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| Home page of UWE Bristol | **Graduate School** | |  | **RDAB EXCV** | |
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# RESEARCH DEGREES AWARD BOARD (RDAB) EXCV-EXAMINER SHORT CV

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| **GUIDANCE** |
| **DOS: Please complete Section 1 before forwarding on to the examiners.**  **EXTERNAL EXAMINERS: Please complete Sections 2 to 10 in full**  **INTERNAL EXAMINERS: Please complete all sections EXCEPT Section 3. NO internal examiner required for UWE staff.** |

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| **SECTION 1: DETAILS OF PGR CANDIDATE** | | | | | |
| **PGR Candidate Name** | | | | | **Award** |
| **Faculty** | | | | | **Department** |
| ACE | FBL | | FET | HAS |  |
| **ISIS Student Number** | |  | | | |

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| **SECTION 2: DETAILS OF PROPOSED EXAMINER (Internal and external examiners)** | |
| **Name** *(including title)* | **Date of Birth:** *Not compulsory but this would enable the office to identify the correct person on our database***.** |
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| **Post Held** | **E-mail Address** |
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| **Thesis:** A link to an electronic version of the thesis will be sent to your email address.  (As an exception an external examiner may request a paper copy.) If you require a printed copy of the thesis please tick here and add your preferred address:  I am the external examiner and require a printed copy of the thesis | **External’s correspondence address for copy of printed thesis if you’ve ticked opposite**: |
| **Payment:** *If your bank account is outside of the UK can you please tick the box below.*  My bank account is **held outside** of the UK | **Telephone Number/s (it is helpful if you could include more than one number)** |

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| **SECTION 3: EXTERNAL EXAMINERS ONLY \* (internal examiners continue at Section 4)** | |
| **3.1 Right to Work** | |
| **Do you have the ‘Right to Work in the UK’?**  (Please click on the appropriate box) | |
| **Yes** | **No** |
| \* As you are not currently employed by the University of the West of England, Bristol (UWE Bristol) you will be required to provide an electronic copy of documentation confirming your ‘Right to Work in the UK’ as detailed by the UK Home Office. This is a legal requirement. A list of approved documents can be found on the Home Office [Right to Work Checklist](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf) . If you have any further questions, you may find it useful to visit the Home Office website: [Home Office RtW page](https://www.gov.uk/check-job-applicant-right-to-work?step-by-step-nav=47bcdf4c-9df9-48ff-b1ad-2381ca819464) | |
| **3.2 Previous Employment** | |
| Have you ever undertaken paid or unpaid work at the University of the West of England, Bristol (UWE Bristol)? This is particularly important and dates are very helpful.  (Please click on the appropriate box) | |
| **Yes** | **No** |
| If yes, please give full details including the year: | |

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| **SECTION 4: BRIEF STATEMENT OF PROPOSED EXAMINER’S CURRENT RESEARCH, TEACHING, CONSULTANCY INTERESTS AND EXPERTISE, WITH PARTICULAR REFERENCE TO THE CANDIDATE’S FIELD OF WORK (Internal and external examiners)** |
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| **SECTION 5: PUBLICATIONS IN LAST 5 YEARS (Internal and external examiners)** |
| Please only list publication in the last 5 years, this will include subject specific and publications co-authored with any member of the supervisory team or proposed examiners. **Please do not attached your full CV**: |
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| **SECTION 6: SUPERVISION EXPERIENCE (Internal and external examiners)** | | | | | |
| **Please note your supervision experience below (numbers)** | | | | | |
| *MPhil* | *PhD* | *Other (please define)* | *MPhil* | *PhD* | *Other (please define)* |
| **Successfully Completed** | | | **Currently Supervising** | | |
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| **SECTION 7: EXAMINING EXPERIENCE (Internal and external examiners)** | | | | | |
| **Please note your examining experience below (numbers)** | | | | | |
| *MPhil* | *Doctorate* | *Other (please define)* | *MPhil* | *Doctorate* | *Other (please define)* |
| **As External Examiner** | | | **As Internal Examiner** | | |
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| **SECTION 8: CONFLICTS OF INTEREST STATEMENT (Internal and external examiners)** |
| **8.1 Proposed External Examiners** |
| The University expects that individuals appointed as examiners of postgraduate research degrees will always exercise professional and academic integrity with regard to potential conflicts of interest. After reading PGR 13.5.9 and PGR 13.5.10 (see Independence, objectivity and impartiality below) you are asked to provide a statement below to include any information that may be considered a conflict of interest and to confirm that you will be able to exercise independent judgement: |
| Statement of Conflicts of Interest (CoI): |

**Independence, objectivity and impartiality** (expand by using ►to the left to view PGR13.5.9 and PGR13.5.10)

The University expects that individuals appointed as examiners of postgraduate research degrees (PGR examiners) will exercise professional and academic integrity at all times with regard to potential conflicts of interest. To this end the following criteria will apply:

**PGR13.5.9** Conflicts of interest that will normally preclude an individual from acting as a PGR examiner, Individuals who:

* Are related to the candidate, or have a close professional or personal relationship with the candidate;
* Have published with the candidate, or who have had significant input into the design of their research project;
* Are related to, or have a close [professional or] personal relationship with a member of the supervisory team;
* Have acted as an external examiner for a UWE postgraduate research degree three times in the last five years.
* In addition, former members of UWE staff are not permitted to act as an external examiner until five years after their employment has ceased.

**PGR13.5.10** Potential conflicts of interest where proposed examiners should consider carefully before confirming that they can exercise independent judgement:

* Publication with a member of the supervisory team in the last five years;
* Any other interaction with the personal or professional activities of the candidate and/or their supervisors which might be, or be perceived to be, prejudicial to the exercise of independent judgement.

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| **SECTION 9: POINTS OF EXPLANATION (Internal and external examiners)** |
| Please use this section to give any further clarification or explanation in support of this nomination |
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| **SECTION 10: ACCESSIBILITY REQUIREMENTS** |
| Do you have any accessibility requirements that will need alternative arrangements for the viva?  If the answer is `none’ please indicate, so we know this section has not been left bank by mistake. This information will be used solely for the viva arrangements and will be processed and stored in line with UWE’s [Privacy Policy](https://www.uwe.ac.uk/about/website/privacy). |

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| **SECTION 11 CONSENT AND CONFIRMATION** |
| **I confirm I** have read [PGR 13.5.7 and PGR 13.5.8](https://www1.uwe.ac.uk/research/postgraduateresearchstudy/currentpgresearchers/graduateschoolhandbook/part13-finalpreparation.aspx) and have detailed any possible conflicts of interest in Section 8 above and confirm I will be able to exercise independent judgement in examining the named PGR candidate.  **I consent to** the processing of my personal information as described in the [Privacy Policy](https://www.uwe.ac.uk/about/website/privacy) for the purpose(s) of (tick all that apply):  **Yes**  Arranging the examination of the named PGR candidate.  **Yes**  For the purposes of payment of examination fee and expenses (Right to Work documentation required for payment)  All personal data is processed in accordance with the applicable UK data protection legislation. The Data Controller is UWE. For data protection queries, please write to the Data Protection Officer, UWE Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY or [dataprotection@uwe.ac.uk](mailto:dataprotection@uwe.ac.uk) |
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| **SIGNATURE – without the individual signature of the proposed examiner, this form cannot be accepted (signature can be your covering email. If so, please type in your name and the date)** |
| By signing you are also confirming that you have read the Conflicts of Interest Statement and that you feel able to exercise independent judgement in examining the thesis and candidate.  Signature:       Date: |
| Receipt of this completed form from the email address of the person named will be accepted as a signature in lieu of a physical signature. |

**By returning this form, you are confirming that the details you have provided are correct. This EXCV forms part of the EX1 application form and should be returned to your UWE Bristol contact.**