

## **Criteria for appointment of examiners for Research Degree Candidates registered at York St John University**

### 1 Current eligibility criteria for appointment of examiners for Research Degree Candidates registered at York St John University

The current eligibility criteria for the appointment of Internal Examiners states that:

The Internal Examiner should normally be

- (a) a member of the University staff who meets the University's eligibility requirements to act as an Internal Examiner ([http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/staff/internal\\_examiner.html](http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/staff/internal_examiner.html))

**OR**

- (b) A member of staff at an accredited institution who satisfies all the following conditions:
- (i) they have already acted in that capacity within the University of Leeds, while having co-examined with a tenured member of the University staff;
  - (ii) they have previously supervised a student to successful completion for the research degree under examination;
  - (iii) they satisfy the other requirements for acting as internal examiner which apply to University staff members, including attending a recognised training course for this purpose as provided by SDDU

Either (i) or (iii) must have been undertaken in the past 60 months.

### 2. Special Arrangements for York St John University

Where YSJU wishes to nominate a member of staff at the Institution who does not meet regulation b (i) above, the Graduate Board's Examinations Group will give special consideration to their appointment as internal examiner but with a member of the University of Leeds staff acting as an independent chair for the examination. A special case for appointment under these arrangements must be made, by the individual appointed by the accredited institution with responsibility for academic administration, and will be considered on an individual case by case basis. It is expected that the nominated individual will:

- normally be a senior member of staff at YSJU;
- have substantial previous examination experience at other UK Institutions;
- provide details of previous research degree examination experience (numbers and degrees examined) along with a CV;
- have successfully completed a University of Leeds recognised training course for research degree internal examiners, as provided by University of Leeds SDDU, in the past 60 months;
- have previously supervised a student to successful completion for the research degree under examination;
- satisfy the other requirements for acting as internal examiner which apply to University staff members (e.g. at least 0.3 FTE, probation completed etc.)

It would be expected that the External Examiner would be a senior member of staff with previous research degree examination experience in the UK

### 3 Identifying the Independent Chair

RSA will seek to identify an appropriate individual to act as Independent Chair from a cognate discipline. Where practical, the Chair will be identified from the appointed members to the Graduate Board's Examinations Group. This will assist in the future when the arrangements are discussed and reviewed by the Group, and will also facilitate the sharing of best practice.

### 4 Role of the Independent Chair

The following guidelines on the role of the independent chair were agreed by the Examinations Group at its meeting on 07/09/2010.

The Independent Chair is expected to:

- be a senior member of staff of the University of Leeds with significant experience of research degree examinations at Leeds (including examining in the last 5 years);
- advise the examiners on process and procedures before, during and after the examination;
- ensure that the examination is conducted fairly and professionally, and in accordance with University regulations;
- attend the meeting with the examiners prior to the oral examination, where preliminary reports are discussed;
- be present for the duration of the oral examination and the post-viva discussions
- ensure all necessary paperwork is completed and returned to Research Student Administration;
- prepare a brief report on the conduct of the oral examination to be submitted alongside the final report of the examiners.

The Independent Chair is **not** expected to:

- Read the thesis or be expert in the subject, although it is expected that they would be from a cognate discipline;
- Complete a preliminary report;
- Play a role in academic examination of the candidate or question the candidate on the work being examined at the oral examination;
- Undertake the arrangements for organisation of the oral examination. This remains the responsibility of the Internal Examiner

CM/ST  
03/10/2011

(Approved by the Examinations Group at the meeting on 10/10/2011)