

Examining Team

Internal examiners

[The following paragraph is a direct extract from paragraph 53 of the [Regulations for Research Degrees](#) and paragraph 93 of the [Code of Practice for Research Candidature and Supervision](#).

No member of the supervisory team may be appointed as an internal examiner; nor may they take part in the judgement of the thesis under consideration in any other way. In addition, other researchers who have had any co-authoring or collaborative involvement in the research student's work, or whose own work is the focus of the research project such that there would be a conflict of interest or potential lack of objectivity, may not be appointed as internal or external examiners. Members of staff who have had pastoral involvement with the research student such that objectivity would potentially be affected may also not be appointed to the examining team. One examiner, either the internal or the external, may be drawn from the confirmation/transfer/upgrade panel or committee (e.g.: the internal member of staff who acted in the role of independent 'assessor' or an external 'assessor' if used) provided that he/she has had no further material contact with the research project since the transfer/upgrade, and that the other examiner is entirely new to the project.

External examiners

1. Paragraphs 94 and 95 of the [Code of Practice for Research Candidature and Supervision](#) set out the eligibility criteria for the nomination and appointment of external examiners. The following gives additional guidance for Faculties, but it is important that they are read in conjunction with Paragraphs 94 and 95:
2. Paragraph 95 of the [Code of Practice for Research Candidature and Supervision](#) states that 'external examiners would not normally be expected to be reappointed if they have examined a research student at this University within the last two years'. Please check with your Faculty Graduate School for this information in relation to the proposed external examiner. In exceptional circumstances (for example, where it is not possible to find elsewhere an examiner with a particular area of expertise), a reappointment within two years may be permissible at the discretion of the Director of the Faculty Graduate School.
3. External examiners should normally be current holders of academic posts in other higher education institutions. Recommendations for other appointees should be accompanied by a brief note of their research expertise in the subject and examining experience. Internal examiners will of course normally satisfy this criterion, but any nominations for staff who are retired, or who are academically-related and ineligible to supervise, should have the same supporting information. It is also important to verify that the examining team has sufficient familiarity with examining procedures generally, and with the requirements of the British MPhil/PhD. If the nominated examiner holds an honorary University title, this should be stated.
4. External examiners should be independent, and no one should be nominated who has had any formal academic contact with the candidate during the period of research candidature. An interval of at least three years should elapse before a former member of staff becomes eligible to act as an external examiner. If the research project has involved collaboration with an outside body the nominee should also be independent of that body. It is also desirable that this independence is preserved, and externals are not individuals with close association with the school concerned. Although reciprocity may be more difficult to avoid than for taught programmes, externals should not normally be appointed from Schools where University members of staff have recently examined for the same subject. One examiner, either the internal or the external, may be drawn from the confirmation/transfer/upgrade panel/committee (e.g. the internal member of staff who acted in the role of independent 'assessor', or an external 'assessor' if used) provided that he/she has had no further material contact with the research project since the upgrade, and that the other examiner is entirely new to the project.

5. The examination of a resubmitted thesis is a continuation of the original examination, and the original examiners should continue.
6. The process of formal appointment requires approval by the Faculty using a standard form. Separate procedures for the approval of examiners apply in the Accredited Institutions.
7. Please completed a Nomination Form for the Appointment of an External Examiner

External examiners' Fees

8. The external examiner's fee for postgraduate research programmes and higher doctorates was increased by UPC in April 2012 to take effect from August 2012. The fees are now as follows:

PhD	£165
MPhil	£120
DM/MS	£140
Higher Doctorate	£175

9. UPC also agreed that there should be provision for Faculties to pay an additional fee to an external examiner where this is appropriate given the nature of the work to be examined and where there is a need to secure a particular external from a specialist field who is unlikely to accept the appointment on the standard rate. The rate of any additional fee is at the discretion of the Faculty.
10. UPC set the fee for the external examination of a resubmitted thesis as follows:
 - Re-examination of thesis, with oral examination: full fee payable
 - Re-examination of written thesis only, without oral examination: £120 (equivalent to MPhil rate) or half the initial fee, if this would be higher than £120, in cases where an additional fee is initially paid.

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