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| **FORM UPR5**Proposal for the Appointment of Examiners for a Higher Degree by Research (including Stage 2 Part 2 Professional Doctorate Students/ PHD By Pub) | 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 (if applicable) before sending to researchdegrees@port.ac.uk. The submitted form will be split and only the relevant sections sent to the proposed examiners for completion. |

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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-timeFull-time  | [ ] [ ]  | MPhil PhDPhD by Pub | [ ] [ ] [ ]  | MDProfessional 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 personVideo conferenceHybrid (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 document and email** 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 each External Examiner (Academic Regulations: Examination Arrangements: 11.3).  |

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| Part A: Proposed External Examiner 1Grey 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 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/EU passport 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/permitted-paid-engagement-visa>  |
| 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?**

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| 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 of 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  | [ ] [ ]  |
| **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/policies-regulations-guidance-and-forms](https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance/policies-regulations-guidance-and-forms%20)**) 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 **as soon as possible, should they occur.** |
| **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 to confirm.

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| **Section 2:** Part A to be completed by the First Supervisor, for each External Examiner (Academic Regulations: Examination Arrangements: 11.3).  |

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| Part A: Proposed External Examiner 2Grey 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 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/EU passport 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/permitted-paid-engagement-visa>  |
| 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?**

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| 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 of 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:**      |  |  |
| **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/policies-regulations-guidance-and-forms**) 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 **as soon as possible, should they occur.** |
| **Signed:** |  | **Date:**       |

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| **Section 3:** (Part A to be completed by the First Supervisor, for each Internal Examiner (Academic Regulations: Examination Arrangements: 11.3.6) |

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| Part A: Proposed Internal ExaminerGrey 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?**

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| 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 (previously known as The Research Degree Examination)?**

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 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.** |
| **Signed:** |  | **Date:**       |

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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))*** |  |