FORM FOR THE SUBMISSION OF A RESEARCH THESIS AND THE NOMINATION OF EXAMINERS FOR RESEARCH DEGREES

Candidates who intend to submit a thesis for a higher degree at the University of Warwick should complete Part 1 of this form and pass it to their supervisor. The Head of the Department/School should then complete Part 2 nominating examiners for the candidate. The completed form should be returned to the Graduate School Office, University House, at least one month in advance of the date on which you are scheduled to submit. Please note that candidates considering submitting earlier than their scheduled end date should consult the guidelines on the Graduate School website regarding early submission accessible at http://www2.warwick.ac.uk/services/academicoffice/gsp/formslibrary/early_submission_form_for_research_thesis_for_web.pdf. Any queries should be addressed to the Graduate School Office, graduateschool@warwick.ac.uk, ext. 75533.

PART 1 – CANDIDATE’S DETAILS

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<tr>
<th>Candidate’s Name</th>
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<td>Student number</td>
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<td>Degree and Department</td>
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<td>Title of Thesis</td>
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<td>Correspondence Address</td>
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<td>Supervisor(s) Name(s)</td>
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Are you a member of staff? (See note 5(a) overleaf.) YES/NO

Have you requested that access to your thesis be restricted? YES/NO

Please note that such a request must normally be addressed to the Chair of the Board of Graduate Studies in writing prior to submission of your thesis; see Part I, Section 6 of the Guide to Examinations for Higher Degrees by Research for further information.

Candidate’s Signature ________________________________ Date ______________

PART 2 – NOTIFICATION OF EXAMINERS

The nomination of examiners is the responsibility of the Head of Department. The Department should ensure that the examiners are willing to act and are available to do so within timescales for the examination process set out in the Guide to Examinations for Higher Degrees by Research. Nominations are considered by the Chair of the Board of Graduate Studies who is responsible for appointing examiners on behalf of Senate. Please refer to the criteria for appointment of examiners (see the Guide to Examinations for Higher Degrees by Research) and the notes under 5 overleaf.

1. Nominated Internal (or Second External) Examiner:

   Position: ________________________________________________________________

   Department & Institution: _________________________________________________

   Has the internal examiner examined a research thesis at this level before? YES/NO
   If yes, at which institution(s), provide full details: ______________________________

   Has the internal examiner supervised a research thesis at this level before? YES/NO
   If yes, at which institution(s), provide full details: ______________________________
2. Nominated External Examiner:

Name and Title: ______________________________
Position: ______________________________
Postal Address: ______________________________
Contact Telephone No: ______________________________ Email Address: ______________________________

Has the external examiner examined a research thesis at this level before?  YES/NO
If yes, at which institution(s), provide full details: ______________________________

Has the external examiner supervised a research thesis at this level before?  YES/NO
If yes, at which institution(s), provide full details: ______________________________

3. Have the examiners indicated their willingness to act?  YES/NO

4. Examination Adviser

It is recommended that consideration be given to appointing an examination adviser in all cases where an oral examination will be held. The adviser shall be a member of staff of the University other than the candidate’s supervisor. The examination adviser will assist the examiners in following University procedures and chair and maintain a record of the oral examination but not otherwise act as an examiner of the thesis. In cases where there are two external examiners an examination adviser must be appointed.

Name and Title of adviser: ______________________________
Position: ______________________________

If you have decided not to nominate an adviser please explain the rationale for this: ______________________________

5. Notes

(a) One external examiner and, normally, one internal examiner shall be appointed. The internal examiner shall not be the candidate’s supervisor. Where the candidate is a member of academic staff, research staff, administrative or library staff of the University the examination shall be conducted by two external examiners. The external examiner shall normally not be a former member of staff at the University unless at least three years have elapsed since his/her resignation from the University.

(b) The Senate has resolved (1) that probationary staff be not appointed to examine higher degrees by research (2) that no one be appointed to examine a candidate for a higher degree by research unless he/she has a qualification or a record of completed research comparable to that required for a higher degree in question (3) Honorary Professors of the University may be appointed as internal examiners for higher degrees but in such cases an examination adviser shall also normally be appointed.

(c) Where a proposed examiner is inexperienced and does not have a qualification equivalent to that of the higher degree being examined it is advisable to attach a curriculum vitae for the examiner to this form, setting out his/her record of research. A curriculum vitae should also normally be attached for examiners who are not currently employed in higher education or research. N.B. Two inexperienced examiners are not acceptable.

(d) The appointment of examiners who have been directly involved in the supervision of a student’s work, or whose work is the focus of the research project, should be avoided.

7. Signature of Head of Department/School

Before signing this form please confirm that the nominated examiners meet the University’s requirements as set out in the Guide to Examinations for Higher Degrees by Research and that they have agreed to act.

Signature: ______________________________
Name: ______________________________ Date: ______________________________