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| Thursday, 27 April 2023  To: Head of School or Postgraduate Administrator |  |

The candidate named below has informed Student Services that he/she intends to submit a thesis for a higher degree. We would accordingly be grateful if you could complete the nomination form below and return it to Student Services (or respective Faculty at UNMC or Graduate School at UNNC) for formal approval. Notes of guidance on appointment of Examiners are to be found at: <https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pgr-role-and-appointment-of-examiners-for-research-degree-programmes.aspx>. Alternatively, please contact us if you require any advice.

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| **NOMINATION OF EXAMINERS FOR HIGHER DEGREE CANDIDATES** | |
| Candidate and ID number: | «Last\_Name», «First\_Name» «EMPLID» |
| For the degree of: | «Academic\_Plan\_Transcript\_Description» , «School» |
| Proposed date of submission: | «Final\_Submission\_Date» |
| Title of thesis: | «Thesis\_title» |
| Supervisor(s): | «Supervisor\_Information1», «Supervisor\_Information2»«Supervisor\_Information3»«Supervisor\_Information4»«Supervisor\_Information5» |

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| EXTERNAL EXAMINER(S) (see notes overleaf): | |
| Name: |  |
| Address of where the thesis should be sent *(if hard copy available)* |  |
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|  |
| Email address: |  |
| Telephone: |  |
|  |  |

Please indicate if the External Examiner has held previous examinerships with Nottingham in the last three years?   
( see note 3 overleaf): YES/NO

Please indicate if the External Examiner has been previously employed by the University of Nottingham?   
(if yes, please indicate date of leaving): YES/NO

**INTERNAL EXAMINER(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Has the Internal Examiner previously acted at Nottingham?   
if NO, please see note 11 overleaf, If YES please give details of the most recent student examined (student name/ID): YES/NO

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| Name(s): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Is the supervisor to be invited to attend the viva voce examination?   
(see Quality Manual reference above for guidance on this): YES/NO

Is the viva voce examination being held via video conference or at an alternative location (please see note 7/8 overleaf)?: YES/NO

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| Name of Independent Chair: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Approved signed by: (Head of School/Department): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**NOTES FOR GUIDANCE FOR NOMINATION OF EXAMINERS**

**AND COMPLETION OF THE ATTACHED FORM**

Policy can be found in the Quality Manual: <https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pgr-role-and-appointment-of-examiners-for-research-degree-programmes.aspx>

1. The supervisor may not be appointed as an internal examiner. However, with the agreement of the External Examiner, the supervisor may be present at the viva voce examination, though s/he will not participate in the proceedings.
2. Where a candidate has a contract of employment with the University of Nottingham, Schools should consider whether the appointment of an Internal Examiner would risk the introduction of the perception of bias into the examination process. Where such a risk is identified, Schools should always take the option of appointing two External Examiners.
3. In line with guidance in the QAA UK Quality Code for Higher Education, standard University procedure requires a brief CV to be provided with this form if the Examiner has not held an examinership at Nottingham before. Alternatively, briefly describe both their **expertise in the field and any previous experience they have in examining postgraduate research candidates** (please see attached form for your guidance).
4. Where the proposed external examiner has been retired for more than three years, evidence of their continued research activity should be provided. Evidence of research activity is not limited to publications, but may also include member of a public body or other forms of activity in practice which require a substantial knowledge base.
5. It is advisable for Schools to check with potential examiners (both Internal and External) that they are available to fulfil the requirements of the examining role before the nomination is sent through to Student Services for approval and confirmation of the formal appointment.
6. It is advisable for Schools to check with potential examiners (both Internal and External) whether any actual or perceived conflict of interest exists with candidates and/or their supervisory team. These regulations should be read in conjunction with the University policy on personal relationships at work: <https://www.nottingham.ac.uk/hr/guidesandsupport/universitycodesofpracticeandrules/personalrelationships/index.aspx>
7. The viva voce examination (if required) will normally take place at the University. However, the Head of School may give permission in exceptional circumstances for the viva voce examination to be held in another location, provided that the written agreement of the Examiners and the student is obtained and the proposed location is one that is deemed by them all to be suitable for the purpose.  By signing the Nomination form the Head of School informing Student Services that this has been approved.
8. Exceptionally, if circumstances demand it, a viva voce examination may be organised in another form (e.g. by a video conference).  Before approving such a request the Head of School must check that appropriate facilities are available to all participants, and shall require written confirmation that the student and the Examiners have agreed to the proposal. Deviation from the normal viva voce examination should not be considered where the independent reports of the Examiners indicate that the submission is a borderline case or is not of the required standard for the award of the degree. In such circumstances, permission to organise the viva in a format other than a face-to-face meeting must be sought from the University. NOTE: please see additional guidance for doctoral examinations during Covid-19 pandemic here:  
   <https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pgr-role-and-appointment-of-examiners-for-research-degree-programmes.aspx>
9. If Schools wish to do so, an independent, non-examining chair may be appointed to preside over the viva proceedings in order to ensure consistency between different vivas and to provide an additional viewpoint if the conduct of the viva should become the subject of a student appeal. Where the appointment of an independent chair is not feasible, Schools should find alternative ways of assuring fairness and consistency. Appointment of the Chair is required for online viva.
10. Where two external examiners are appointed, a member of internal staff should act as a co-ordinator of the examination proceedings. One of the two External Examiners should be identified as the chair of the *viva voce* proceedings.
11. An academic member of staff in his/her first appointment at the University of Nottingham should not normally be permitted to act as sole Internal Examiner on his/her first examination occasion. It is recommended that such members of staff should either act jointly with, or be mentored by, a more experienced member of staff on the first occasion that they act as Internal Examiner and the Head of School should monitor their performance. However, Heads of Schools may apply to the Quality and Standards Committee for permission to allow such a member of academic staff to act as the sole Internal Examiner, if a good case can be made that the member of staff's educational and professional background makes it appropriate for him/her to act in this capacity.
12. Eligibility to accept an external examiner appointment:

* External examiners are offered appointment on the basis of academic or practitioner expertise and qualifications.
* In keeping with the QAA Quality Code for Higher Education, external examiners need to consider whether a conflict of interest is likely to occur   
  as a result of examining this candidate’s thesis and if so disclose it to the University.
* The University also needs to ensure that external examiners are eligible to undertake their role so that UKBA regulations can be fulfilled.   
  The University of Nottingham has a legal responsibility under the Immigration, Asylum and Nationality Act 2006 to ensure that all individuals who undertake paid work for the University have the right to work in the UK.   
  Further information is available on the Home Office website at <http://www.ukba.homeoffice.gov.uk/policyandlaw/>. External examiners will therefore be asked to inform the University upon acceptance of this examinership if they do not have the right to work in the UK.
* External examiners based outside the European Economic Area may come to the UK to undertake a permitted paid engagement under   
  the Immigration Rules (see <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/modernised/visiting/visitors-ppe.pdf?view=Binary> for further guidance, including the documentation examiners will need to bring to the UK to show eligibility to   
  undertake the appointment). Please note that if an external examiner fails to provide the required documentation to be allowed to stay   
  in the UK, the University will not be responsible for payment of travel and any other expenses incurred.

# To be completed by or on behalf of the Head of School/Department/Division

EXTERNAL EXAMINER IN RESPECT OF:

Name:

Current Position (Professor, Associate Professor, Etc):

Qualifications:

Area of Academic Expertise:

Previous (relevant) posts (with dates):

Recent Experience of External Examining:

Publications relevant to examination area:

Publications in last 3 years *(if different to those above)*:

Other evidence of research activity *(examiners who retired more than three years ago and have no relevant publications)*:………………………………………………………………………..

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***For School/Department Administration Office Use***

*Form checked by ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*