Student and Supervisor Approval of (Research) Exam Arrangements

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| Section 1: The Research Degree Candidate | |
| Student Name: |  |
| Student Number: |  |
| School: | Please select |
| Degree: | Please select |

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| Section 2: The Examination Team | |
| Internal Examiner Name: |  |
| External Examiner (1) Name: |  |
| External Examiner (2) Name: |  |

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| Section 3: Supervisor Declaration | | | |
| By signing this form you are declaring that, to the best of your knowledge, the proposed examiners satisfy the University’s criteria for appointment and that this application should be considered for approval by the Director of Graduate Education and University Research Committee. | | | |
| **Supervisor’s Name:** |  | | |
| **Signed:** |  | **Date:** |  |

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| Section 4: Student Declaration | | | | |
| *(To be completed by all candidates)*  Should you have any concerns about your examiners, this is your opportunity to raise these concerns. You may wish to consult the [University’s Criteria for the selection and appointment of research degree examiners](https://www.hud.ac.uk/policies/registry/qa-procedures/section-q/) and the [PGR Handbook](https://www.hud.ac.uk/registry/current-students/pgr/thesis/exam/) for further guidance on the appointment process.  The types of concerns that are appropriate to raise may be about a personal relationship or close contact between you and the examiner/s or close contact between the examiner/s and the supervisors. | | | | |
|  | I confirm that I do not have any concerns about any of these individuals being involved in my examination.  I have concerns about my examination team. Please use the space below to explain why: | | | |
| *(To be completed by all Doctoral and MPhil candidates only)*  The University promote using digital solutions to reduce our carbon impact as part of our commitment to the carbon neutral strategy. We would encourage viva examinations to take place remotely.  Please confirm what your preferred viva format would be: | | | | |
|  | 1. Remote viva – this is where all examiners and you as the candidate attend the viva remotely, via Microsoft Teams 2. Face-to-face viva – this is where all examiners, as far as possible, and you as the candidate will be together in a room on campus   **Please note:** we cannot guarantee that the preferred format of viva will be accommodated, as this is also dependent on the examiners.  Do you want a member of the Supervisory team (subject to their availability) to be present at the viva? Yes \* No  \*Please provide their name  Please confirm if you have a PLSP in place. Yes \* No  \**staff to refer to info on ASIS record* | | | |
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| **Student Name:** | |  | | |
| **Signed:** | |  | **Date:** | Select date |