

**Changes to oral examination arrangements**

**and/or**

**the appointment of an independent chair**

Oral examination arrangements and the appointment of an independent chair are included in the *Appointment of Research Degree Examiners* (ARDE) form. The main supervisor must complete this additional form if the oral examination arrangements change or if an independent chair appointment is changed or added after the ARDE form has been approved. The School PGR Director (or nominee) and the Faculty PGR Director (or nominee) approve the form before it is submitted electronically to the Academic Quality and Policy Office (AQPO), where it will be appended to the ARDE form.

**Student details**

|  |  |
| --- | --- |
| Full name of student |  |
| Student ID number |  |
| School / Department |  |
| Faculty |  |
| Main supervisor  (full name and title) |  |
| School / Department postgraduate administrator |  |

Please specify whether this form is to request changes to the oral examination arrangements and/or to appoint an independent chair. It is permissible to use this combined form for either or both purposes.

|  |  |
| --- | --- |
| Changes to oral examination arrangements | Yes / No |
| Appointment of an independent chair | Yes / No |

**Section 1: Changes to oral examination arrangements**

This section should be completed if the oral examination arrangements have changed after the approval of the ARDE form.

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.

|  |  |
| --- | --- |
| How will the oral examination be conducted? | Choose an item. |
| If partly online, please provide the name/s and role/s (student, internal examiner, external examiner, or independent chair) 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? |  |

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

**Section 2: Independent chair**

This section should only be completed where an independent chair is changed or added after the approval of the ARDE form.

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

|  |  |  |
| --- | --- | --- |
| 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 |

**Declaration and approval**

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

* The change to the oral examination arrangements, if completed above, is appropriate.
* The independent chair, if appointed, understands the requirements of the University’s regulations that apply to the award.
* The independent chair, if appointed, has no significant connections with the project or the student.

**Main supervisor**

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

**School PGR Director (or nominee)**

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

**Faculty PGR Director (or nominee)**

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

AQPO/April 2024