# UCL open logo

UCL Student and Registry Services

researchdegrees@ucl.ac.uk

# Examiner Nomination Form for UCL Research Degree Candidates: Introduction

# Please read the following before completing this form:

* Please ensure you have read the [Procedure for the Nomination and Appointment of Research Degree Examiners](https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/procedure_for_nomination_and_appointment_of_research_degree_examiners-2018-19_0.pdf).
* Departments must ensure that sections A to E (only) of the Nomination Form are completed before sending to [Research Degrees](mailto:researchdegrees@ucl.ac.uk).
* Please ensure that both the supervisor and Departmental Graduate Tutor sign the form before sending to Research Degrees
* Please explain clearly any aspects of the nominations being made that do not fully comply with the guidelines for the nomination of examiners.
* Please do not submit the form directly to your Faculty Graduate Tutor. Any queries will be referred back to the supervisor(s), Departmental Graduate Tutor or Faculty Graduate Tutor if necessary by the Research Degrees Office.
* Please submit this form to Research Degrees at least four months prior to the candidate’s intended thesis submission date.
* The candidate must have [entered for the examination](https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/examination-entry) before examiners can be approved.



# Examiner Nomination Form for UCL Research Degrees Candidates

# Section A: Candidate and Supervisor Details

|  |  |  |
| --- | --- | --- |
| **Candidate Details** – Name and number as it appears on PORTICO and the candidate’sUCL Student ID card | | |
| Title |  | |
| Forename |  | |
| Surname |  | |
| Student Number |  | |
| Faculty |  | |
| Department/Division/Institute (including research department, if applicable) |  | |
| Degree Award (please tick one) | PhD  MPhil  MPhilStud  EngD  MD(Res)  DDent/DSLT  EdD  DPsych  DPA  IOE DEdPsy  DClinPsy  Other (please specify) | |
| **Principal Supervisor Details** – please provide details of candidate’s full supervisory team. Departments must keep supervisory details [up-to-date on Portico](https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn). | | | |
| Title | |  | |
| Forename | |  | |
| Surname | |  | |
| Email | |  | |
| Department/Division/Institute | |  | |
|  | |  | |
| **Subsidiary Supervisor Details** | | | |
| Title | |  | |
| Forename | |  | |
| Surname | |  | |
| Email | |  | |
| Department/Division/Institute | |  | |
|  | |  | |
| **Additional Supervisor (if applicable)** | | | |
| Title | |  | |
| Forename | |  | |
| Surname | |  | |
| Email | |  | |
| Department/Division/Institute | |  | |
|  | |  | |
| **Additional Supervisor (if applicable)** | |  | |
| Title | |  | |
| Forename | |  | |
| Surname | |  | |
| Email | |  | |
| Department/Division/Institute | |  | |

# Section B: Title and Description of Thesis

Please enter the full title of the thesis to be examined:

**Please note:** If the thesis title has changed since the Exam Entry was submitted please email [Research Degrees](mailto:researchdegrees@ucl.ac.uk) to confirm the amended title.

Please enter the thesis description. The description should provide an overview of the thesis and enough information for a judgment to be made about the expertise required for its examination. This must not exceed 300 words.

# Section C: Nominated Examiners

**Please note:** examiners from other University of London institutions are not counted as internal, unless also employed by UCL.

|  |  |
| --- | --- |
| Part 1a: Internal Examiner Details | |
| Title: |  |
| Forename: |  |
| Surname: |  |
| Email: |  |
| Department/Division/Institute: |  |
| Full preferred postal address (including post/zip code and country): |  |
| Subject Expertise – please demonstrate the suitability of the nominated examiner to conduct this examination: |  |

**Please note:** an internal examiner cannot examine more than five times for the same UCL Department/Division/Institute during the previous three years. Your PGR Administrator can find this information in Portico for you.

|  |  |
| --- | --- |
| Part 1b: Internal Examiner Research Degree Examining Experience | |
| Number of **UCL** research degree examinations undertaken (please **do not** include MPhil-to-PhD upgrade exams) |  |
| Number of [**other University of London**](https://london.ac.uk/ways-study/study-campus-london/member-institutions) research degree examinations undertaken (not including UCL): |  |
| Number of research degree examinations undertaken at **any other institutions:** |  |
| Please list the other institutions (if applicable): | |

|  |  |
| --- | --- |
| Part 2a: External Examiner Details | |
| Title |  |
| Forename |  |
| Surname |  |
| Email: |  |
| Institution: |  |
| Full preferred postal address (including post/zip code and country) |  |
| Subject Expertise – please demonstrate the suitability of the nominated examiner to conduct this examination: |  |

**Please note:** an external examiner must come from outside the UCL community – i.e. they must not hold a UCL contract of employment or an honorary contract with UCL. A period of at least three years must have elapsed between holding a post at UCL and being nominated as an external examiner.

An external examiner cannot examine more than once for the same UCL Department/Division/Institute during the previous twelve months. Your PGR Administrator can find this information in Portico for you.

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| --- | --- |
| Part 2b: External Examiner Research Degree Examining Experience | |
| Number of **UCL** research degree examinations undertaken (please **do not** include MPhil-to-PhD upgrade exams) |  |
| Number of [**other University of London**](https://london.ac.uk/ways-study/study-campus-london/member-institutions) research degree examinations undertaken (not including UCL): |  |
| Number of research degree examinations undertaken at **any other institutions:** |  |
| Please list the other institutions (if applicable) | |

|  |  |
| --- | --- |
| Part 3a: Second External Examiner Details – **only complete Parts 3a and 3b if no internal examiner can be nominated** | |
| Title |  |
| Forename |  |
| Surname |  |
| Email: |  |
| Institution: |  |
| Full preferred postal address (including post/zip code and country) |  |
| Subject Expertise – please demonstrate the suitability of the nominated examiner to conduct this examination: |  |

**Please note:** an external examiner must come from outside the UCL Community – i.e. they must not hold a UCL contract of employment or an honorary contract with UCL. A period of at least three years must have elapsed between holding a post at UCL and being nominated as an external examiner.

An external examiner cannot examine more than once for the same UCL Department/Division/Institute during the previous twelve months. Your PGR Administrator can find this information in Portico for you.

|  |  |
| --- | --- |
| Part 3b: Second External Examiner Research Degree Examining Experience (if applicable) | |
| Number of **UCL** research degree examinations undertaken (please **do not** include MPhil-to-PhD upgrade exams) |  |
| Number of [**other University of London**](https://london.ac.uk/ways-study/study-campus-london/member-institutions) research degree examinations undertaken (not including UCL): |  |
| Number of research degree examinations undertaken at **any other institutions:** |  |
| Please list the other institutions (if applicable): | |

# Part 4: Reasons for Nominating Two External Examiners (if applicable)

You may nominate two external examiners if you can give sufficient justification (**please note**: two external examiners must not come from the same institution). Please provide a supporting statement explaining you could not identify a suitable UCL-based examiner:

# Part 5: Reasons for Nominating an Examiner from outside of the United Kingdom (if applicable)

You may nominate an examiner from overseas if you can give sufficient justification and if you nominate an experienced internal examiner. You should consider a remote viva if the examiner’s travel will be lengthy, their expenses very high or they will require a visa to work in the UK. From January 2021, **all** examiners who do not hold a UK or Irish passport will need a Permitted Paid Engagement visa to confirm the activities they will be undertaking in the UK. They will then need to apply online, prove their identity and provide the relevant documents. The UKVI advise that it usually takes three weeks to get a decision on the visa. The cost of the visa is £95 as of October 2021. Your department will need to check and retain evidence of the examiner’s passport and visa stamp as confirmation of their right to work in the UK.

Please provide a supporting statement explaining why you could not identify an alternative examiner from within the UK:

Section D: Supervisor’s Declaration

|  |
| --- |
| Part 1: Examiners and Supervisors  Are you aware of any professional, academic or personal connections between **either examiner and any of the listed principal or subsidiary supervisors** (*this includes any co-authored publications, large multi-author ventures, grants, working groups, co-supervisory roles*)?  Yes  No  **Please note:** connections between supervisors and examiners are checked by Research Degrees against online databases, including UCL Iris publication listings and publicly available websites. |

If yes, please outline the details below (please note: this should include clarification of whether connections are direct, on-going, and if/how they relate to the candidate’s thesis):

|  |
| --- |
| Part 2: Examiners and Candidate  Are you aware of any professional, academic or personal connections between **either examiner and the candidate** (*this includes any co-authored work, large multi-author ventures, grants, working groups, or previous examination of the candidate by the examiner*?  Yes  No  **Please note:** connections between candidates and examiners are checked by Research Degrees against Portico and online databases, including UCL Iris publication listings and publicly available websites. |

If yes, please outline the details below (please note: this should include clarification of whether connections are direct, on-going, and if/how they relate to the candidate’s thesis):

|  |  |
| --- | --- |
| Part 3: Independence of the Nominated Examiners | |
| Please answer yes, no or not applicable to the following questions: | |
| Have any of the nominated examiners been involved in the research reported in the candidate’s thesis? | Yes  No |
| Did any of the nominated Examiners take part in the candidate’s upgrade panel from MPhil to PhD? | Yes  No  Not Applicable |

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| Part 4: Supervisor’s Supporting Statement |
| If you wish to provide a supporting statement for the choice of examiners, or add additional details to any of the information declared in the form, please outline here: |

|  |  |
| --- | --- |
| Part 5: Supervisor’s Approval | |
| I confirm that I have read the [UCL guidance](https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/procedure_for_nomination_and_appointment_of_research_degree_examiners-2018-19_0.pdf) on the appointment of research degree examiners, and that this form has been completed in compliance with them.    Where the examiner’s expenses claim exceeds £400 or the individual limits specified on the claim form, Student and Registry Services will reclaim the excess amount from the Department via IDT. | |
| Signature of supervisor: |  |
| Date: |  |

# Section E: Departmental Approval

**Please note:** if the DGT is also one of the candidate’s supervisors (principal or subsidiary) or one of the nominated examiners, an alternative signatory must complete this section. This may be the Deputy DGT or Head of Department.

|  |  |
| --- | --- |
| Part 1: Departmental Graduate Tutor Details | |
| Title: |  |
| Forename: |  |
| Surname: |  |
| Email: |  |

|  |
| --- |
| Part 2: Departmental Graduate Tutor Declarations |
| I confirm that the department:   * has not appointed any above named internal examiner for a research degree viva more than five times in the past three years * has not appointed any above named external examiner for a research degree viva in the past 12 months   Yes  No (please provide details below) |
| I approve of the above choice of examiners, and am satisfied that these nominations have been made in accordance with [UCL’s guidelines](https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/procedure_for_nomination_and_appointment_of_research_degree_examiners-2018-19_0.pdf) for the appointment of examiners:  Yes  No (please return form to supervisor to discuss) |

|  |
| --- |
| Part 3: Departmental Graduate Tutor Supporting Statement |
| If you wish to provide a supporting statement for the choice of examiners, or add additional details to any of the information declared in the form, please outline here: |

|  |  |
| --- | --- |
| Part 4: Departmental Graduate Tutor Approval | |
| Signature of DGT: |  |
| Date: |  |

**Once signed please send this form to** [**Research Degrees**](mailto:researchdegrees@ucl.ac.uk) **for processing.**

# Section F: Faculty Approval

Please note: if the FGT is also one of the candidate’s supervisors (principal or subsidiary) or one of the nominated examiners, the Research Degrees team will pass this to an alternative signatory must complete this section. Please contact [Research Degrees](mailto:researchdegrees@ucl.ac.uk) if you are unsure how to proceed.

|  |  |
| --- | --- |
| **Part 1: Faculty Graduate Tutor Details** | |
| Title |  |
| Forename |  |
| Surname |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| **Faculty Graduate Tutor Declaration** | | |
| I approve of the above choice of examiners, and am satisfied that these nominations have been made in accordance with UCL’s guidelines for the appointment of examiners: | | Yes  No |
|  | |  |
| **Faculty Graduate Tutor Comments** | | |
| If the nominations have not been approved, or you wish to add any further comments, please do so below: | | |
|  | | |
| **Faculty Graduate Tutor Approval** | | |
| FGT’s Signature: |  | |
| Date: |  | |

# Section G: UCL Approval

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| --- | --- | --- |
| **Declaration** | | |
| I approve of the above choice of examiners: | | Yes  No |
|  | |  |
| **Comments** | | |
| Please add any comments below: | | |
|  | | |
| **Approval** | | |
| RDC Chair / Nominee’s Signature: |  | |
| Date: |  | |

Revised October 2021