**Middlesex University**

**Research Degree**

**Application for Appointment of Exam Panel**

Registration

Transfer

VIVA

**This form must be completed electronically**

|  |  |
| --- | --- |
| **For the degree of** |  |
| **Submitted by (Faculty)** |  |
| **Student Number** |  |

***The Director of Studies/ Advisor is responsible for completing and filing in the Application for Appointment of Exam Panel form.***

**Please provide and attach a short CV for each examiner and return to the Research office for approval and clearance by the Research Degrees Committee:**

**The CV should contain the following details of previous appropriate level examination experience (e.g. PhD or DProf):**

1. **Student details**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Is the student a current member of Middlesex staff?(If yes, two external examiners are required and no internal) |  |
| Title of the thesis/ research |  |
| Name of Director of Studies  |  |
| Name(s) of Supervisor(s) |  |

**2 Examiners’ details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **External Examiner 1** | **External Examiner 2 (if applicable)** | **Internal Examiner** |
| Title |  |  |  |
| Surname |  |  |  |
| Forenames |  |  |  |
| Qualifications |  |  |  |
| Current post held |  |  |  |
| Contact details – email |  |  |  |
| Contact details preferred phone number |  |  |  |
| Any Previous employment at MU  | Position End Date:  | Position End Date:  |  |

**Relevant examining experience**

**State two most recent and highest education / relevant examining experience**

**3.1 External Examiner 1**

|  |  |
| --- | --- |
| **UK** | **Doctoral level degree**  |
| **Other (i.e. overseas)** | **Doctoral level degree**  |

**3.2 External Examiner 2 *(if applicable)***

|  |  |
| --- | --- |
| **UK** | **Doctoral level degree**  |
| **Other (i.e. overseas)** | **Doctoral level degree**  |

**3.3 Internal Examiner**

|  |  |
| --- | --- |
| **UK** | **Doctoral level degree**  |
| **Other (i.e. overseas)** | **Doctoral level degree**  |

**4 Proposed chair:**

|  |
| --- |
| Has the chair completed Chair Training? Please give date if possible |

**5 Exam arrangements:**

Please specify any practical/special arrangements planned for this examination? E.G. Room required for longer period, extra room required

Has the chair

**6 Additional information for the exam**

To ensure that the examination is organised and delivered effectively and in line with the University Regulations and Research Degrees Procedures. Please specify any additional information that will be needed. This may include a request for a panel member to attend remotely or additional staff to be invited

**8 Date and time**

Has a time and date already been agreed? If so, please specify. Please consider time zones if any remote panel members are to attend

**9 Signatures**

|  |  |
| --- | --- |
| I confirm that the information in this form is correct and have attached the relevant CVs for each examinerSigned (DoS/ Advisor) | Date  |

**10 Examiner Approved** **Yes** [ ]  **No** [ ]

If No, please provide details below:

|  |  |
| --- | --- |
|   Signed (Director of Research) | Date  |

|  |
| --- |
| NOTE REGARDING ELIGIBILITY TO WORK: **The appointment of an exam panel is approved and work can begin only after Eligibility to Work of the external examiner is approved by Middlesex University Academic Registry.**   |
| Before an external examiner undertakes reviewing of a candidate’s thesis the University is required to verify their eligibility to work in the United Kingdom (UK). This is in accordance with UK Visas and Immigration regulations requiring us to see original documents which establish an external examiners eligibility to work in the UK. The documents which are acceptable to use to verify eligibility to work are set out by the UK Home Office and can be found on pages 24 and 25 in the publication [*Home Office: An employer’s guide to acceptable right to work documents (2015)*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441957/employers_guide_to_acceptable_right_to_work_documents_v5.pdf). If the external examiner is a holder of a UK passport, this will usually suffice for establishing eligibility to work. |