Project registration: form to propose an

examination team (doctoral) or review team (MRes)

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| Notes for completion   1. The Graduate School Board of Studies must have a copy of all project registration examination/review teams to ensure declarations of interest have been reviewed **prior to examination.** 2. The Board requires **all information requested** to approve the proposed team as per the research degree regulations (N7).[[1]](#footnote-1) 3. This form should be completed and submitted **by a member of the supervisory team**. 4. The form should be submitted for approval **as soon as possible after the PGR starts to ensure a smooth examination process.** 5. The examination cannot commence without an approved team so late forms will delay the viva. |

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| **Supervisor completing this form:** | Click here to enter text. |
| **Date:** | Click here to enter a date. |

PGR details

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| **PGR name:** | Click here to enter text. |
| **Student number:** | Click here to enter text. |
| **Title of research project:** | Click here to enter text. |
| **Research area:** | Choose an item. |
| **Research degree/mode:** | Choose an item. |

Brief summary of the project (up to 300 words):

Click here to enter text.

Proposed team

***Please complete******all sections including 0’s if a proposed examiner/review has not been involved in this type of process previously.***

*All conflict of interests must be declared on this form. [[2]](#footnote-2)*

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| **First examiner/reviewer - normally on the supervisory team** |  | |
| **Internal:** | Click here to enter text. | |
| **Number of examinations completed at this level?** | Choose an item. | |
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| **Please declare any close personal or business relationship that might be regarded as presenting a conflict of interest with regard to the examination process (**[**Research Degree Regulations N9.9**](https://www.edgehill.ac.uk/documents/research-degree-regulations/)**).**  *Refer to footnote 4 for guidance.* | Click here to enter text. | |
| **Second Examiner/reviewer - internal to the institution *but* external to the supervisory team** |  | |
| **Examiner name:** | Click here to enter text. | |
| **Faculty/department:** | Select faculty/dept. | |
| **Contact e-mail address:** | Click here to enter text. | |
| **Number of examinations completed at this level?** | Choose an item. | |
| **Please declare any close personal or business relationship that might be regarded as presenting a conflict of interest with regard to the examination process (**[**Research Degree Regulations N9.9**](https://www.edgehill.ac.uk/documents/research-degree-regulations/)**).**  *Refer to footnote 4 for guidance* | Click here to enter text. |
| **Arrangements** |  | |
| **MRes project registration: has a date for the two proposed reviewers to meet and review the paperwork been agreed?** | Yes  No  **If yes**, please provide the date and time. This will be confirmed with the MRes PGR for their records. **If no**, the Graduate School will be in touch to confirm arrangements for this desk-based review.  Click or tap here to enter text. |
| **PhD project registration viva: has a viva date already been agreed with the proposed examiners?** | Yes  No  **If yes**, please provide the date and time. **If no**, the Graduate School will make the necessary viva arrangements.  Click or tap here to enter text. |

**Please return the completed form to the Graduate School (**[**GraduateSchoolexaminations@edgehill.ac.uk**](mailto:GraduateSchoolexaminations@edgehill.ac.uk)**).**

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| *cid:image003.png@01D3FC1C.F50B03E0* | At Edge Hill, we are committed to respecting and protecting your personal information. To find ways in which the Graduate School uses your data, please see [edgehill.ac.uk/research/privacy](https://www.edgehill.ac.uk/research/privacy/). |

*Template updated: 21 February 2022*

1. [Research Degree Regulations - Documents (edgehill.ac.uk)](https://www.edgehill.ac.uk/documents/research-degree-regulations/) [↑](#footnote-ref-1)
2. PGRs, supervisors, advisors, examiners and examination chairs must declare any close personal or business relationship that might be regarded as presenting a conflict of interest with regard to the examination process (*Research Degree Regulations* N9.9). The University treats conflict of interest as an objective matter relating to a relationship and roles, not something that should be thought of as bringing into question the integrity and professionalism of individuals. That means that you are required to declare any potential conflict of interest so that the Graduate School can make a decision on whether it requires action. Please do not neglect to declare anything just because you think it shouldn’t be regarded as presenting any problem.

   Indicative examples (but not an exhaustive list) include the following:

   * anyone involved in the examination being a relative, partner or someone with whom you have, or have had, a close personal or professional relationship;
   * having previously supervised or acted as an advisor for the candidate on the degree for which the candidate is *currently* registered;
   * having acted as an external examiner on a taught programme at Edge Hill during the previous three years;
   * having acted as a research degree external examiner at Edge Hill more than twice during the previous three years;
   * currently conducting or previously having conducted research or having published with the candidate, any of the supervisors or advisors, another examiner, or the chair.

   Clearly there are some cases in which circumstances such as those may not present a problem, for example, an internal examiner is highly likely to have a close working relationship with members of the supervisory team. In such cases there is no conflict of interest, but it is always best to declare anything that might require a decision to be made so that where alterations to the arrangements are necessary the Graduate School can make them and where no action is necessary the Graduate School can confirm in writing that there is no conflict of interest. [↑](#footnote-ref-2)