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| |  | | --- | | **RD6E (09/2020)** | | |
| |  | | --- | | RESEARCH DEGREE: Examination Arrangements. | | |
| This form should be completed in full and forwarded to the NTU Doctoral School. Please refer to NTU Quality Handbook Part D Regulations Section 11.  This form should be used to propose examination arrangements for research degree candidates (PhD or Professional Doctorates). The form must be word processed and forwarded to the NTU Doctoral School, who will make arrangements for the proposal to be considered by the relevant School Research Degrees Committee (SRDC). The Director of Studies is responsible for the submission of the proposals for the doctoral candidate’s examiners to the SRDC between **three** **and six** months prior to the expected date of submission of the thesis.  **A brief CV, including research interests and recent publications, for each external examiner must be attached**. | |
| **PART A: THE CANDIDATE** | |
| 1. Doctoral candidate ID: |  |
| 2. Name in full: |  |
| 3. Thesis Title |  |
| **PART B: APPROVED SUPERVISORY TEAM** | |
| |  |  | | --- | --- | | 11. Name | Designation | |  | Director of Study  2nd Supervisor  3rd Supervisor | | |
| **PART C: PROPOSED EXAMINING TEAM** | |
| |  |  |  |  | | --- | --- | --- | --- | | 12. **Name** | **Qualifications** | **Designation** | **No. of research degree candidates examined** | | a) Internal Examiner |  |  | ........ MPhil  ........ PhD  ........ Professional Doctorates/DBA | | b) External Examiner |  |  | ........ MPhil  ........ PhD  ....... Professional Doctorates/DBA | | c) External Examiner |  |  | ........ MPhil  ........ PhD  ........ Professional Doctorates/DBA | | |

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| |  |  | | --- | --- | | The External Examiner(s) should: | Tick if complied with | | 1. Be active in research as indicated by a track record of recent publications in the field. |  | | 1. Not come from the same institution as the doctoral candidate and/or any of the supervisors (current or recent past). |  | | 1. Not recently collaborated with the doctoral candidate or any member of the supervisory team. |  | | The Examining Team as a whole should have examined three PhDs |  |   **Has the Internal Examiner completed the appropriate NTU Research Degrees Internal Examiner and Independent Chair training within the last 3 years for inclusion in the examining team Y/N**  Date of completion:  **Is the candidate currently a member of NTU staff on a permanent contract?**  **Y/N**  If yes, please note Section 11, paragraph 26.4 of the NTU Quality Handbook states ‘where the candidate is a permanent member of University staff, a second external examiner is appointed in place of the internal examiner’.   * **PPART D: TO BE COMPLETED BY THE DIRECTOR OF STUDIES/LEAD SUPERVISOR** |
| 13. I confirm that this proposal is made in accordance with the research degree regulations for PhD or Professional Doctorates.  Signed by DoS/Lead Supervisor ................................  Print Name ............................  Date .................. |
| **PART E:** |
| 14. Name of Independent Chair (to be nominated by Chair of the School Research Degrees Committee):  ........................................................ |
| **FOR OFFICE USE ONLY** |
| **Approved by the Chair of the School Research Degrees Committee**  Signed by Chair SRDC...............................  Print Name .......................  Date ................ |

Please attach a CV to this document **for each external examiner**.