Final viva: examination team proposal

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| Notes for completion1. The Graduate School Board of Studies must approve all final examination teams.
2. The Board requires **all information requested** to approve the proposed team.
3. This form should be completed and submitted **by a member of the supervisory team**.
4. The form should be submitted for approval **at least three months before the intended viva submission date**.
5. The examination cannot commence without an approved team so late forms will delay the viva.
6. Please include **short CVs from all proposed examiners** when submitting this form.
7. **All final vivas will be held on campus by default.** Any vivas with an *approved* examiner who is situated outside of mainland UK will be held online using video conferencing.
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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. |
| **Intended submission date [[1]](#footnote-1):** | Click here to enter a date. |
| **Is the PGR also EHU staff?[[2]](#footnote-2)** | Choose an item. | *(GTAs should select ‘no’.)* |
| **Is the PGR international?[[3]](#footnote-3)** | Choose an item. |

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

Click here to enter text.

Proposed examination team

***Please complete******all sections including 0’s if an examiner has not examined/supervised previously.***

*Please attach* ***CVs for all*** *proposed examiners. If the PGR is also an EHU staff member a second external examiner is required. All conflict of interests must be declared on this form. [[4]](#footnote-4)*

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| **Internal examiner**  |  |
| **Internal examiner:** | Click here to enter text. |
| **Faculty/department:** | Select faculty/dept. |
|  | **MRes**  | **PhD** | **Prof Doc** |
| **No. research degree examined at the level of degree sought:** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **No. research degrees at or above this level supervised to completion:** | **MRes**Click here to enter text. | **PhD**Click here to enter text. | **Prof Doc**Click here to enter text. |
| **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. |
| **External examiner (1)** |  |
| **External examiner 1 name:** | Click here to enter text. |
| **External 1 institution:** | Click here to enter text. |
| **Contact e-mail address:** | Click here to enter text. |
| **Contact telephone:** | Click here to enter text. |
| **No. research degree examined at the level of degree sought:** | **MRes**Click here to enter text. | **PhD**Click here to enter text. | **Prof Doc**Click here to enter text. |
| **No. research degrees at or above this level supervised to completion:** | **MRes**Click here to enter text. | **PhD**Click here to enter text. | **Prof Doc**Click here to enter text. |
| **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. |
| **Please confirm if the examiner lives in mainland UK.** **Any vivas with approved examiners situated *outside* mainland UK will be held using video conferencing for all attendees.**  | Choose an item. |
| **External examiner (2)[[5]](#footnote-5)** |  |
| **External examiner 2 name:** | Click here to enter text. |
| **External 2 institution:** | Click here to enter text. |
| **Contact e-mail address:** | Click here to enter text. |
| **Contact telephone:** | Click here to enter text. |
| **No. research degree examined at the level of degree sought:** | **MRes**Click here to enter text. | **PhD**Click here to enter text. | **Prof Doc**Click here to enter text. |
| **No. research degrees at or above this level supervised to completion:** | **MRes**Click here to enter text. | **PhD**Click here to enter text. | **Prof Doc**Click here to enter text. |
| **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. |
| **Please confirm if the examiner lives in mainland UK.** **Any vivas with approved examiners situated *outside* mainland UK will be held using video conferencing for all attendees.** | Choose an item. |
|  **Viva arrangements** |
| **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. |
| **Exemption from public access request**After the examiners recommend award, the final approved thesis will be made freely available through the [institutional research repository (Pure)](https://research.edgehill.ac.uk/) and the [British Library’s EThOS catalogue](http://ethos.bl.uk/Home.do).If the PGR wishes for any part of the thesis to be exempt from public access, **an application must be made to the Graduate School Board of Studies prior to viva submission** using Appendix 1. |
| **Is there an application to restrict access to the thesis in Appendix 1?**[ ]  **Yes** [ ]  **No** |

**Please return the completed form & CVs to** **graduateschoolexaminations@edgehill.ac.uk****.**

Appendix 1: Request to exempt final submission from public access

If the PGR requires any part of the final thesis to be made exempt from public access the PGR/DoS should complete this appendix for the consideration of the Graduate School Board of Studies.

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| **Reason for exemption:** | Choose an item. |
| **Details:**The DoS should provide a statement from the PGR here with sufficient detail to enable the Board to make an informed decision, including but not limited to:* Details of any key contractual elements relating to commercial, legal, political or other constraints. **Please note: intention to publish a thesis is not in itself an eligible reason**; such theses tend to be altered prior to publication.
* Suggestions for alternative arrangements for archiving e.g. which particular portions need to be exempt? In most cases at least the analytical component of the thesis will be archived.
 |
| Click here to enter text. |
| **Specific period of exemption** *(inc. dates)***:** | Click here to enter text. |

When submitted for archiving (prior to award), the final thesis should be uploaded to Pure when the PGR is advised to do so by the Graduate School. If the Board has approved an exemption for any part of the thesis, the PGR should *also briefly identify the reasons for exemption on that cover sheet*.

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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 <https://www.edgehill.ac.uk/ig/privacy/> . |

*Template updated 31 March 2022*

1. This *intended submission* date is not binding unless it coincides with your maximum completion date. It is used when taking into account PGR graduation options. [↑](#footnote-ref-1)
2. If the PGR is also a EHU staff member, a second external examiner is required as noted in *N14.4* of the research degree regulations.The following **are not** considered to be subject to this regulation: staff on fractional contracts less than 0.3 FTE, associate tutors teaching fewer than eight hours per week, Graduate Teaching Assistants and staff who have been appointed to a fulltime or permanent contract within one year of examination. [↑](#footnote-ref-2)
3. i.e. subject to visa controls administered by International Office. [↑](#footnote-ref-3)
4. 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-4)
5. Please refer to N14.4 of the [research degree regulations](https://www.edgehill.ac.uk/documents/files/research-degree-regulations.pdf) to determine if the candidate requires a second external examiner. [↑](#footnote-ref-5)