**Nomination of a Committee of Examiners for a Research Degree Candidate**

This form should be completed in full by the Head of School/Subject in which the candidate has carried out the research. Where there is joint supervision, the form should be signed by the Heads of the School/Subjects concerned. It should be forwarded to the Graduate School Office, normally not less than 2 months before the date by which the thesis is due to be submitted. The nomination should be considered by the Dean of Graduate Studies of the College or equivalent and if approved, the letters of appointment should be sent to the members of the Examining Committee by the Graduate School Office.

*The nomination should not be discussed with the candidate. The identity of the members of the Committee of Examiners should not be revealed to the candidate until the thesis has been submitted for examination.*

***Guidance Notes:***

Committees of Examiners require experience in order to fairly and effectively examine a candidate. However, this experience is not easily quantified. Normally, it would be expected that members of an examining committee would have completed ***at least 5 examinations*** across the committee. This allows for less experienced colleagues to gain experience while still ensuring the overall quality of the examination. However, there may be situations in which the suggested level of experience varies. PGR Convenors / Directors are encouraged to consider ***the composition of the committee as a whole*** and use their discretion in signing these off.

Candidate:

Degree for which work will be submitted:

Student Number:   
Subject:

School:

Thesis Title:

First Supervisor:

Second Supervisor:

Third Supervisor:

Following consultation with the Supervisors, the following are the nominations for a Committee of Examiners (see overleaf)

**Convener**

*Committee Conveners for viva voce examinations should have previous experience of examining research degrees, be qualified to at least doctoral level and have completed any training required by their College Graduate School prior to undertaking their role as Convener.*

Title and Full Name:

Subject and School:

Address for Correspondence:

Telephone Number:

Email Address:

Comments:

**Internal Examiner**

Title and Full Name:

Subject and School:

Address for Correspondence:

Telephone Number:

Email Address:

**External Examiner**

Title and Full Name:

Subject and School:

Address for Correspondence:

Telephone Number:

Email Address:

Current Post:

Subject or Area of Expertise:

Academic Qualifications:

1. Has any member of the Committee been involved in direct supervision of the candidate?

Direct supervision is defined as responsibility for the day-to-day management of the research project?

Yes

No

1. Has any member of the Committee been a second supervisor or held responsibility for monitoring the progress of the candidate during the research period?

*If the answer is yes, please state the extent of the involvement and confirm that in the opinion of the individual making the nomination, the impartiality of the nominee/s has not been compromised.*

Yes

No

1. Has the nominated external examiner held an academic appointment in the University of Glasgow during the previous five years?

If the answer is in the affirmative, please comment below why the nominee is considered to be the most appropriate external examiner for this candidate.

Yes

No

1. Has the nominated External Examiner worked in collaboration either with the supervisory team or with the research group in which the candidate was working, in the previous five years?

If the answer is in the affirmative, please comment below why the nominee is considered to be the most appropriate external examiner for this candidate. Nomination of a recent collaborator is strongly discouraged and will normally be declined by PGR Director/Dean of Graduate Studies.

Yes

No

1. Do one or more members of the nominated Committee hold the qualification for which the candidate is being examined?

Yes

No

1. Does one or more members of the nominated Committee have experience in examining for the qualification in which the candidate is seeking?

Yes

No

1. It is important that the examination committee as a whole has sufficient experience of examining. Does this Committee have at least a total of 5 examinations between them?

*If not, please comment below why this Committee is deemed suitable despite having less overall experience.*

Yes

No

1. Please see the Guidance Notes at the top of this document and comment ***briefly*** below on the justification for the selection of this committee. Please comment in particular on cases where an examiner has held an appointment at UofG (point 3), where there has been a relevant collaboration in the past 5 years (point 4), or where the committee lacks overall experience (point 6). Are there other factors which support the nomination of this committee where some of these issues may exist?

**School Review**

*This section must be completed by the appropriate Head of School/Subject before submitting the form to the Graduate School for review.*

Name:

Position

Date:

Signature:

Comments:

**Graduate School Review**

Name:

Position:

Date:

Signature:

Comments: