

## APPOINTMENT OF RESEARCH DEGREE EXAMINERS

Please fill in this form in print. The form must reach the Head of School/Department not less than 28 days before the intended date of submission of the dissertation.

After discussing the choice of examiners with the candidate, the supervisor(s) should make recommendations to the head of school/department using Part B of the form and sign the form. After signature by the Head of School/Department or his/her designated nominee, the form should be sent:

- *[Faculty of Engineering and Faculty of Science]* to the faculty office
- *[all other faculties]* to the Examinations Office

Where the Head of School/Department, the Graduate Dean, or one of their designated nominees, is one of the candidate's supervisors, the form should be signed by an alternative senior member of the academic staff of the School/Department or Faculty.

The University's requirements for appointing research degree examiners are contained in Section 9 of Code of Practice for Research Degree Programmes and in the Regulations for Examinations for Doctoral and Masters Degrees where the principal form of assessment is by dissertation excluding higher doctorates (DLitt, DSc, DEng, LLD, DMus), both of which are available on the University's website.

### A) DETAILS OF THE CANDIDATE AND THE DISSERTATION

Full name of candidate	
Student ID number	
School /Department	
Faculty	
Main supervisor <i>(full name and title)</i>	
Degree sought <i>(e.g. PhD, EdD, MPhil)</i>	
Title of dissertation	
Details of any patent/confidentiality restrictions which apply	
Expected date of submission	
Proposed viva date <i>(if already arranged)</i>	
School/department postgraduate administrator	Tracie Anderson – Tracie.Anderson@bristol.ac.uk
Person to whom claim form should be returned <i>(if different from above)</i>	
<i>(For Faculty Office use)</i> Final date for submission	

Please complete section B

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Full name of candidate	
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**B) NOMINATION OF EXAMINERS**

The University's rules require the appointment of two or more examiners, at least one of whom is external to and independent of the University, while normally one is a member of the academic staff of the University. If a second external or internal examiner is to be appointed, please duplicate the appropriate section of the form and enter the details of the additional examiner.

**EXTERNAL EXAMINER**

Name			
Position			
Department and institution			
Postal address			
E-mail address		Telephone	
Research interests (if described on Web pages, please also give address)	<i>Key words:</i>		
Research degrees examined at this level	<i>(please select option)</i>		
	None	1-4	More than 4

**INTERNAL EXAMINER (or coordinator, if no internal examiner is appointed)**

Name			
Position			
Department			
Research interests (if described on Web pages, please also give address)	<i>Key words:</i>		
Research degrees examined at this level	<i>(please select option)</i>		
	None	1-4	More than 4

**DECLARATIONS**

I am satisfied that, to the best of my knowledge:

- the external examiner has the required expertise in the candidate's subject area
- the examiners between them have adequate experience of examining research degrees for the same type of programme as that leading to the candidate's intended award
- the internal examiner (or coordinator, if no internal examiner is appointed) understands the requirements of the University's regulations that apply to this award
- none of the examiners has any connection with the candidate, the research project or the supervisor(s) or, in the case of the external examiner, with the University, which might impair their ability to make a fair and impartial assessment of the candidate's work.

**Main Supervisor**

Name	Signature	Date
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**Head of School/ Department or designated nominee**

Name	Signature	Date
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**Graduate Dean or designated nominee**

Name	Signature	Date
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