

**RECOMMENDATION FOR THE APPOINTMENT OF**

 **EXAMINERS FOR RESEARCH DEGREES**

**Student's name** ………………………………………………… **Student ID number** ………………………...

Department …………………………………………………… Degree ………………….………...

Name of supervisor(s) ……………………………………………………………………………………………………...

Is the thesis in: a) Traditional Format b) Alternative Format\*

\*The Alternative Format should be in accordance with the department’s published guidelines; please provide details below.

Will the viva be online? …………. If the viva is online please confirm that the examiners have agreed to it being recorded

**Proposed Internal Examiner**

**Please note:** internal examiners should NOT be:

1. a supervisor of the student to be examined (but, in exceptional cases, see questions below);
2. closely connected with or to the student to be examined, the supervisor, or external examiner (e.g. a relative/ friend); or
3. still studying for an MPhil or PhD themselves.

Name ………………………………………… Present Post ………………………… Department …………………

Qualifications ………………………………………………… Area of expertise ……………………………………..

Experience – please state the number of students with respect to whom the nominee has acted in each category

|  |  |  |
| --- | --- | --- |
|  | MPhil | Ph.D. or equivalent |
| Internal Examiner |  |  |
| External Examiner |  |  |
| Supervisor |  |  |

If this person has recently joined Lancaster from outside the UK, a recent CV or publications list should be attached.

Is the proposed internal examiner the student's supervisor? YES NO

If yes, in the space below please give the reason for appointment as the internal examiner, and recommend a second external examiner as required by Senate (Section 4, Guidance Notes on the Examination of Research Degrees).

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**Guidance on appointment of External Examiners**

If the candidate has been employed at any time during their studies as a member of staff, one internal and two external examiners should usually be appointed. If the candidate has been employed on a temporary teaching or research contract, you must *either* recommend an additional external examiner *or* give reasons why you do not feel a second examiner is necessary. To protect the department from any possible question of bias, a second examiner would normally be considered necessary where the candidate has been working closely alongside members of staff for more than 6 hours per week. If the candidate has been employed as a member of the University staff during his or her studies, then please give either the name and address of a second external examiner or the reason why you feel a second external examiner is not necessary.

External examiners should NOT be:

1. closely connected with or to the student to be examined, the supervisor or the internal examiner (e.g. relative, friend, someone in regular correspondence with the student about his/her work, former tutor of the student, etc.);
2. someone who has been a staff member at Lancaster within the last five years;
3. still studying for an MPhil or PhD themselves;
4. someone who will to travel to the UK specifically for the viva, unless the department is able to fund this themselves.

**Proposed External Examiner (a CV is required if the examiner is not employed in a HE institution)**

Full name of proposed examiner ………………………………………… Institution ………………………………………

Present Position and address…………………………………………………………………………………………….……

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Qualifications …………………………………………. Area of expertise ………………………………………………..

Experience – please state the number of students with respect to whom the nominee has acted in each category

|  |  |  |
| --- | --- | --- |
|  | MPhil | Ph.D. or equivalent |
| Internal Examiner |  |  |
| External Examiner |  |  |
| Supervisor |  |  |

If the examiner has been involved in any way with the candidate’s work please give details.

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**Second External Examiner – if required (a CV is required if the examiner is not employed in a HE institution)**

Full name of proposed examiner ………………………………………………. Present Post ……………………………

Full Address ………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………..

Qualifications …………………………………………. Area of expertise ……………………………………..

Experience – please state the number of students with respect to whom the nominee has acted in each category

|  |  |  |
| --- | --- | --- |
|  | MPhil | Ph.D. |
| Internal Examiner |  |  |
| External Examiner |  |  |
| Supervisor |  |  |

If the examiner has been involved in any way with the candidate’s work please provide details.

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**Viva Voce Examination:** The Framework for the Research Degree viva stipulates that departments have discretion to decide, on a case-by-case basis, whether to have an Independent Chair and/or to keep an audio record of the viva proceedings. Departments must adopt at least one of the two approaches. Please indicate choices below.

a) Independent Chair If yes, please provide the name of the nominee: ……………………………………..

b) Audio Record

**Head of Department’s declaration:** I confirm that I am fully satisfied that the persons nominated above have 'appropriate levels of academic and/or professional expertise and experience in relation to the relevant subject area and assessment and have the capacity to command authority and the respect of colleagues'.

Signature:……………………………………………………………………………..Date ………………………..

Please return this form to the Student Registry, University House.

#  Approved by the Pro-Vice-Chancellor (acting on behalf of Senate)

 …………………………………………………… Date ………………………