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| **Research Degree**  **Examining Committee Nomination** |

In accordance with the [research postgraduate regulations](http://www.stir.ac.uk/regulations/researchpostgraduateregulations/) and [code of practice](http://www.stir.ac.uk/academicpolicy/handbook/code-of-practice-research-degrees/#thesis) the candidate’s lead supervisor is required to nominate the examining committee.

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

Guidance is provided at the end of this form.

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| **Section 1 - To be completed by the Lead Supervisor** | | | |
| **Faculty/Division****:** | Choose an item. | | |
| **Candidate’s**  **Full Name:** |  | **Student ID:** |  |
| **D****egree:** |  | | |
| **Title of Thesis:** |  | | |
| **Proposed Submission Date:** |  | | |
| **Lead Supervisor:** |  | | |
| **Is there a provisional viva date?** |  | | |

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| **Section 2 - To be completed by the Lead Supervisor** | |
| **Candidate Information:** |  |
| 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 on the recommendation of the ESEC).  a member of Academic Staff, currently or previously  *If this is uncertain, please contact* [*hroperations@stir.ac.uk*](mailto:hroperations@stir.ac.uk) *for confirmation of role title prior to submitting this form.* | |

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| **Proposed Examining Committee** | |
| **1. Independent Chair[[1]](#footnote-2):** | |
| Name (including title): |  |
| Position Held: |  |
| *(eg Professor, Senior Lecturer etc)* |
| Faculty / Division: | Choose an item. |
| **2. External Examiner:** | |
| Name (including title): |  |
| Position Held: |  |
| *(eg Professor, Senior Lecturer etc)* |
| Institution: |  |
| Email Address: |  |
| *Note that this is the address any electronic thesis will be sent to* |
| Contact Phone Number: |  |
| Contact Address: |  |
| *Note that this is the address any hard copy thesis will be sent to* |
| Details of previous examining experience of  research degrees |  |
| Please indicate if the External Examiner would prefer to receive a hard copy thesis or an electronic version (if available):   |  |  | | --- | --- | | E-Version | Hard Copy | | |
| **Curriculum Vitae:**  Please confirm you have provided a brief CV (including details of previous examining experience) | |
| **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.  You do not need to provide a passport, but please advise on the following:  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 to 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 acceptance promptly so that Human Resources and/or Academic Registry may contact them to arrange this. This does not impact those examiners who are non-UK/Irish passport holders, working outside of the UK.* | |

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| **3. Internal Examiner:** | |
| Name (including title): |  |
| Position Held: |  |
| *(eg Professor, Senior Lecturer etc)* |
| Faculty / Division: | Choose an item. |
| Details of previous examining experience of  research degrees |  |
| **4. Additional Internal Examiner (if required):** | |
| Name (including title): |  |
| Position Held: |  |
| *(eg Professor, Senior Lecturer etc)* |
| Institution: |  |
| Details of previous examining experience of  research degrees |  |
| **4b. Additional External Examiner only:** | |
| Name (including title): |  |
| Position Held: |  |
| *(eg Professor, Senior Lecturer etc)* |
| Institution: |  |
| Email Address: |  |
| *Note that this is the address any electronic thesis will be sent to* |

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| Contact Phone Number: | |  | | | | |
| Contact Address: | |  | | | | |
| *Note that this is the address any hard copy thesis will be sent to* | | | | |
| Details of previous examining experience of  research degrees | |  | | | | |
| Please indicate if the External Examiner would prefer to receive a hard copy thesis or an electronic version (if available):   |  |  | | --- | --- | | E-Version | Hard Copy | | | | | | | |
| **Curriculum Vitae:**  Please confirm you have provided a brief CV (including details of previous examining experience) | | | | | | |
| **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.  You do not need to provide a passport, but please advise on the following:  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 to 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 acceptance promptly so that Human Resources and/or Academic Registry may contact them to arrange this. This does not impact those examiners who are non-UK/Irish passport holders, working outside of the UK.* | | | | | | |
| **5. Additional Information Required:** | | | | | | |
|  | | | | | **Yes** | **No** |
| Has any external examiner been a member of staff of the University of Stirling? | | | | |  |  |
| Is any internal examiner a probationary or honorary member of staff or a recognised teacher? | | | | |  |  |
| Has any internal examiner been involved in annual review meetings for this student? If yes, please confirm below if it was the internal examiner that approved the outcome? | | | | |  |  |
| If the answer to any question is YES then please provide details below: | | | | | | |
| **Statement from Nominating Faculty:**  *Brief justification of why the committee members are suitable for their role in examining this student/subject matter* | | | | | | |
| All the examiners nominated above have confirmed their ability to serve. | | | | | | |
| **Signed:** |  | | **Date:** |  | | |
| *(Dean of Faculty)* | |

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| **Section 3 - To be completed by Academic Quality & Governance Team** | | | |
| **Checked by:** |  | | |
| **Comment:** |  | | |
| **Signed:** |  | **Date:** |  |
| *(Academic Quality & Governance Team)* |

**Last updated: August 2023**

**Guidance Notes**

Comprehensive information is available in the [research postgraduate regulations](http://www.stir.ac.uk/regulations/researchpostgraduateregulations/#ass) and associated [code of practice](http://www.stir.ac.uk/academicpolicy/handbook/code-of-practice-research-degrees/#exam).

Each oral examination will be chaired by an independent chair.

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

In the event of a resubmission, the External Examining team should be advised that the external examiner must remain active on our records in order to pay them for this future examination.

If the external examiner cannot undertake a future panel (in the event of a resubmission) then an updated version of this form should be sent 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 |

**External examiner:**

The external examiner(s) is/are:

* Independent to the candidate, the supervisory team and the University and a recognised expert in the field;
* A research-active professor, reader, lecturer or other teacher of their institution (or of equivalent status).

The following are ineligible for the role of external examiner:

* No external examiner shall have been a supervisor of the candidate;
* A member of staff of another institution should not be invited to act as an external examiner if s/he is a University of Stirling graduate who graduated within the last three years;
* Ex-members of staff of Stirling who left the University less than three years previously and holders of honorary appointments for which remuneration is given at the University of Stirling should not be permitted to act as external examiners;
* Emeritus professors and academic staff who have been retired for more than three years should not be permitted to act as external examiners unless it can be demonstrated that they continue to be research active.

Please note that a right to work check must be undertaken by the external examiner prior to the release of the thesis. This is a legal requirement under the Immigration, Asylum and Nationality Act 2006.

This will impact any external examiner who works in the UK. External Examiners who work outside of the UK do not have to undertake a right to work check and the thesis can be released upon their acceptance. Full details of the check will be provided to the external examiner in their appointment email and will be specific to their situation, based on the information provided by the faculty in sections 2 and 4b.

The faculty should ensure sufficient time is given prior to the proposed viva date to allow for the processing and undertaking of this statutory check. Where a tight turnaround may be required in exceptional circumstances, please speak to [externalexaminers@stir.ac.uk](mailto:externalexaminers@stir.ac.uk) before proposing a viva date to the student or external examiner.

**Internal examiner:**

The internal examiner is a member of University of Stirling academic staff not directly connected with the student’s work, but with knowledge of the general field. At least one internal examiner must not be probationary, honorary nor a recognised teacher of the University.

**Independent chair:**

An independent chair is not an examiner. An independent chair will not participate in any decision on the academic merit of the thesis, which is the responsibility of the examiners. Their role is a professional process management one.

The independent chair is a member of University of Stirling academic staff who is based in the same Faculty as the candidate but has no previous connection to the candidate. The independent chair will have previously engaged with the research degree examination process in more than one of the following roles:

* An internal or external examiner for a research degree;
* A supervisor who has successfully supervised a PhD to completion;
* Is experienced in the research postgraduate regulations of the University;
* Is of appropriate seniority to confidently engage with the examiners;
* Is able to deal with difficult circumstances with confidence and firmness.

**Procedures and Policy**

Examining committees approved by the Dean of Faculty and Academic Quality & Governance ensures that all appointments meet the criteria.

Recommendations for the appointment of examiners should be accompanied by the proposed external examiner’s CV which includes details of their experience of acting as an examiner for a research degree.

Information should also be provided about the proposed internal examiners’ experience of acting as an examiner for a research degree.

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

1. Appropriate seniority of the membership of the committee, particularly for Ph.D. 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 Ph.D.
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 internal examiner who is a senior member of staff with substantial experience of examining Ph.D. candidates. 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.

1. *See Guidance Notes at end of form* [↑](#footnote-ref-2)