Form RDC-E (2022)

**OXFORD BROOKES UNIVERSITY**

**RESEARCH DEGREES COMMITTEE**

**Application for Approval of Examination Arrangements**

**for the Degree of Master / Doctor of Philosophy / PhD by Published Work/**

**MA, MSc, LLM by Research/ Research Component of the Professional Doctorate.**

**This form should be completed by the supervisors**, with reference to the Oxford Brookes University Research Degree Regulations. The form should be word processed and all the required RDC CV forms must be attached.

**Please note that examiners must be proposed and appointed up to 2 months before the thesis is submitted.**

# 1 The candidate

Name:

Present post and place of work:

Name of any collaborating establishment(s):

Mode of study: Full-time / Part-time

Expected date of submission:

# 2 The supervisors

**2.1** a) Director of studies (include name, qualifications, post held and place of work):

b) Co-Director of studies (include name, qualifications, post held and place of work):

**2.2** Second supervisor(s) (include name, qualifications, post held and place of work):

 a)

 b)

 c) (Supervisor acting in the role of Mentor to the Supervisory Team)

**3 Final title of thesis** (this should be the title which will appear on the front board of the candidate's thesis)

**4 Proposed examiners** (regulation 14 refers – NB: a copy of the completed RDC-CV form **must** be attached for all examiners who have not previously examined an Oxford Brookes University research degree candidate or have not done so within the two years prior to this appointment)

**4.1** **External examiner(s)** (include name, qualifications, post held and place of work):

 **Please note that it is important that the examiner’s current email address is included so that the thesis can be sent out to them by email.**

 ***External examiners of PhDs must have previously examined at least 2 PhDs. If not, another external or second external must be proposed who does have the relevant experience.***

 ***In the case of an examination for one of the other types of research degree, the external examiner must have (a) experience of examining at least one doctorate; and (b) hold, or have experience of examining or supervising one candidate for, the type of degree they are being proposed. Exceptionally (e.g. in developing areas of provision), the Research Degrees Committee shall have the discretion to modify the latter requirement (b), subject to demonstration that the integrity of examination arrangements will otherwise be maintained.***

***NB: All students who have any sort of staff contract are classed as members of staff and must therefore have two external examiners in addition to the internal examiner.***

a)

b)

| **External Examiner’s Previous Research Degree Examination figures:** | a | B |
| --- | --- | --- |
| Number of research degrees previously examination.  | MPhil candidates |  |  |
| PhD candidates |  |  |
| MA, MSc, LLM by Research candidates |  |  |
| PhD by Published Work candidates |  |  |
| Professional Doctorate candidates – DCM / EdD |  |  |

**4.2** **Internal examiner:**

 ***Please note that a member of staff cannot be appointed as an internal examiner unless they have attended the Internal Examiner training session. Do not propose a member of staff who has not completed the training unless they are able to attend one of the scheduled sessions which can be found at the following website:*** [***http://www.brookes.ac.uk/students/research-degrees-team/research-staff/graduate-college-supervisor-training/***](http://www.brookes.ac.uk/students/research-degrees-team/research-staff/graduate-college-supervisor-training/)***.***

 ***If training cannot be completed prior to submission of the student’s thesis another internal examiner must be proposed. The internal examiner’s role is primarily to manage the examination and ensure it is carried as set out in the Research Degree Regulations. Previous examining experience is not a requirement for this role, however previous experience as an internal examiner at Oxford Brookes is an advantage.***

**Please note that it is important that the examiner’s current email address is included so that the thesis can be sent out to them by email.**

 Please indicate that you have attended the training for the Role of an Internal Examiner:

 Yes ☐ No ☐

1. (include Internal examiner’s name, qualifications, post held and place of work):

| Internal Examiner’s Previous Oxford Brookes Research Degree Examination figures: | a | b |
| --- | --- | --- |
| Number of research degrees previously examination.  | MPhil candidates |  |  |
| PhD candidates |  |  |
| MA, MSc, LLM by Research candidates |  |  |
| PhD by Published Work candidates |  |  |
| Professional Doctorate candidates – DCM / EdD |  |  |

**5 Independent Chair** (include name, qualifications, post held and place of work):

 ***Please ensure that the Independent Chair is appointed as set out in the guidance notes covering the Role and Responsibilities for this position. The appointment must be done at the same time as the examination team is proposed – the Independent Chair must not be added after the team has been appointed.***

a)

| Independent Chair’s previous Oxford Brookes Research Degree Examination figures: | a | b |
| --- | --- | --- |
| Number of research degrees previously examination.  | MPhil candidates |  |  |
| PhD candidates |  |  |
| MA, MSc, LLM by Research candidates |  |  |
| PhD by Published Work candidates |  |  |
| Professional Doctorate candidates – DCM / EdD |  |  |

# 6 Recommendation by the Director of Studies on behalf of the Supervisory Team

 We support this application for approval of examination arrangements for the degree of MPhil / PhD / PhD by Published Work/

 MA, MSc, LLM by Research/ Research Component of the Professional Doctorate.

 Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

*(Signed by the Director of Studies)*

# 7 Recommendation on behalf of the candidate's Faculty

On behalf of the Faculty I support this application for approval of examination arrangements for the degree of MPhil / PhD / PhD by Published Work/MA, MSc, LLM by Research/ Research Component of the Professional Doctorate.

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 Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . . . Faculty . . . . . . . . . . . . . . . . . . . . . . .

 (Faculty Postgraduate Research Tutor / Research Committee Chair)

# 8 Approval of examination arrangements on behalf of Oxford Brookes University

 I confirm that the above examination arrangements for the degree of Master of Philosophy / Doctor of Philosophy / PhD by

 Published Work/ MA, MSc, LLM by Research/ Research Component of the Professional Doctorate for :

 name of candidate . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . . . . . . . . .

 Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 (Chair / Vice-Chair / of the Subject Sub-Committee of the Research Degrees Committee)