**

|  |  |  |
| --- | --- | --- |
| **Approval by head of department/nominee:** | Name (please print/type): |  |
|  | Signed: |  |
|  | Date: |  |
| **Approval by Chair of Postgraduate Faculty Education Committee:** | Name (please print/type): |  |
|  | Signed: |  |
|  | Date: |  |
| *And, if one or more of the examiners does not meet the criteria for appointment:* | | |
| **Approval by Chair of Education Committee:** | Signed: |  |
|  | Date: |  |

**Submission of forms**: once completed, please submit the completed forms to the relevant Assistant Registrar, Academic Support Office, Palatine Centre, Stockton Road, Durham, DH1 3LE.

This form may be emailed electronically to: [pg.admin@durham.ac.uk](mailto:pg.admin@durham.ac.uk)