

Requirements for Submissions of Application for Approval of Examination Arrangements and Proposal of Independent Chairs

Introduction

1. The following sets out the expectations and requirements for the submission of examination arrangements for research degree candidates.
2. The candidate's Director of Studies will work with the relevant Postgraduate Research Tutors (or PGRT) to propose suitable examiners.
3. It is anticipated that the process of forming an examination team will take place approximately 12 months in advance of the expected date of the candidate's thesis.

Requirements

4. The Director of Studies will ensure that the relevant proposal form is completed and submitted. This will include ensuring that all the signatures are present on the proposal form.
5. Proposals should *not* be submitted that have an agreed date with the examining team as this should only be confirmed once University level approval has been received.
6. Applications for ICs to be added to the approved list may be proposed at any time (subject to the scheduling of the relevant meeting etc).
7. Individuals must have been added to the approved list prior to them being proposed to take on the role of Independent Chair. It is not possible to propose an Independent Chair who is not currently on the approved list.
8. The forms and CVs should be typewritten, completed fully, tidily and accurately as they are an official document/record.
9. All paperwork should be forwarded by the scheduled deadline. Any paperwork which misses the deadline will be considered at the next available opportunity
10. The CV 's that accompany the application must be a maximum of two pages in length and signed by the examiner.
11. The outcomes of the consideration of the arrangements will be forwarded to the Director of Studies and Postgraduate Research Tutor as soon as possible after the decisions has been confirmed.