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| **POSTGRADUATE RESEARCH VIVA BOARD** **NOMINATION FORM** |
| Please complete this form to nominate a Viva Board for Postgraduate Research examination. Please ensure that you include internal and external nominees with appropriate experience which meet the requirements set out in the Code of Practice for Postgraduate Research.**Please note: A current CV and copy of passport (and visa/BRP for non-UK colleagues) must be attached to this nomination form for all nominated External Examiners to ensure compliance with UKVI requirements.**This form should be returned to you College/School Postgraduate Research Administrator.If you have any questions or would like further information, guidance and support, please visit [Academic Quality Services](http://qualityservices.swansea.ac.uk/?page_id=356) or contact externalexaminers@swansea.ac.uk.  |
| **CANDIDATE INFORMATION** |
| Student Name: | Student Number: |
| College/School: | Programme: |
| Member of Staff?: **Yes/No** | Role title: |
| Thesis Title: |  | Viva Date (if known): |  |
| Is this a Resubmission of work previously examined? | **Yes/No** |
| **SUPERVISORY TEAM** |
| First Supervisor: |  |
| Additional Supervisors: | *List all individuals who have been involved in the supervision of the candidate* |
| **PROPOSED EXAMINATION BOARD** |
| Proposed Chair: |  |
| Proposed Internal Examiner  |  |
| Proposed External Examiner 1 |  |
| *Proposed External Examiner 2* | *For students who are members of staff at Swansea University only* |
| **PROPOSED CHAIR**  |
| **Name and Title:** |  |
| **Current Role:** |  |
| **Experience (Chair):** | Has the nominee previously acted as a Chair at, or beyond, the level of the thesis to be examined? | *YES/NO* |
| **Experience (Examining):** | Has the nominee previously acted as an Examiner at, or beyond, the level of the thesis to be examined? | *YES/NO* |
| **Qualifications:** | Does the nominee hold an academic award at, or beyond, the level of the thesis to be examined, or have equivalent professional experience? | *YES/NO* |
| **Supervision:** | Has the nominee supervised postgraduate students to, or beyond, the level of this thesis? | *YES/NO* |
| **Confirmation:** | Please confirm that the nominee has sufficient seniority and experience, and a clear understanding of the University’s PGR regulations and procedures. | *YES/NO* |
| **PROPOSED INTERNAL EXAMINER** |
| If the proposed Internal Examiner has not acted as an examiner before, they will be asked to shadow a viva of equivalent level prior to acting in a formal capacity.  |
| **Name and Title:** |  |
| **Current Role:** |  |
| **Experience (External)** | Has the proposed Internal Examiner previously examined a research degree as an *External Examiner (please confirm numbers below)*? | *YES/NO* |
| PhD: | MPhil: | Masters by Research: | Other: |
| **Experience (Internal)** | Has the proposed Internal Examiner previously examined a research degree as an *Internal Examiner* *(please confirm numbers below)?* | *YES/NO* |
| PhD: | MPhil: | Masters by Research: | Other: |
| **Supervision** | Has the nominee supervised postgraduate students to, or beyond, the level of this thesis (please confirm numbers of candidates supervised to successful completion below)? | *YES/NO* |
| PhD: | MPhil: | Masters by Research: | Other: |
| Is the nominee in the process of supervising postgraduate students to, or beyond, the level of this thesis? | *YES/NO* |
| PhD: | MPhil: | Masters by Research: | Other: |
| If the nominee is in the process of supervising PhD students, in which year of candidature are the students? |  |
| **PROPOSED EXTERNAL EXAMINER 1** |
| The proposed External Examiner will normally have examined a higher degree as an external examiner on at least one previous occasion at the same level. If the proposed External Examiner **has not** previously acted as an External Examiner, you must provide substantive evidence of experience of acting as an Internal Examiner for a higher degree. The University will conduct a Right to Work Check to verify that every individual working for the University is eligible to work in the UK, prior to them commencing any work with the University. **A current CV and copy of passport (and visa/BRP for non-UK colleagues) must be attached to this nomination form for all nominated External Examiners to ensure compliance with UKVI requirements.** The original documentation will need to be presented on your first visit to the University premises. If you require a second External Examiner for students who are also staff members, please complete Appendix A |
| **Name and Title:** |  |
| **Current Role:** |  |
| **Employer:** |  |
| **Correspondence Address:** |  |
| **Contact Information:** | Telephone: | Email: | Skype: |
| **Employment:** | If the nominee is **not** employed by a HEI, please explain how his/her experience/expertise makes them a suitable External Examiner for this academic thesis: |
| Has the nominee been retired for more than three years? | *YES/NO* |
| If the nominee has been retired for more than three years, are they still research active? If yes, please provide evidence of this: | *YES/NO* |
| **Experience (External)** | Has the nominee previously examined a research degree as an *External Examiner*? | *YES/NO* |
| If **yes**, please list the level, location and year of research degrees examined in the last five years (full details should be provided): |
| **Experience (Internal)** | Has the nominee previously examined a research degree as an *Internal Examiner (please confirm numbers below)*? | *YES/NO* |
| PhD: | MPhil: | Masters by Research: | Other: |
| **Supervision** | Has the nominee supervised postgraduate students to, or beyond, the level of this thesis (please confirm numbers of candidates supervised to successful completion below)? | *YES/NO* |
| PhD: | MPhil: | Masters by Research: | Other: |
| **Conflict of Interest** | Has the nominee been appointed and acted as a Swansea University research degree External Examiner within the last 3 years (please indicate numbers below)?  | *YES/NO* |
| PhD: | MPhil: | Masters by Research: | Other: |
| Has the nominee been an employee or student of Swansea University?  | *YES/NO* |
| If **yes**, on what date did employment cease or on what date did they graduate? |
| Has the nominee had any other association with Swansea University during the last three years? *(e.g. research collaborations, personal relationships)* | *YES/NO* |
| If **yes**, please provide details: |
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| **VERIFICATION & COMPLIANCE** |
| Has a copy of the External Examiner’s CV been included? | *YES/NO* |
| Has a copy of the External Examiner’s passport (and visa, if appropriate) been included? | *YES/NO* |
| **CONFIRMATION AND APPROVAL** |
| There is no known conflict of interest between the student and the proposed External Examiner, i.e. that no direct or indirect communication has passed between the candidate and the nominated External Examiner in respect of the research study to be examined (e.g. as a result of any association with Swansea University). | *YES/NO* |
| The proposed External Examiner has agreed to be nominated and committed to be available for the duration of the examination process, including a resubmission if appropriate.  | *YES/NO* |
| The information provided above is correct, and that the nominated Examination Board meets the eligibility criteria set out in the relevant regulations, and the University’s Code of Practice for Postgraduate Research. | *YES/NO* |
| College/School Postgraduate Research Administrator Verified: | Name: | Date: |
| College/School Director of PGR/Head/Deputy Head of College/School approved: | Name: | Date: |
| Escalation to Dean of Postgraduate Research: | Date Escalated: | Outcome: |
| **AUDIT** |
| Decision Checked and Confirmed on behalf of the Postgraduate Research Board | Name: | Date: |

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*RESEARCH EXAMINATION BOARD NOMINATION*

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| **APPENDIX A: PROPOSED EXTERNAL EXAMINER 2** |
| **Please only complete this section where a second External Examiner is required, normally for students who are also members of staff.**  |
| **Name and Title:** |  |
| **Current Role:** |  |
| **Employer:** |  |
| **Correspondence Address:** |  |
| **Contact Information:** | Telephone: | Email: | Skype: |
| **Employment:** | If the nominee is **not** employed by a HEI, please explain how his/her experience/expertise makes them a suitable External Examiner for this academic thesis: |
| Has the nominee been retired for more than three years? | *YES/NO* |
| If the nominee has been retired for more than three years, are they still research active? If yes, please provide evidence of this: | *YES/NO* |
| **Experience (External)** | Has the nominee previously examined a research degree as an *External Examiner*? | *YES/NO* |
| If **yes**, please list the level, location and year of research degrees examined in the last five years (full details should be provided): |
| **Experience (Internal)** | Has the nominee previously examined a research degree as an *Internal Examiner (please confirm numbers below)*? | *YES/NO* |
| PhD: | MPhil: | Masters by Research: | Other: |
| **Supervision** | Has the nominee supervised postgraduate students to, or beyond, the level of this thesis (please confirm numbers of candidates supervised to successful completion below)? | *YES/NO* |
| PhD: | MPhil: | Masters by Research: | Other: |
| **Conflict of Interest** | Has the nominee been appointed and acted as a Swansea University research degree External Examiner within the last 3 years (please indicate numbers below)?  | *YES/NO* |
| PhD: | MPhil: | Masters by Research: | Other: |
| Has the nominee been an employee or student of Swansea University?  | *YES/NO* |
| If **yes**, on what date did employment cease or on what date did they graduate? |
| Has the nominee had any other association with Swansea University during the last three years? *(e.g. research collaborations, personal relationships)* | *YES/NO* |
| If **yes**, please provide details: |

**APPENDIX B: GUIDANCE ON NOMINATION OF POSTGRADUATE VIVA BOARDS**

**Section A – Candidate Details (all parts must be fully completed)**

**Other Supervisors**

Names of all individuals involved in the supervision of the candidate should be provided (with dates, if known).

**Proposed Chair of Examining Board**

Nominated Chairs should:

* Be a member of staff employed at Swansea University with sufficient seniority and experience to be able to command authority;
* Have acted as an examiner at, or beyond the level of the thesis to be examined;
* Hold an academic award at, or beyond the level of the thesis to be examined or have equivalent professional experience;
* Have a clear understanding of the University’s regulations and procedures;
* Have undertaken relevant training regarding supervision and institution-specific policies and supervision procedures.

**Any member of staff involved in the supervision of the candidate may not act as a Chair of Examining Board.**

**Proposed Internal Examiner Details (all parts must be fully completed)**

Nominated Internal Examiners should:

* Have a working knowledge of the subject of research;
* Have relevant research experience and be research active;
* Hold an academic award at the same level they will be examining or have equivalent professional experience;
* Be a member of staff employed at Swansea University;
* Not be a candidate for a research degree either at Swansea University or any other institution;
* Not have been a student at Swansea University concurrently with the student to be examined;
* Normally, be drawn from the College/School in which the student is enrolled;
* Have undertaken relevant training regarding supervision and institution-specific policies and supervision procedures.

Any member of staff involved in the supervision of the candidate may not act as an Internal Examiner.

If, in exceptional circumstances, it proves impossible to appoint an appropriate Internal Examiner from within the College/School concerned, the College/School’s Director of Research may nominate an Internal Examiner from another college of the University. If it proves impossible to appoint an appropriate Internal Examiner from another College/School of the University, the Postgraduate Research Committee may, on the special recommendation of the Director of Research concerned, appoint a second External Examiner from another Institution in lieu of an Internal Examiner.

**Proposed External Examiner Details (all parts must be completed fully)**

The University must conduct a Right to Work Check to verify that every individual working for the University is Eligible to work in the UK prior to them commencing any work with the University. This requirement includes PGR External Examiners and is in accordance with UK Visa and Immigration, which is a department of the UK Government Home Office. The External Examiner will be asked to present a copy of their identification, usually a passport (and visa, if appropriate), before they commence work with the University and the check will be completed face to by a member of the HR department. **Please include a copy of the External Examiner’s passport (and visa, if appropriate) with the nomination form.**

Full details of supervision and examination experience and other relevant information must be provided for all proposed External Examiners. **Please attach a current CV.**

The PGR Committee asks Colleges/Schools to obtain these details directly from the proposed External Examiner rather than from web-based information (e.g. profiles). The information provided should cover:

* Record of successful supervision at the appropriate level;
* Previous experience of research degree examination;
* Academic and/or professional qualifications;
* Current and previous academic positions;
* Brief summary of recent publications and research outputs.

The number of theses which can be examined by a particular External Examiner in a twelve-month period shall normally not exceed three doctoral theses, or ten research masters theses. In exceptional circumstances, and with the approval of the Postgraduate Research Committee, the maximum number may be increased.

The proposed External Examiner should understand that in accepting a nomination as an External Examiner, they are giving a commitment to be available for the duration of the examination process, including a resubmission if appropriate.

##### **Nominee’s Experience**

An examiner from outside the University environment may be appropriate where professional expertise is required, provided that such an appointee has suitable experience of research degree examinations.

A proposed external examiner should:

* Be of sufficient seniority and experience to be able to command authority;
* Be aware of the nature and purpose of the degree for which the candidate is being examined;
* Possess specialist knowledge and expertise in the subject of research;
* Normally have examined a higher degree as an External Examiner on at least one previous occasion;
* Have supervised postgraduate students to, or beyond the level of the thesis and/or acted as an Internal Examiner for a research degree;
* Not have been involved in direct substantive collaboration with the candidate’s supervisors in the previous five years.

A former member of staff of Swansea may not be invited to act as an External Examiner until at least five years have elapsed since he/she left the University.

A former student of Swansea may not be invited to act as an External Examiner until at least five years have elapsed since he/she graduated from the University.

**An External Examiner must not be appointed if there has been substantive academic or social communication with the candidate in the previous five years.**

###### **Confirmation and Approval**

The form must be signed by the College/School’s Director of Postgraduate Research. Where the Director of Postgraduate Research is involved in the supervision of the candidate, or is a nominated member of the examination board, the form may be signed by the Head/Deputy Head of College/School or a nominated signatory.

**General Guidance on the Composition of the Examining Board**

Lack of previous experience of examining a research degree on the part of one of the examiners must be compensated for by extensive experience on the part of the other examiner. For instance, where a proposed External Examiner has little or no experience of acting as an External Examiner, then the proposed Internal Examiner must have extensive experience of acting as an examiner. Where the proposed Internal Examiner is relatively inexperienced, the proposed External Examiner must have extensive experience of acting as an examiner.

In all cases the Chair of the Examining Board must have sufficient seniority and experience, and must be well acquainted with Swansea University research degree regulations, and Swansea University’s approach to research degrees.

**Notes on External Examiner Expenses**

The University will cover genuine expenses (travel and subsistence) up to a maximum of £300 (actual receipted expenditure only) incurred by the External Examiner. Colleges will be asked to cover anything above this amount. The University will not cover expenses not incurred directly by the External Examiner (for example, a meal for any other individual).