

**Appointment of Research Degree Examiners (ARDE)**

The main supervisor must complete this form and send it to the School PGR Director (or nominee) **three months** before the intended submission date of the dissertation. Prior its completion, the supervisor must have discussed the choice of examiners with the student and must have contacted the proposed examiners to ensure that they are willing to perform the role. If any exam accommodations for disabled PGR students are requested on this form, the supervisor must check that the proposed examiners would be willing to adopt the requested accommodations.

The School PGR Director (or nominee) and the Faculty PGR Director (or nominee) approve the form before it is emailed to the Academic Quality and Policy Office (AQPO). Where the School PGR Director, the Faculty PGR Director or a designated nominee is one of the student’s supervisors, an alternative senior member of academic staff in the school or faculty should approve the form.

The University’s requirements for appointing research degree examiners are set out in [Section 19](https://www.bristol.ac.uk/academic-quality/pg/code-of-practice/assessment/examiners-chairs) of the *Regulations and Code of Practice for Research Degree Programmes*.

There are four compulsory sections of this form: (A) details of the student; (B) nomination of examiners and, where required, an independent chair; (C) oral examination arrangements; and (D) declaration and approval. In addition, section (E) can be completed if there are observers who wish to attend the oral examination.

1. **Details of the student and the dissertation**

|  |  |
| --- | --- |
| Full name of student |  |
| Student ID number |  |
| School / Department |  |
| Faculty |  |
| Supervisors (full names and titles)  *Please list all supervisors* |  |
| School / Department postgraduate administrator | *This must be a named individual.* |

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| --- | --- |
| Degree sought  (e.g. PhD, MPhil, EngD, etc.) |  |
| Title of dissertation |  |

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| --- | --- |
| Expected date of submission |  |
| Oral examination date (if already arranged) |  |
| For Faculty Office use  Final date for submission |  |

**Exam accommodations for disabled PGR students**

Disabled PGR students can be offered [exam accommodations](https://www.bristol.ac.uk/academic-quality/pg/pgr-exam-accommodations/). The main supervisor must discuss this with the student and complete this section.

|  |  |
| --- | --- |
| What exam accommodations are requested? |  |
| Does the student have a study support plan from Disability Services? | YES / NO |

**Confidentiality**

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| --- | --- |
| What, if any, patent or confidentiality restrictions, or other contractual obligations, apply? Please put ‘none’ if not applicable. |  |
| What arrangements have been made to address any patent or confidentiality restrictions, or any contractual obligations? |  |
| Does the student intend to make a request, or has already made a request, for deferred access to the final copy of the dissertation? | Yes / No  If yes, please see [guidance](https://www.bristol.ac.uk/students/your-studies/postgraduate-research/assessments/delay-public-access/) on how to request a deferral. A formal application must be made on the deferral request form. |

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| Is the student a member of staff at the University of Bristol, or are there any other potential conflicts of interest that could undermine the impartiality of an internal examiner? | Yes / No If yes, please provide details: |
| *If the student is a member of staff or if there are other potential conflicts of interest, two external examiners and an Independent Chair will normally be appointed unless approval has been obtained from the Faculty PGR Director. See Section 19 of the* Regulations and Code of Practice for Research Degree Programmes *and Section B below.* | |

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| Will there be any observers at the viva? | Yes / No |
| *A request on Section E of this form may be made for observers to attend the viva. See Section 20 of the* Regulations and Code of Practice for Research Degree Programmes *and Section E below.* | |

1. **Nomination of examiners and, where required, an independent chair**

Two or more examiners must be appointed for a research degree examination, with at least one being external and independent of the University. In certain circumstances, an independent chair must also be appointed – see [Section 19](https://www.bristol.ac.uk/academic-quality/pg/code-of-practice/assessment/examiners-chairs) of the *Regulations and Code of Practice for Research Degree Programmes.* The independent chair is **not** an examiner.

Please specify the number of examiners in each category.

|  |  |  |  |
| --- | --- | --- | --- |
| External Examiner/s |  | Internal Examiner/s |  |

|  |  |
| --- | --- |
| Will an independent chair be appointed? | Yes / No |

Please provide details of each examiner and, where required, the independent chair in the boxes below. Duplicate the relevant boxes if there are more than one external or internal examiner.

**External examiner/s**

*External examiner contact details will only be used to contact the examiner in relation to the examination process and will not be shared with a third party.*

|  |  |  |
| --- | --- | --- |
| Name and title |  |  |
| Position |  | |
| Department and institution |  | |
| Address |  | |
| Email address |  | |
| Research interests (if described on web pages, please provide web address) | *Key words:* | |

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| --- | --- | --- | --- | --- | --- | --- |
| Research degrees examined | *Please select one of the options* | | | | | |
| None | 1 | 2 | 3 | 4 | More than 4 |

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| --- | --- |
| Has the examiner been employed (including in any honorary positions) by the University of Bristol? | Yes / No  If yes, when did the appointment end? |
| Does the examiner have any connections to the student, research project, supervisors, or the University? | Yes / No  If yes, please specify: |
| Has the examiner been appointed to undertake multiple examinations (e.g. an approved extended appointment to examine research masters)? | Yes / No  If yes, please provide details: |

*For completion by School or Faculty staff:*

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| --- | --- | --- | --- | --- |
| How many times has the external examiner been appointed, prior to this nomination, as a research degree examiner at the University of Bristol this academic year? | *Please select one of the options* | | | |
| None | 1 | 2 | More than 2 |

**Internal examiner/s**

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Position |  | |
| School / Department |  | |
| Research interests (if described on web pages, please provide web address) | *Key words:* | |

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| Research degrees examined | *Please select one of the options* | | | | | |
| None | 1 | 2 | 3 | 4 | More than 4 |

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| Does the examiner have any connections to the student, the research project or the supervisors? | Yes / No  If yes, please specify: |

**Independent chair (where required)**

An independent chair is only required in certain circumstances – see [Section 19](https://www.bristol.ac.uk/academic-quality/pg/code-of-practice/assessment/examiners-chairs) of the *Regulations and Code of Practice for Research Degree Programmes*.

If an independent chair is changed or added afterthis form has been approved, a separate *Changes to oral examination arrangements and/or the appointment of an independent chair* form must be completed (from <https://uob.sharepoint.com/sites/beam/SitePages/PGR-pre-exam-process.aspx>).

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| --- | --- |
| Please specify reason for the appointment of the independent chair from the drop-down list | Choose an item. |
| If other, please specify |  |  |

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| --- | --- | --- |
| Name |  |  |
| Position |  |
| Department / School |  |
| Does the independent chair have any connections to the student or the research project? | Yes / No  If yes, please specify: |
| Does the independent chair have extensive experience of research degree examinations as an examiner and have a good understanding of the University’s regulations for the award being examined? | Yes / No |

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| Full name of student |  |

1. **Oral examination arrangements**

The oral examination with the student and all examiners normally takes place at the University of Bristol. Partly online (where at least two participants are in the same room with others attending remotely) or fully online oral examinations are also permitted. The student and the examiners must agree to the arrangements.

If the oral examination arrangements change afterthis form has been approved, a separate *Changes to oral examination arrangements and/or the appointment of an independent chair* form must be completed (from <https://uob.sharepoint.com/sites/beam/SitePages/PGR-pre-exam-process.aspx>).

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| How will the oral examination be conducted? | Choose an item. |
| If partly online, please provide the name/s and role/s of the remote participant/s. |  |
| If partly or fully online, what arrangements have been put in place to support remote participation by video link, including preparations around the technology and platform to be used? |  |

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| **Confirmation** | **Yes** |
| Have the student and all the examiners agreed to the proposed arrangements for the oral examination? Please click on box to confirm. |  |

1. **Declaration and approval**

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

* The external examiner/s has the required expertise in the student’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 student’s intended award. An independent chair, if appointed, may cover this requirement for an inexperienced examiner.
* The internal examiner/s (or the independent chair if appointed) understands the requirements of the University’s regulations that apply to the award.
* None of the examiners has any connection with the student, the research project, or the supervisors or, in the case of the external examiner/s, with the University, that might impair their ability to make a fair and impartial assessment of the student’s work. The independent chair, if appointed, has no significant connections with the project or the student.
* The oral examination arrangements are appropriate.
* The request for observers at the viva in Section E below (if completed) is approved.

**Main supervisor**

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| Signature:  Name: | Date: |

**School PGR Director (or nominee)**

In addition to the above, I have checked any requested exam accommodations for a disabled PGR student, and the following accommodations will be implemented. This box should be left blank if there are no accommodations.

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Where there are exam accommodations, I have ensured that the examiners and, if appointed, the independent chair are aware of the actions they need to take.

To confirm this, click on the box.

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| Signature:  Name: | Date: |

**Faculty PGR Director (or nominee)**

In addition to the above, I have approved any tier 2 exam accommodations and/or any accommodations not included in the standard list.

To confirm this, click on the box.

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| --- | --- |
| Signature:  Name: | Date: |

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| --- | --- |
| Full name of student |  |

1. **Observers at the viva**

This section should be completed if there are observers who wish to attend the viva. Approval of the request is provided by the School PGR Director (or nominee) and the PGR Faculty Director (or nominee) in Section C above.

The agreement of the student and all examiners is required for observers to attend the viva. See [Section 20](https://www.bristol.ac.uk/academic-quality/pg/code-of-practice/assessment/viva) of the Regulations and Code of Practice for Research Degree Programmes for the regulations on observers.

If a request for observers emerges *after* this form has been approved, a separate *Request for observers to attend a viva* form may be completed (from: <https://uob.sharepoint.com/sites/beam/SitePages/PGR-pre-exam-process.aspx>).

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| **Name of observer** | **Position** | **Reason for attending the viva** |
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| **Confirmation** | **Yes** |
| Have the student and all the examiners agreed to the observer/s attending the viva? (please click on box) |  |

AQPO/January 2025