

Supervisor Nomination of Examiners

This is a guidance note for PGR supervisors whose student is nearing the point of thesis submission and, therefore, must nominate their examiners.

Late submission of these forms will slow the viva process and can cause serious visa issues for students or impact on them completing in time to attend Graduation.

It is recommended that supervisors discuss potential examiners with their student.

All examiners must be appointed within the parameters outlined in the [Regulations for Research Degrees](#). We highly recommend you read the eligibility sections of the Regulations before nominating examiners. If you have any questions regarding proposed examiners, please contact us for advice at researchdegrees@port.ac.uk

Timeline for Nomination

The [Regulations for Research Degrees](#) outline that examiners should be nominated 6 months before thesis submission. Our guidance is that the optimum time to do this is 3 months before submission. To nominate examiners, you must use a UPR5 form.

Number of Examiners Required

All UoP PGR students require one internal examiner and at least one external examiner.

Most students require 1 external, however, a student who is a permanent member of staff or is submitting for a PhD by Publication must have 2 external examiners and one internal.

The UPR5 Examiner Nomination Form

A copy of the forms can be found on the webpage below:

[Supervisor Examination Guidance](#)

The extended version of the UPR5 form allows for the nomination of 2 external examiners when required in the regulations.

What Information to Include on the Form

Supervisors must make sure the following sections of the form are completed:

All of Section 1. Please ensure you write a rationale for the proposed examiners, otherwise this will be requested later and may slow the approval process.

Part A of Section 2 and Part A of Section 3. You DO NOT need to contact the proposed examiner to ask them to complete the other sections of the form. We just need their name and contact details. Research Degrees will do the rest for you.

For students who require two external examiners there are two Section 2's.

What Happens Next?

On submission of the UPR5 form, Research Degrees will acknowledge receipt. We then split the form, contact the individual examiners and ask them to complete the relevant sections. For external examiners we request a copy of their CV and a form of ID.

We will chase any examiner who has not replied to us.

Examiner Approval

Once all the examiners have completed their forms and returned them to us, we complete checks to make sure they are compliant with the regulations.

If, for any reason, they are not, we will contact you and request a new nomination.

If the nominations satisfy the regulations, we send a document to the Faculty Director for Postgraduate Research (FDPGR) and request approval. We will contact you to confirm the approval once we have received it.

Independent Chair

Research Degrees will calculate whether an Independent Chair is required when we check the examiners forms. Please note it is no longer a requirement for an Independent Chair to be appointed solely because a viva is taking place online.

If one is required, there is no responsibility for you to source someone for that role. They will be appointed by the FDPGR, and the name of the Chair will be confirmed to you by Research Degrees.

Timeline for Approval

This largely depends on how quickly the examiners return their forms to us, and whether an Independent Chair is required.

In some cases, everything can be completed in 2 weeks. In others it may take significantly longer. This is why it is important that nominations are received in good time before thesis submission.

Viva Arrangements

The Supervisor is responsible for arranging the time and date of the viva. This should be done once Research Degrees have confirmed with you that the thesis has been despatched.

It is recommended that the viva takes place at least 1 month after thesis dispatch. Please note that the thesis can only be sent to the examiners by Research Degrees. This is not something the supervisor can do. When the viva has been arranged the Supervisor must inform Research Degrees of the details by completing a [UPR5A form](#)