**PGR STUDENT: EXAMINATION PANEL & THESIS TITLE APPROVAL FORM**

THIS FORM SHOULD BE COMPLETED IN CONSULTATION WITH THE LEAD SUPERVISOR AND THE STUDENT. PLEASE ENSURE THAT ALL PARTS OF THE FORM ARE COMPLETED.

Further detail on the criteria for examiners and guidance on the examination process is available online in the [PGR Exams Handbook](https://www.keele.ac.uk/study/postgraduateresearch/kda/resources/pgrguidanceandforms/):

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| **Section A: Student Details** |
| Name of student: |  | Student No. |  |
| Research Home: | FMHS HUMSS NATSCI  |
| Lead supervisor: |  |
| Degree registered for: |  | MoA: | FT/ PT  |
| Start date: |  | End date: |  |
| Expected thesis submission date: |  |
| Thesis title to be approved (20 words max): |  |
| Is the thesis subject to a confidentiality agreement? | Yes No  |
| Is this an examination of a resubmitted thesis? | Yes No  |
| Does the student have a Learning Support Plan in place? | Yes No  |
| If so, does the student require any reasonable adjustments as a result of a disability or dyslexia that need to be made known to the examiners? | Yes No  |

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| **Section B: External Examiner** |
| Name: |  |
| Institution: |  |
| Current position: |  |
| Email address and telephone number: |  |
| Postal address: |  |
| Examiner eligible to work in UK? | Yes/ No |
| *UK based examiners only –* has the examiner’s current employer completed right to work checks? | Yes/ No |
| Where the examiner is not eligible to work in the UK, they have confirmed that they accept responsibility for local tax implications  | Yes / No |
| Examiner’s research expertise, including a list of up to five relevant publications in the field being examined: |  |
| Number of students supervised who have completed at this level of degree: |  |
| Number of research examinations undertaken at this level of degree: |  |
| Current knowledge of student’s work (to ensure appropriate independence): |  |
| Appropriate home (or office) IT set up, should travel restrictions mean the viva will take place remotely? |  |

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| **Section C: Internal Examiner** |
| Name: |  |
| Research Home: | FMHS HUMSS NATSCI  |
| Current position: |  |
| Email address and telephone number: |  |
| Examiner’s research expertise, including a list of up to five relevant publications in the field being examined: |  |
| Number of students supervised who have completed at this level of degree: |  |
| Number of research examinations undertaken at this level of degree: |  |
| If you have no experience of supervising to completion or examining at this level, please detail other relevant experience. Examples could include acting on a PR1 panel as Chair or Examiner, examining on a mock viva panel, or acting as Chair for a viva.  |  |
| Current knowledge of student’s work (to ensure appropriate independence): |  |
| Appropriate home (or office) IT set up, should travel restrictions mean the viva will take place remotely? |  |

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| **Section D: Second External Examiner (if required)** |
| Reason for second external examiner: |  |
| Name: |  |
| Institution: |  |
| Current position: |  |
| Email address and telephone number: |  |
| Postal address: |  |
| Examiner eligible to work in UK? | Yes / No |
| *UK based examiners only –* has the examiner’s current employer completed right to work checks? | Yes / No |
| Where the examiner is not eligible to work in the UK, they have confirmed that they accept responsibility for local tax implications  | Yes/ No |
| Examiner’s research expertise, including a list of up to five relevant publications in the field being examined: |  |
| Number of students supervised who have completed at this level of degree: |  |
| Number of research examinations undertaken at this level of degree: |  |
| Current knowledge of student’s work (to ensure appropriate independence): |  |
| Appropriate home (or office) IT set up, should travel restrictions mean the viva will take place remotely? |  |

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| **Section E: Additional information to support the case for the proposed examiners and/or Independent Chair** |
| Please use this box to provide information about the proposed examiner(s) in the following circumstances (for guidance on all scenarios, see the relevant section concerning the oral examination panel on [PGR Guidance and Forms](https://www.keele.ac.uk/research/currentpgrstudents/pgrguidanceandforms/) web page):* To make a case if the examiner(s) fails to meet the criteria, focusing, where applicable, on the overall balance of experience in the panel;
* To make a case if the examiner(s) is based overseas;
* To make a case for a three-person panel comprising two External Examiners and an Internal Examiner;
* To declare a current or previous research collaboration between the Lead Supervisor and the examiner(s);
* To declare the nomination of an examiner whose research is the focus of the student’s thesis;
* To declare a personal or romantic relationship between the Lead Supervisor and examiner(s).

For Independent Chairs, please use this box to either make a case for Chair from another Faculty, or to declare a personal or romantic relationship between the Lead Supervisor and proposed Chair. |

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| **Section F: Independent Chair of the Oral Examination** |
| Name: |  |
| Research Home: | FMHS HUMSS NATSCI |
| Current position: |  |
| Email address: |  |
|  Number of research examinations undertaken at this level as independent chair |  |
| Number of research examinations undertaken at this level as examiner |  |
| Have you completed the online training?*Role of the Chair for Keele University PhD Examinations* | Yes No |
| Current knowledge of student’s work (to ensure appropriate independence): |  |
| Appropriate home (or office) IT set up, should travel restrictions mean the viva will take place remotely? |  |

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| **Section G: Organiser of the Oral Examination (in most instances, this will be the Independent Chair)** |
| Name: |  |
| Current position: |  |
| Email address: |  |

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| **Section H: Oral Examination by Video Link (to be completed by the organiser of the Oral Examination)** |
| Will the viva examination be held electronically via a video link? | Yes / No  |

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| **Section I: FRO Postgraduate Research Committee Approval** |
| **THESIS TITLE:**The FRO Postgraduate Committee has approved the thesis title as it appears on this form  |
| **EXAMINATION PANEL:**The Committee recommends to RDC that the proposed examination panel be approved  |
| PGR Director’s Signature: |  | Date: |  |
| Print Name: |  |

The fully completed form should be submitted three months before submission of the thesis to the PGR Administrator of the Faculty Research Office. It will then be referred to the Research Degrees Committee (exams.pgr@keele.ac.uk) for approval.