

University of Glasgow

Nomination of a Committee of Examiners for a research degree candidate

This nomination form (Form EEx) should be completed by the Head of School/Research Institute(s) in which the candidate has carried out the research. Where there is joint supervision, the form should be signed by the Heads of School/Research Institute concerned. It should be forwarded to the Graduate School, normally not less than two months before the date by which the thesis is due to be submitted. The nomination should be considered by the Higher Degrees Committee or equivalent committee and if approved, the letters of appointment should be sent to the members of the Committee by the Graduate School.

The nomination should not be discussed with the candidate. The identity of the members of the Committee of Examiners should not be revealed to the candidate until the thesis has been submitted for examination.²

Candidate: _____

Degree for which thesis will be submitted: _____

Registration Number: _____ School/Research Institute: _____

Title for Thesis: _____

First Supervisor: _____

Second Supervisor: _____

Following consultation with the supervisors the following are the nominations for a Committee of Examiners:

Convener: _____

Contact address: _____

Contact Extension: _____ E-mail address: _____

Internal Examiner:

Contact address: _____

Contact Extension: _____ E-mail address: _____

²Once the names of the Examiners have been provided, the candidate has the right to raise any concerns or suspicions of conflict of interest. This must be done within two weeks of the release of the names. The membership of the Committee of Examiners will then be reviewed and, if deemed appropriate, amended.

Second Internal Examiner (Where required):

Contact address: _____

Contact Extension: _____ E-mail address: _____

Particulars of the nominated External Examiner

Title and full name:
Prof/Dr/Rev/Mr/Mrs/Ms/Miss/Other: _____

Subject or Area of Expertise: _____

Academic Qualifications: _____

University, College or Business: _____

Address for correspondence: _____

Telephone number: _____

E-mail address: _____

Current post: _____
*if an academic post, please
include the grade and subject
e.g. Reader in English Literature* _____

Reserve or Second External Examiner (please delete as appropriate)

Title and full name:
Prof/Dr/Rev/Mr/Mrs/Ms/Miss/Other: _____

Subject or Area of Expertise: _____

Academic Qualifications: _____

University, College or Business: _____

Address for correspondence: _____

Telephone number: _____

E-mail address: _____

Current post: _____
*if an academic post, please
include the grade and subject
e.g. Reader in English Literature* _____

1. Has any member of the Committee been involved in the direct supervision of the candidate? Direct supervision is defined as responsibility for the day to day management of the research project. YES/NO
2. Has any member of the Committee been a second supervisor or held responsibility for monitoring the progress of the candidate during the research period? YES/NO

If the answer is in the affirmative, please state the extent of the involvement and confirm that in the opinion of the individual/s making the nomination, the impartiality of the nominees/s has not been compromised. Please confirm that the Dean of Graduate Studies has approved this nomination.

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3. Has the nominated External Examiner held an academic appointment in the University of Glasgow during the previous five years? YES/NO

If the answer is in the affirmative, please state why the nominee is considered to be the most appropriate External Examiner for this candidate. Please confirm that the Dean of Graduate Studies has approved this nomination.

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4. Has the nominated External Examiner worked in collaboration either with the supervisor of the candidate or with the research group in which the candidate was working? YES/NO

If the answer is in the affirmative, please state why the nominee is considered to be the most appropriate External Examiner for this candidate. Please confirm that the Dean of Graduate Studies has approved this nomination.

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5. Does one or more member(s) of the nominated Committee hold the qualification for which the candidate is being examined? YES/NO

6. Does one or more member(s) of the nominated Committee have experience at examining for the qualification which the candidate is seeking? YES/NO

The nomination must be signed by the Head of School/Research Institute

Nominating Head(s) of School/Research Institute:

School/Research Institute: Name: Signature: Date

** On completion this form should be forwarded to the appropriate Graduate School **

[For Office use only]

Graduate School Approval

Name of Graduate School: _____

Name of Committee which approved the nomination: _____

Date of approval: _____

Signature of Graduate School Administrator:

Signature: _____ Name: _____

Date: _____

**To: Senate Office
Senate and Court approval**

Endorsed on behalf of the Senate and the University Court:

Signature: _____ Name: _____
for and on behalf of the Senate
and University Court

Date: _____

Proposed Fee: £ _____

per annum
per diem