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| **FORM UPR5** Proposal for the Appointment of Examiners for a Higher Degree by Research (including Professional Doctorate Students) | http://www.port.ac.uk/departments/services/marketingandcommunications/corporateidentity/logo/filetodownload,199986,en.jpg |
| **Section 1:**  First Supervisor to complete grey boxes of Section 1, Section 2 Part A and Section 3 Part A before sending to [researchdegrees@port.ac.uk](mailto:researchdegrees@port.ac.uk). The submitted form will be split and only the relevant sections sent to the proposed examiners for completion.  Details of the regulations for the eligibility for this role can be found in the [Regulations for Research Degrees](https://policies.docstore.port.ac.uk/policy-115.pdf) from Page 37. | |

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| **Postgraduate Research Student (PGRS) Information** | | | | **Student ID:** |  | |
| **PGRS Name:** |  | | | | | |
| **Department:** |  | | **Registration Start Date**  (Month and year): | | |  |
| **Position held and place of work:**  (Prof Doc and UoP staff members only) | |  | | | | |

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| **Study Mode and Route:** | Part-time  Full-time |  | MPhil  PhD  PhD (Compilation Style Thesis) |  | PhD by Publication  MD  Professional Doctorate |  |

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| **Title of Thesis** |  |

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| Supervision Team | |
| **First Supervisor:** |  |
| **Second Supervisor:** |  |
| **Third Supervisor:** |  |

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| **Rationale for Proposed Examiner(s)**  (to be completed by supervisor(s).  Please explain briefly why the examiners are appropriate for this examination (e.g. expertise in the subject of the thesis)  [Examination Arrangements](https://policies.docstore.port.ac.uk/policy-115.pdf?_ga=2.29871799.948682811.1586350804-1113610906.1586350400) 11.3 Research Degree Regulation |  |

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| **Expected Format of *viva voce* Examination**  This will have implications for the level of ID check required for external examiners | In person  Video conference  Hybrid  (please indicate who would be attending in person and who would be attending virtually) |  |

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| **If you or the candidate would like an Independent Chair to be appointed for this examination please see the** [Notes and Guidance for the Appointment, Criteria and Duties of an Independent Chair](https://drive.google.com/file/d/1jZqp3KoJUxnsok9mTBk3_wipT8omymXM/view?usp=sharing) **document and email** [researchdegrees@port.ac.uk](mailto:researchdegrees@port.ac.uk) **with reasons for the request.** |

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| **Section 2:**  Part A to be completed by the First Supervisor, for the External Examiner ([Academic Regulations: Examination Arrangements](https://policies.docstore.port.ac.uk/policy-115.pdf): 11.3). Should more than one External Examiner be required by the Regulations please use the [Extended Examiners UPR5 Form](https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance/postgraduate-research-examinations-viva-voce/for-supervisors). |

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| Part A: Proposed External Examiner Grey boxes to be completed by the First Supervisor | | | | | | | | | | | | | |
| **Name and Title:** | |  | | | | | | | | | | | |
| **Institution:** | |  | | | | | | | | | | | |
| **Telephone Number:** | |  | | | **Email Address:** | | |  | | | | | |
| Part B: Grey boxes to be completed by the proposed External Examiner and returned to [researchdegrees@port.ac.uk](mailto:researchdegrees@port.ac.uk) with a CV and proof of eligibility to work in the UK | | | | | | | | | | | | | |
| **Title and Post Held:** | |  | | | | | | | | | | | |
| **Address for Correspondence:** | |  | | | | | | | | | | | |
| **Number of Higher Degrees by Research (PhD, MD and Professional Doctorate) candidates previously examined:** | | | | | | | | | | | | | |
| **UK Institutions:** |  | | | **EU Institutions:** | |  | | | **International Institutions:** | | |  | |
| **Number of MPhil degree candidates previously examined:** | | | | | | | | | | | | | |
| **UK Institutions:** |  | | | **EU**  **Institutions:** | |  | | | **International Institutions:** | |  | | |
| **The UK government states that employers are required to carry out document checks to confirm whether a person has the right to work in the UK or a visa is required.**  **Are you eligible to work in the UK (hold a UK passport, right to work share code or already have UK working visa)?** | | | | | | | | | | YES NO | | |  |
| If YES, please send a copy of the details page from your UK/EU passport, a copy of your national identity card, or copy of your working visa.  If NO, please see the UK Visas and Immigration website regarding process for obtaining an appropriate working visa at: <https://www.gov.uk/standard-visitor> | | | | | | | | | | | | | |
| 1. **Have you previously examined a Higher Degree by Research/Professional Doctorate candidate for the University of Portsmouth?**   **If no please go to question d.** | | | | | | | | | | YES NO | | |  |
| 1. **When did you last examine a Higher Degree by Research/Professional Doctorate degree for the University of Portsmouth?**   **Month and year, if known:** | | | | | | | | | | | | | |
| 1. **What was the name of the candidate or their supervisor?** | | | | | | | | | | | | | |
| 1. **Have you been a member of staff of the University of Portsmouth?**   **If yes, on what date did you leave?** | | | | | | | | | | YES NO | | |  |
| 1. **Are you independent of the University or Portsmouth and any affiliated or associated institutions?**   **If no, please provide details below:** | | | | | | | | | | YES NO | | |  |
| 1. **Have you held any position at the University, paid or unpaid?**   **If yes, please provide details below:** | | | | | | | | | | YES NO | | |  |
| 1. **Have you published with, sought finance with, delivered a joint conference paper with, or have any other ongoing or completed collaborations with the candidate?**   **If yes, please provide details below:** | | | | | | | | | | YES NO | | |  |
| 1. **Have you published with any member of the supervisory team within the last five years?**   **If yes, please provide details below:** | | | | | | | | | | YES NO | | |  |
| 1. **Have you previously acted as a supervisor for the candidate?**   **If yes, please provide details below:** | | | | | | | | | | YES NO | | |  |
| 1. **Are you aware of any other potential conflicts of interest which have not been declared above?**   **If yes, please provide details below:** | | | | | | | | | | YES NO | | |  |
| **I have attached a CV indicating my expertise, supervision and Higher Degree by Research/Professional Doctorate examining experience.**  **I am clear about the duties and responsibilities involved in acting as External Examiner for a Higher Degree by Research/Professional Doctorate (see Examinations chapter of the Regulations at** <https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance> **and I am willing to be nominated. I undertake to report any changes to the circumstances outlined in my answers to questions (a) to (j) above to** [researchdegrees@port.ac.uk](mailto:researchdegrees@port.ac.uk) **as soon as possible, should they occur.** | | | | | | | | | | | | | |
| **Signed:** | | |  | | | | **Date:** | | | | | | |

This form can be signed either by inserting an electronic signature at the picture icon, using the pdf Sign tool, or forwarding an email to [researchdegrees@port.ac.uk](mailto:researchdegrees@port.ac.uk) to confirm.

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| **Section 3:**  (Part A to be completed by the First Supervisor, for the Internal Examiner ([Academic Regulations: Examination Arrangements](https://policies.docstore.port.ac.uk/policy-115.pdf): 11.3.6) |

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| Part A: Proposed Internal Examiner Grey boxes to be completed by the First Supervisor | | | | | | | | | | | | | | | |
| **Name and Title:** | |  | | | | | | | | | | | | | |
| **School/Department:** | |  | | | | | | | | | | | | | |
| **Telephone Number:** | |  | | | **Email Address:** | | |  | | | | | | | |
| Part B: (To be completed by the proposed Internal Examiner) | | | | | | | | | | | | | | | |
| **Title and Post Held:** | |  | | | | | | | | | | | | | |
| **Address for Correspondence:** | |  | | | | | | | | | | | | | |
| **Number of Higher Degrees by Research (PhD, MD and Prof Doc) candidates previously examined:** | | | | | | | | | | | | | | | |
| **UK Institutions:** |  | | | **EU Institutions:** | |  | | | **International Institutions:** | | |  | | | |
| **Number of MPhil degree candidates previously examined:** | | | | | | | | | | | | | | | |
| **UK Institutions:** |  | | | **EU Institutions:** | | |  | | | **International Institutions:** | | |  | | |
| 1. **Have you previously examined a Higher Degree by Research/Professional Doctorate candidate for the University of Portsmouth?**   **If no please go to question d.** | | | | | | | | | | | | | | YES NO |  |
| 1. **When did you last examine a Higher Degree by Research/Professional Doctorate degree for the University of Portsmouth?**   **Month and year, if known:** | | | | | | | | | | | | | | | |
| 1. **What was the name of the candidate or their supervisor?** | | | | | | | | | | | | | | | |
| 1. **Have you been involved with the supervision of the candidate?**   **If yes, please provide details below:** | | | | | | | | | | | | | | YES NO |  |
| 1. **Have you published with, sought finance with or delivered a joint conference paper with the candidate?**   **If yes, please provide details below:** | | | | | | | | | | | | | | YES NO |  |
| 1. **Have you attended the How to be an Internal/External Examiner workshop?**   Information on this recommended session and how to book is available at: <https://www.port.ac.uk/study/postgraduate-research/graduate-school/for-supervisors/events>  Moodle Unit now available:  How to be an Internal or External Examiner: <https://moodle.port.ac.uk/course/view.php?id=6664> | | | | | | | | | | | | | | YES NO |  |
| **g) If the examination is for PhD by Publication, have you attended the specific**  **PhD by Publication training?**  Information on this recommended session and how to book is available at: <https://www.port.ac.uk/study/postgraduate-research/graduate-school/for-supervisors/events> | | | | | | | | | | | | | | YES NO  N/A |  |
| **My research profile on the Portsmouth Research Portal (**<https://researchportal.port.ac.uk/portal/en/>**) is up to date and I will provide additional information on my research activities, if requested.**  **I am clear about the duties and responsibilities involved in acting as Internal Examiner for a Higher Degree by Research/Professional Doctorate (see 11.3** [Examinations Section of the Regulations](https://policies.docstore.port.ac.uk/policy-115.pdf)**)** **and I am willing to be nominated.** | | | | | | | | | | | | | | | |
| **Signed:** | | |  | | | | | | | | **Date:** | | | | |

This form can be signed either by inserting a (scanned) electronic signature at picture icon, using the pdf Sign tool, or forwarding an email to [researchdegrees@port.ac.uk](mailto:researchdegrees@port.ac.uk) to confirm.

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| **Approval by Faculty Research Degrees Committee** | |
| **Academic Regulations and Criteria for Appointment Checked:**  (Electronic signature inserted using pdf Sign tool) | |
| **Signed:**  ***(Research Team, Academic Services)*** |  |
| **Approved:**  ***(Chair, Faculty Research Degrees Committee (FDPGR))*** |  |