**Recommendation for the Appointment of Examiners for a Research Candidate**

# Candidate Details

|  |  |
| --- | --- |
| Last Name: | First Name: |
| Candidate’s School: | Student ID No: |
| Main Supervisor:  Other members of Supervisory Team (including External Supervisors): | Award: |
| Course of Study: | |
| Dates of Registration: | Full-time:  Part-time: |
| Anticipated Submission Date: |  |
| Thesis to be submitted within normal submission period (including the continuation year)? | Yes:  No: |
| If not, has extension in submission time been approved? | Yes:  No: |
| Revised Approved Submission Date: |  |
| Thesis Title: (Please check that this is the title which has already been approved): | |
| Is this an appointment to replace an Internal or External Examiner previously appointed to examine the above thesis? | Yes:  No: |
| If yes, give a brief explanation of the circumstances of this appointment: | |

The appointment of those named below as examiners is recommended:

# 1. Internal Examiner

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Last Name: |
| University Status/Post: | | |
| Institutional Address: | | |
| Email: | | Extension: |

# 2. External Examiner

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Last Name: |
| Position Held: | | Institution: |
| Institutional Address: | | Home Address: |
| Tel No:  Mobile No: | | Date of Birth:  Sex: |
| Email: | | National Insurance No:  (if applicable) |

# 3. Second External Examiner

It is obligatory to appoint a second External Examiner where the candidate is a member of staff[[1]](#footnote-1). It may also be appropriate in other circumstances and a case should be outlined below.

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Last Name: |
| Position Held: | | Institution: |
| Institutional Address: | | Home Address: |
| Tel No:  Mobile No: | | Date of Birth:  Sex: |
| Email: | | National Insurance No:  (if applicable) |
| Special Case: | | |

# 4. Independent Observer

\* It is not obligatory to appoint an Independent Observer (see section 15 of [Annex K](https://www.kent.ac.uk/teaching/qa/codes/research/documents/copr2020-annexk-external-internal-examiners-v2.pdf) of the Research Code of Practice).

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Last Name: |
| School and Division: | | |

# Home Office Visa Requirements

|  |  |
| --- | --- |
| **Where the External Examiner will undertake the examination in the UK:**  External Examiners are classed as employees of the University; we are obliged to establish that staff appointed to this role, as with any other, have a legal right to work in the UK. Please attach a photocopy of the nominee’s passport (*any page containing the holder’s personal details*).  For further eligibility guidance see the [HR website](https://www.kent.ac.uk/human-resources/immigration/right-to-work/index.html).  **Where the External Examiner will not enter the UK for the examination:**  UKVI legislation is not applicable when the Examiner will not enter the UK, however as an employer we must still ensure the individual has permission to undertake work from their country of residence. Where an Examiner will be working remotely outside of the UK please follow the [COVID adjusted right to work process](https://www.kent.ac.uk/human-resources/immigration/right-to-work/COVIDadjusted.html). The documentation provided may not show a person’s right to work in the UK, but must evidence their right to work in their country of residence. | |
| Photocopies of relevant documents attached *Please tick box* |  |

# Additional Documentation

|  |  |
| --- | --- |
| Recommendations for the appointment of examiners should be submitted on the appropriate form along with a copy of the proposed External Examiner(s)’s CV, as per [Annex K section 3](https://www.kent.ac.uk/teaching/qa/codes/research/documents/copr2020-annexk-external-internal-examiners-v2.pdf) of the Code of Practice. | |
| Copy of up to date CV attached   *Please tick box* |  |
| List of publications attached (if not included in CV)   *Please tick box* |  |

# Nomination Criteria

This section must be completed for the appointment to be approved. In ticking a box you are confirming the statements given to be true. Where appropriate you may provide a rationale for not meeting the criteria, which is subject to scrutiny by the Dean of the Graduate and Researcher College.

|  |  |  |
| --- | --- | --- |
| Criteria | External Examiner | Internal Examiner |
| 1. The proposed examiners are research active (i.e. they have published work during the last five years). |  |  |
| 1. The proposed External Examiner has published work in the area of the thesis or related areas in the last five years. |  | N/A |
| 1. The proposed External Examiner meets the University’s criteria in terms of seniority.[[2]](#footnote-2) |  | N/A |
| If the answer to question 3 is ‘no’ a special case for the appointment should be made below: | | |
| 1. The proposed Internal Examiner has familiarity with the broad subject area of the thesis. | N/A |  |
| 1. The examiners either do not have joint publications with the supervisor, or where they do have joint publications, these do not make up the majority of their published work. |  |  |
| 1. The proposed examiners’ own work is not a focus of the research project. |  |  |
| 1. The proposed examiners have experience examining theses.[[3]](#footnote-3) |  |  |
| 1. The proposed External Examiner has not been a Kent staff member or student within the last three years, and that all students taught by or with the nominee have completed their course(s). |  | N/A |
| 1. The proposed External Examiner has not had any contact with the supervisory team. |  | N/A |
| If the answer to question 9 is ‘no’ a special case for the appointment should be made below: | | |
| 1. The proposed External Examiner has not worked for or had any connection with the University of Kent within this student’s period of registration.[[4]](#footnote-4) |  | N/A |
| If the answer to question 10 is ‘no’ a special case for the appointment should be made below: | | |
| 1. The proposed Internal Examiner is a current member of academic staff, and not an honorary or emeritus staff member. | N/A |  |
| If the answer to question 10 is ‘no’ a special case for the appointment must be entered here: | | |
| 1. The proposed examiners do not have a personal relationship with the supervisor. |  |  |
| 1. The proposed External Examiner is based in the UK.[[5]](#footnote-5) |  | N/A |
| If the answer to question 13 is ‘no’ a special case for the appointment should be made below:  The proposed examiner is based (delete as appropriate) within the EU/outside of the EU. | | |

# Oral Examination

PhD vivas can be conducted either online or in person. This is to be discussed with the student at the Submission Review and any preference noted within the Notice of Submission of Thesis form. Agreement from the external examiner as to the method to be used must be obtained during the appointment process. Factors such as the location of the external examiner (eg if overseas) should be considered when deciding on the preference for online or in person, as this could have practical and cost implications. If there is any difference in preferences, the final decision rests with the Supervisory Chair.

If the appointment is approved on the basis that the viva is to take place online and either the student or examiners decide to change this arrangement, you must inform your Divisional HR department and the Quality Assurance and Compliance Office as soon as possible, as further right to work checks may need to take place.

Please indicate below whether the viva is due to take place:

In person at the University of Kent

Online via video link (see [Guidance on Oral Examination Conducted by Video Link](https://www.kent.ac.uk/education/regulatory-framework/policies-and-procedures-examinations-guidance#anchor-video-link))

In person at another location (please provide a statement outlining the reason for this)

|  |
| --- |
| *Please provide a statement where applicable:* |

# Authorisation

I have read [Annex K](https://www.kent.ac.uk/teaching/qa/codes/research/documents/copr2020-annexk-external-internal-examiners-v2.pdf) of the Research Code of Practice and the guidance notes for the preparation of this form. I certify that the information supplied is correct.

**Examiners proposed by:**

**Main Supervisor**

Sign and print name :

Date:

**Recommendations approved on behalf of the Divisional Board by**

**Divisional Director of Graduate Studies and PG Student Experience**

Sign and print name :

Date:

**Recommendations approved on behalf of Senate and Council by**

**Dean of the Graduate and Researcher College**

Sign and print name :

Date:

**Letter of appointment sent:**

Date

cc For Divisional Board Reports

To Main Supervisor - for information

1. The term “member of staff” refers to research students who are employed by the university in substantive academic roles and does not include informal or timesheet paid staff such as graduate teaching assistants or hourly paid lecturers [↑](#footnote-ref-1)
2. Normally External Examiners should be of at least Senior Lecturer status in a pre-1992 university or at least Principal Lecturer status in a post-1992 University. [↑](#footnote-ref-2)
3. The answer to question 7 should ideally be ‘yes’ in both cases. In cases where a proposed examiner has not had experience of examining theses, the other proposed examiner must be a senior member of staff with an extensive experience of examining theses. [↑](#footnote-ref-3)
4. The proposed External Examiner should not be a member of a governing body or committee of the University of Kent or one of its collaborative partners, or a current employee of Kent or one of its collaborative partners, excluding CHASE or DTC partners. An individual would not be excluded from becoming an External Examiner of a University of Kent research degree where they are or have been an External Examiner for a taught course of study awarded by the University of Kent. If the External Examiner has had any substantive connection within the University of Kent during the student’s period of registration, the appointment is unlikely to be approved. [↑](#footnote-ref-4)
5. External Examiners are expected to have experience of doctoral examining in the UK. Appointments from outside the UK may be approved where this is the most appropriate given the content of the thesis and the non-availability of a suitable person from within the UK. The University’s budget for the appointment of External Examiners is limited so it is expected that non-UK Externals are proposed in exceptional cases only. [↑](#footnote-ref-5)