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# **RESEARCH DEGREE: Examination Arrangements**

*This form should be used by the Supervisory team to propose examination arrangements for research degree candidates (MPhil or PhD). The form must be completed electronically by the Director of Studies, or other member of the supervisory team. Please send the completed form to* *research.degree@solent.ac.uk**, in Research, Innovation & Enterprise, no later than 6 months prior to the expected date of thesis submission, please see section 8 below. RIE will make arrangements for the proposal to be considered by the Chair / Deputy Chair Research Degrees Committee (*[*Academic Handbook Section 2R refers*](https://www.solent.ac.uk/research-innovation-enterprise/research-degrees/documents/academic-regulations-for-postgraduate-research-students.pdf)*).*

## PART A: THE CANDIDATE

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| **1. Surname/Family Name:** |  |
| **2. First Name(s):** |  |
| **3. Student ID Number:** |  |

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| **4. School:** | Art Design & Fashion |  | Business, Law & Communications |  | Media, Arts & Technology |  | Sport, Health & Social Sciences |  | Maritime Science & Engineering |  |

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| **5. Start date:** |  |
| **6. Mode of Study:** | Full-Time |  |  Part-Time |  |
| **6. Level of Award:** | MPhil |  | MPhil/PhD |  | PhD by Prior Publication |  |
| **8. Expected date of thesis submission:** |  |
| **9. Name of any external collaborating establishment(s)** (if applicable)**:** |
|  |  |
| **10. Title of thesis**  |
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| **11. Has the candidate worked at Solent during his/her studies?** | YES |  | NO |  |
| **NOTE: Where the student is, or has been, a member of staff all examiners must be external (no internal examiners),** *(*[*Academic Handbook Section 2R refers*](https://www.solent.ac.uk/research-innovation-enterprise/research-degrees/documents/academic-regulations-for-postgraduate-research-students.pdf)*)* **and see Part C of this form.** |

## PART B: APPROVED SUPERVISORY TEAM

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| **12. Please insert details of the approved supervisory team** |
|  | **Director of Studies** |  |
| **Co-supervisor** |  |
| **Co-supervisor (if any)** |  |
|  | **Advisor (if any)** |  |
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## PART C: PROPOSED EXAMINATION TEAM

***There will normally be 2 examiners, of which at least 1 must be external.*** *Where a candidate is, or has been, a member of the University’s staff while undertaking their research studies,* ***all*** *examiners must be external.*

*Please attach CVs for each examiner which must provide evidence of all the following.* ***This form will not be processed without the CV’s attached****.*

*a) current research and/or consultancy interests,*

*b) publications relevant to the thesis (last five years only),*

*c) experience of PhD/ProfDoc examinations and / or supervision of PhDs/ProfDocs to completion.*

*d) external examiners have not been employed by Solent University within the last 3 years, and have no other conflicts of interest.*

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| **13. 1st External Examiner** |
|  | **Name/ Designation** |  |
| **Relevant Qualifications** |  |
| **Contact details** (email and phone number) |  |
| **Present post** |  |
| **Place of work** |  |
|  | **Examination Experience:** No. of research degree candidates examined (Masters, MRes and other Postgraduate Taught examinations are not applicable) | **MPhil** | **PhD/ProfDoc** |
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| **14. 2nd External Examiner** (please refer to note at section 11) |
|  | **Name/ Designation** |  |
| **Relevant Qualifications** |  |
| **Contact details** (email and phone number) |  |
| **Present post** |  |
| **Place of work** |  |
|  | **Examination Experience:** No. of research degree candidates examined (Masters, MRes and other Postgraduate Taught examinations are not applicable) | **MPhil** | **PhD/ProfDoc** |
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| **15. Internal Examiner** |
|  | **Name/ Designation** |  |
| **Relevant Qualifications** |  |
| **Contact details** (email and phone number) |  |
| **Present post** |  |
| **Place of work** |  |
|  | **Examination Experience:** No. of research degree candidates examined (Masters, MRes and other Postgraduate Taught examinations are not applicable)  | **MPhil** | **PhD/ProfDoc** |
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| **16. Independent Chair** |
| **Name** |  |
| **I confirm that the above named, from the list of approved independent chairs, has agreed to act as an independent chair for this viva.** |
| **17**. **I confirm that the proposed examiners’ experience meets the requirements of the University’s Regulations for Postgraduate Research Students and that this is supported by the attached CVs.** ([Academic Handbook Section 2R refers](https://www.solent.ac.uk/research-innovation-enterprise/research-degrees/documents/academic-regulations-for-postgraduate-research-students.pdf)). |

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| **Signed by DoS:** |  |
| **Print Name:** |  | **Date:** |  |

**PART D: APPROVAL RESEARCH, INNOVATION & ENTERPRISE**

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| **19**. In approving the proposed examination team, RDC should be satisfied that:* Internal examiners have experience in the general area of the student’s work.
* External examiners have experience in the specialist area of the student’s thesis and demonstrate a consistent and extensive record of relevant publication.
* The examining team as a whole has substantial experience of successful supervision and examination of research degree students. Normally, the examining team should have completed a minimum of two examinations.

([Academic Handbook Section 2R refers](https://www.solent.ac.uk/research-innovation-enterprise/research-degrees/documents/academic-regulations-for-postgraduate-research-students.pdf)) |

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| **Approved by Chair / Deputy Chair RDC:** |  |
| **Print Name:** |  | **Date:** |  |