

16. Application for Approval of Examiners (Form RDC: E)

Students for research degrees are examined on the basis of the submitted thesis and through the defence of the thesis in an oral examination (viva voce). Applications for the approval of examiners are prepared by the supervisors and put forward on form RDC: E. The form requires the nomination of the examination team and the date the examination is expected to take place for the approval of the Higher Degrees Committee.

16.1 Normally, the examining team for a research degree consists of:

- a) an External Examiner, who is external to and independent of the university or the collaborating establishment, and
- b) an Internal Examiner, who is a member of staff of the university.

16.2 As a whole, the examining team is expected to have:

- a) substantial experience in examining research degree students at the appropriate level of the degree,
- b) substantial knowledge of current research relating to the subject area of the submission.

In selecting individuals to be nominated as examiners and with regard to Regulation 16, the supervisors need to take a wide range of matters into account, which include:

- i) in order to be able to take a detached view of the student's work, the examiners who are nominated shall be independent of the student and his/her work in that they shall not have provided any guidance in respect of the context or structure of the thesis or other submitted work. However, in very exceptional cases, one of the student's supervisors may be nominated to be an examiner but in this case an additional internal examiner will also need to be nominated,
- ii) if the student is a permanent member of academic staff of the university, it is a requirement that two External Examiners are nominated as well as an Internal Examiner,
- iii) for PhD students at least one examiner shall normally hold a PhD,
- iv) a person who is a student for a research degree cannot be nominated to be an examiner for another student,
- v) in the case of PhD students who have transferred from MPhil, the Internal Assessor at the transfer stage cannot normally be nominated to be an examiner.

- vi) former members of university staff are not normally eligible for nomination as external examiners until three years after the termination of their employment in the university.

If an examiner is nominated who has not previously served as a research degree examiner at the University, it is necessary for a copy of his/her curriculum vitae to be submitted with the application.

An application for approval of examination arrangements must be submitted **at least 3 months** prior to the submission of the examinable thesis. If the examination does not take place within 12 months of the proposed examination date, the First Supervisor will be asked by the Graduate School Office to confirm that the approved examining arrangements are still valid and to set a new examination date. If the examination has not taken place within 18 months of the original proposed examination date, the Higher Degrees Committee may require a resubmission of the examination arrangements,

Applications for approval of examination arrangements must be submitted in accordance with the format and procedures detailed in paragraph 7.2 and by published deadlines, which are available from the Graduate School Office and Faculty Assessors.

16.3 A student will complete a declaration form upon submission of the thesis for examination which confirms that:

- a) the work was solely conducted during the registration for the award with the University, under University supervision; *or*

the nature and extent of any exceptions must be specified.
- b) no material used in the thesis was used in any other submission; *or*

indicate nature and extent of any material which forms part of the submission elsewhere.
- c) The work represented in the submission was undertaken solely by the student, except as described under regulation 2.10.

The stages in the examination procedure are outlined in flowchart 6.

**Flowchart 6-
Examination
procedure**



