**Notice of Intention to Submit (ITS) a Research Degree Thesis**

**Supplementary Page – Additional Examiner (Section A)**

**and/or Independent Chair (Section B)**

Please submit with the full ITS form where possible.

**Additional External Examiner** **(section A)** to be completed where the candidate is or has during the preceding five years been primarily a member of UoL staff or a member of staff of a “recognised institution” as defined in the relevant Ordinance.  Candidates who acquire roles at UoL that complement their research degree studies (e.g. GTAs) will not normally require a second External Examiner.

**Independent Chair (section B)** to be used in the case of all Resubmissions or as otherwise identified in the ordinances and regulations or in the Policy for Research Degreee Examinations and Examiners.

**Please note that PGR thesis submissions for examination are now being accepted in electronic format only, and Examiners will therefore receive an electronic version of the thesis to examine.**

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| **Student Name** |  | **Student No** |  |
| **Primary Supervisor** |  | **Second Supervisor** |  |
| Degree sought | **PhD MPhil MD DBA EdD Other:** |  |  |
| **Section A****Additional External Examiner** (to be completed by the Supervisor) |
| Name & Title  |  |
| Qualifications  |  | Has a research based higher degree? | Yes / No |
| Email  |  |
| Telephone  |  |
| PhD thesis examined to date | Nil 1 – 5 5 + |
| Web link to research profile |  |
| Current employer |  | Position  |  |
| Nationality  |  |
| Country of residence  |  |
| **As part of the University’s compliance with UK Employment legislation I confirm that I have assessed that this examiner (please tick):** * Appropriate visa checks have been carried out in line with HR/ Government requirements ([*https://www.liverpool.ac.uk/intranet/hr/visasandimmigration/visiting/*](https://www.liverpool.ac.uk/intranet/hr/visasandimmigration/visiting/)).

***NB – Please do not send copies of passports with this form. External Examiners Passports and Visas will be retained on the Teams site for 2 years after employment as proof of Right to Work checks for any examiner working in the UK. This is in line with the Home Office retention period (***[***https://www.gov.uk/government/publications/right-to-work-checks-employers-guide***](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide)***).*** |
| **Statement to support the nomination** (to be completed by the Supervisor) |
| *Please indicate the specialised competence of the examiner; their qualifications and how these match the candidate’s thesis*  |

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| **Justification for any exceptional arrangements i.e. where an Independent Chair is needed** (to be completed by the Supervisor) *Please refer to the Code of Practice Appendix 8, section 3*: <https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-8-PGR-CoP.pdf> |
| 1. ***Please complete where:***
* *The Internal Examiner has not acted as an examiner previously.*
* *Where a proposed External Examiner is a former member of staff of UoL, please confirm that at least five years has elapsed since they left the employment of the University.*

***Special note:*** *Where an INDEPENDENT CHAIR is required please complete ‘Section B’.* |
| **Section B****Independent Chair** (to be completed by the IDPGR/ SDPGR or nominee) |
| Name & Title |  |
| Qualifications |  | Has a research based higher degree? | Yes / No |
| Dept/ School/ Institute |  |
| Faculty |  |
| Email |  |
| Telephone |  |
| PhD theses examined to date | Nil 1 – 5 5 + | Internal Examiner training completed? | Yes / No |
| Reason for appointment |  |
| OPD 2nd Viva Examination (please circle correct OPD programme) | IC affiliated to DBA programmeIC affiliated to EdD programme |

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| **Section C – To be completed where this form is not submitted with the full ITS Form****DECLARATION** (to be completed by the IDPGR/ SDPGR or nominee) |
| By signing this form, I certify that:* When appointing the external examiner, right to work implications have been considered.
* If required, a copy of the external examiner’s passport has been uploaded to the ‘PGR external examiner passport repository’ Teams site.
* The student has undertaken research work in my dept/ school/ institute in accordance with the requirements of the Ordinance and Regulations for this degree and I recommend that the examiners named above should be appointed to examine the thesis.
 |
| **Signature**  |  | **Date** |  |
| **Section D - To be completed where this form is not submitted with the full ITS Form****Faculty Director of PGR - APPROVAL** |
| On behalf of the Faculty of HLS / HSS / S&E I approve the appointment of the Examiners for the student named. |
| **Signature**  |  | **Date** |  |