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| Appointment of Examiners for Professional Doctorate Research Thesis Viva or Practicum Assignment Examination | logo -small use blk |

**SECTION A**

**Proposed Internal and External Examiners for each student**

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| --- | --- |
| Degree being examined  |  |

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| --- | --- |
| Research Thesis Viva Examination | Yes / No |
| Practicum Assignment Examination  | Yes / No |

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| --- | --- | --- |
| Student name  | Internal Examiner | External Examiner |
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I confirm:

i) that the details given about the above-named proposed examiners in the attached statements are to the best of my knowledge correct

ii) that the proposed appointments conform with UCL requirements (or that special permission has been requested to proceed with the appointments)

iii) that each pairing of internal and external examiners meets the following criteria:

1. Eachexaminer has a Doctoral qualification.

2For thesis viva nominations, each examiner has experience of supervising doctoral theses.

3 For thesis viva nominations, at least one examiner has experience of examining a doctoral

thesis in the UK.

4. For practicum nominations, at least one examiner has experience of examining a practicum examination in the UK.

4. At least one examiner is eligible for registration with the relevant professional body/bodies that accredit the programme

**Signed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair/deputy Chair, Board of Examiners

This form should be signed by the Chair/Deputy Chair of the Board of Examiners, and sent to the Faculty Graduate Tutor, (Research Degrees), with:

1. A brief supporting statement supporting the nomination of the proposed internal and external examiners, giving brief details of the expertise of each examiner\* and his/her previous examining experience at research degree level. Please indicate whether or not the examiner meets each of the criteria for examining professional doctorates and whether s/he has already been appointed to examine the taught course.

*\*Please do not attach CVs. The statement should summarise the examiner’s area of expertise.*

2, A list of the full postal addresses for external examiners

3. For Research Thesis Viva nominations, a short description of the candidate’s thesis (title, abstract, and UCL principal/subsidiary supervisor)

**SECTION B**

**For completion by Faculty Graduate Tutor (Research Degrees):**

I certify that the Examiners named in Section A have/have not\* been recommended for appointment as examiners for the theses of the students named overleaf.

**Signed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Faculty Graduate Tutor (Research Degree Programme)

Once the Faculty Graduate Tutor has agreed the nominations, this form should be returned to the signatory of **Section A** and to **Curricular Development and Examiners**, UCL Registry or by email to examiners@ucl.ac.uk as soon as possible.

\**delete as appropriate*