**Notice of Intention to Submit a Research Degree Thesis**

All students who intend to submit a thesis for a research degree should complete this form which should reach the Research Degree Administration Team not less than ***TWO MONTHS*** before the thesis is expected to be presented. **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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| **Section A****Student Details** (to be completed by the student) |
| Name |  | Student No |  |
| Email: |  |
| Dept/ School/ Institute |  |
| Faculty |  |
| Dual/Joint PhD Scheme (if applicable) |  |
| Supervisors  |  |
| Title of thesis  |  |
| Degree sought | **PhD MPhil MD** Other: |
| Are you, or have you been, a **member of staff** at UoL or another recognised institution in the last 5 years? Y / *N If yes, please ensure that a second External Examiner is nominated****NB – Please note that a second External Examiner will be appointed where the candidate (studying full or part-time) 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.***A list of recognised institutions is available here: <https://www.liverpool.ac.uk/aqsd/collaborative-provision/>   |  |
| **Extenuating Circumstances**Where you have extenuating circumstances that may have affected your performance over your write up period and you have NOT previously declared these, OR if you experience any extenuating circumstances between submitting this form and your viva, that you think may affect your performance in your viva, **please contact your School/ Institute Director of Postgraduate Research.****Disability Support**If you have adisability and require adjustments for your viva, please inform your **Departmental Disability Contact** to discuss appropriate arrangements. It is also helpful for your School/Institute PGR administrator to be aware.You can find a list of contacts here: <https://www.liverpool.ac.uk/studentsupport/disability/support/ddc/> You can also contact Disability Advice and Guidance at disteam@liverpool.ac.uk and/or discuss your requirements with your School/Institute Director of Postgraduate Research. |
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| [ ]  **I confirm that I have checked my contact details on Liverpool Life are correct** |
| **Signature**  |  | **Date** |  |

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| **Section B****Internal Examiner Details** (to be completed by the Supervisor) |
| Name & Title  |  |
| Qualifications  |  | Has a research based higher degree? | Yes / No |
| Email  |  |
| Telephone  |  |
| PhD theses examined to date | Nil 1 – 5 5 + | Internal Examiner training completed? | Yes / No |
| **Section C****External Examiner Details** (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 one):** * is a British national with the right to work in the UK. A copy of their passport has been uploaded to the ‘PGR external examiner passport repository’ Teams site. (Please note that this is required for any examiner within the UK even where the viva is being held remotely)
* is a non-UK national with an existing right to work in the UK. A copy of their passport and visa has been uploaded to the ‘PGR external examiner passport repository’ Teams site. (Only required if the examiner is in the UK when the viva is being held – including remote vivas)
* The external will be attending the viva remotely from outside the UK so does not require right to work checks.

***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)***).*** |

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| **Section D****Statement to support the examiners nominated** (to be completed by the Supervisor) |
| *Please indicate the specialised competence of the examiners; their qualifications and how these match the candidate’s thesis*  |
| **INTERNAL** **EXTERNAL**  |
| **Section E****Justification for any exceptional arrangements i.e. where an Independent Chair is needed** (to be completed by the Supervisor) |
| 1. ***Please complete where:***
* *One or both examiners do not hold a research-based higher degree.*
* *Either 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.*
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| ***Special note:******Where a SECOND EXTERNAL EXAMINER or INDEPENDENT CHAIR is required please use:****“Supplementary Page – Additional Examiner and/or Independent Chair”**this can be requested from* *rda@liverpool.ac.uk* |

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| **Section F****DECLARATION** (to be completed by the IDPGR/ SDPGR or nominee) |
| By signing this form, I certify that:* right to work implications have been considered when appointing the external examiner and where necessary the examiner will enter the UK on the appropriate work visa
* where the examiner is a UK resident/ will be in the UK for the viva a copy of the external examiner’s passport has been checked and 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;
* the student has completed their laboratory work
 |
| **Signature**  |  | **Date** |  |
| **Section G****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 on this Intention to Submit a Research Degree Thesis form. |
| **Signature**  |  | **Date** |  |
| **Section H****Research Degree Administration Team – APPROVAL** |
| Date of Registration |  | Earliest submission date |  |
| Expected completion |  | Max end date for degree |  |
| Right to work declaration completed | Yes | No  | External Examiner passport uploaded | Yes | No | NA |
| **Signature**  |  | **Date** |  |