

GRADUATE SCHOOL

Role and Remit of an Independent Chair of a Viva-Voce examination for a research award of the university

Criteria for the appointment of Independent Chairs

A school, in proposing an Independent Chair, should seek a person who fulfils the following:

Has previously engaged with the Research examination process in more than one of the following roles:

- An internal or external examiner
- A supervisor who has successfully guided a student through, the Confirmation of Registration process
- Is experienced in the research award regulations of the university (Section G of the Academic Principles and Regulations)
- Is of appropriate seniority to confidently engage with the examiners, many of whom will be distinguished scholars in their field
- Has significant meeting skills
- Is able to deal with difficult circumstances with confidence and firmness.

Those already on the list of approved Independent Chairs recommended to Chair a specific research examination by a faculty will also have had no direct involvement with the candidate under examination or their supervision and will not work within the same School of the university as the candidate.

Approved Independent Chairs

Proposals for Independent Chairs will be considered by the Research Degrees Sub-Committee. Proposals for inclusion on the list of approved Independent Chairs may be made at any time in the academic year.

A list of all approved Independent Chairs will be maintained. The list will be reviewed on a three-yearly cycle.

Applications for, and addition to, the list of approved Independent Chairs must take place prior to the individual being proposed as an Independent Chair for the examination of a candidate.

Staff Development

Any person accepting nomination as an Independent Chair must be willing to participate in appropriate staff development as organised by the university.