### Prifysgol Aberystwyth University

### INTENTION TO SUBMIT FORM RESEARCH THESES (MPHIL, LLM RES AND PHD)

**PLEASE READ THE FOLLOWING GUIDANCE NOTES BEFORE COMPLETING THE FORM**

**ALL RESEARCH STUDENTS SUBMITTING OR RE-SUBMITTING THEIR THESIS MUST COMPLETE THIS FORM**

The intention to submit form should be completed and returned to the Academic Quality and Records Office up to 3 months and at least 1 month before the thesis is submitted.

### Students and departments should be aware that completing the form less than one month prior to sending the thesis to the Academic Quality and Records Office or with missing or incomplete information may result in a delay in dispatching the thesis to the examiners.

**Submission Documents:**

Submission documents outlining the procedures and containing the required forms for submission with the thesis are available online at: http://www.aber.ac.uk/en/student/pg-issues/research/

\* Submission forms must also be completed in the instance of a resubmitted thesis.

### Fees:

Staff candidates who were exempt from fees during their period of registration must pay a submission fee currently £248 (PhD) and £205 (MPhil).

All students who are re-submitting must pay a re-submission fee as outlined in their original result letter.

**Early Submission of thesis within registration period :**

Students and staff are reminded that PhD theses may only be submitted a maximum of 6 months prior to the formal end of registration period. The regulations permit students to submit prior to the end of their registration period but fees are still due for the remaining period of registration . If you are considering submitting before you enter your abeyance period please contact the Academic Quality and Records Office for confirmation of your earliest permitted submission date .

### Criteria for examination as a Staff Candidate:

The underlying principle governing the examination of students as staff candidates is that a research candidate should not be examined by academic colleagues in order to prevent conflicts of interest. Students to be examined as staff candidates, with two external examiners, are to include all members of staff, academic or otherwise. This group is also to include any student who is likely to apply for a post in AU or is to be appointed to a post at the time of the examination (including students on the Welsh Medium Postgraduate Scholarships Scheme whose Post- Doctoral year has been confirmed). This does not apply to postgraduate students who undertook hourly-paid teaching as Graduate Teaching Assistants .Any variation to the above is at the discretion of the Head of the Graduate School. Departments are advised to contact the Head of the Graduate School or the Academic Quality and Records Office for guidance in marginal cases. Aber Doc Teach Studentship holders will be examined as staff candidates with two External Examiners.

### Criteria for Examiners:

1. Nomination of External Examiners should be made in accordance with [Aberystwyth University Regulations for the Submission and Examination of Research Theses](http://www.aber.ac.uk/en/regulations/contents/theses/theses2/)  Please note clause 18 and 19 of the above order : The external examiner(s) shall be appointed in accordance with the University’s Code of Practice for External Examiners of Research Degrees. They must be aware of the nature and purpose of the degree for which the candidate is being examined and must possess specialist knowledge and expertise in the subject of research. Other criteria for appointment are set out in the Code of Practice.  In addition External examiners should not be appointed where they have had extensive contact with the candidate. Where they have had significant contact, details of the nature of the contact should be made known to the Head of the Graduate School for consideration during the appointment process. Further information is contained in the notes of guidance for examining boards and Intention to Submit form.
2. **Right to Work in the UK :** Under the 2006 Immigration, Nationality and Asylum Act the University has a duty to prevent illegal working by carrying out document checks to confirm that a person has the right to work in the UK.   Departments should informally confirm that their their proposed examiners have the right to work in the UK before nominating an examiner. Once the Examiner has been approved by the Graduate School AQRO will advise the Human Resources Department who will liaise with the Academic department to arrange to verify an Examiners right to work prior to the Viva Voce Examination. External Examiners NOT Eligible to work in the UK may not be appointed .

These procedures will be in place for External Examiners **nominated** after 1st January 2016

The internal examiner should normally:

* be a full-time member of staff from the student’s department(s) but may be drawn from a cognate department where appropriate or required. Part-time may also be appropriate if they are suitably experienced;
* hold a PhD;
* have experience of supervising at least one PhD student to successful completion.

### Disclosure of contact with nominated examiner:

Students must disclose if a nominated external examiner has ever advised them on their research or commented specifically on the work that they are submitting towards this examination. If so, please give details of the nature of the contact. This does not apply to students resubmitting to the reconstituted original examination board.

**Dispatch of Theses:**

Theses **may not** be dispatched directly to Examiners by supervisors/students or departmental administrators. This applies to both submissions and formal full resubmissions .

**Criteria for appointment of Viva Voce Chairs:**

For appointments from January 2016 onwards ALL viva chairs must have attended the mandatory training sessions held by the Graduate School. Training sessions are held periodically throughout the year. For details of the next available training and names of staff who have attended the training session please contact the Graduate School: [graduate.school@aber.ac.uk](mailto:graduate.school@aber.ac.uk)

### What to do with this form:

Students should complete **part A** of this form and forward the entire form to the Post-Graduate Co-ordinator in their department for completion of **part B** who will then return the completed form to the PGR staff in Academic Quality and Records Office

**Completing forms:**

You may download this form and use the fill option of your Adobe reader to complete the sections and tab between sections. An editable word version of the form is available if required by emailing [pgsstaff@aber.ac.uk](mailto:pgsstaff@aber.ac.uk)

**PART A TO BE COMPLETED BY CANDIDATE:**

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| --- |
| Name: |
| Student Reference Number |

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| --- |
| Present Address (please include Post Code) |
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**Your student record will automatically be updated to the above address Please send future address updates to** [**pgsstaff@aber.ac.uk.**](mailto:pgsstaff@aber.ac.uk)

|  |  |
| --- | --- |
| Tel: ( landline) | Mobile: |

|  |
| --- |
| Current active email: |
| Alternate ( Non- Aberystwyth University ) email: |

|  |  |
| --- | --- |
| Qualification Aim | Is this a resubmission?: |
| Mode of Study | Expected date of submission( for admin .purpose only) |

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| --- |
| Title of thesis : |
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| As per the Guidance Notes has the External Examiner ever advised you on your research?If so please provide details below: |

|  |  |
| --- | --- |
| *Student Signature:* | Date: |

|  |  |
| --- | --- |
| Name of 1st Supervisor | Department |
| Name of 2nd Supervisor | Department : |

**Part B: To be completed by the Postgraduate Co-ordinator and countersigned by the Convenor/Chair for consideration by the Director of Postgraduate Studies . Any missing or incomplete information may result in a delay in approval of the proposed Examiners.**

|  |  |
| --- | --- |
| **First External Examiner ( Must be completed for all Candidates**) | |
| Name: | |
| Position | |
| Qualifications: | |
| Address ( must include Post Code): | |
| Tel: | Email Address ( If Used) |
| Does the External Examiner have the right to work in the UK?  If **NO,** the examiner may not normally be appointed.  The Human Resources department will arrange to verify the examiners right in the UK prior to the viva Voce examination and details of the procedure will be provided to the External Examiner by the Academic Quality and Records Office | |
| Preferred Language of correspondence ( W/E) | |
| Has this nominee informally agreed to act as an external examiner? | |
| Has this nominee been a member of staff in the previous 5 years? | |
| List of Recent publications, particularly within area of candidates research ( up to five): | |
| 1. | |
|  | |
| 2. | |
|  | |
| 3. | |
|  | |
| 4. | |
|  | |
| 5. | |
| Number of Research Students supervised | |
| Previous Postgraduate Examining Experience: | |

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| --- | --- |
| **Second External Examiner( Staff Candidates**) | |
| Name: | |
| Position | |
| Qualifications: | |
| Address ( must include Post Code): | |
| Tel | Email Address ( If Used) |
| Does the External Examiner have the right to work in the UK?  If **NO,** the examiner may not normally be appointed.  The Human Resources department will arrange to verify the examiners right in the UK prior to the viva Voce examination and details of the procedure will be provided to the External Examiner by the Academic Quality and Records Office | |
| Preferred Language of correspondence ( W/E) | |
| Has this nominee informally agreed to act as an external examiner? | |
| Has this nominee been a member of staff in the previous 5 years? | |
| List of Recent publications, particularly within area of candidates research ( up to five): | |
| 1. | |
|  | |
| 2. | |
|  | |
| 3. | |
|  | |
| 4. | |
|  | |
| 5. | |
| Number of Research Students supervised | |
| Previous Postgraduate Examining Experience: | |

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| --- | --- |
| **Internal Examiner Note: Must not be the supervisor past or present** | |
| Name | |
| Department | |
| Tel: | Email: |
| Has this member of staff supervised a student to completion of a PhD?  YES NO | If NO please justify the nomination of this examiner: |
| Number of Research Students supervised to completion:  Affa | Previous PG Examining experience as an Internal or External Examiner: |
| Preferred Language of Correspondence: ( W/E): | |

**The Thesis Examination co-ordinator, or Departmental Postgraduate co-ordinator as applicable, will be the contact point for the Academic Quality and Records Office in relation to the student’s submission and examination. This will also be the point of contact for the Human Resources department who will arrange to check the External Examiners right to work in the UK prior to the viva voce .**

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| **Thesis Examination co-ordinator/ Postgraduate co-ordinator:** | |
| Name | |
| Tel: | Email: |
| Signed: | Date: |
| Preferred language of correspondence (W/E): | |

**The Convenor/Chair: (Normally the Head of Department or senior academic member of staff)**

**Please note that after January 2016 ALL chairs of Viva Voce Examinations must have completed the mandatory training sessions provided by the Graduate School .**

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| I support the external examiner(s) nomination and recommend it to the Director of Postgraduate Studies for approval. I further confirm that the candidate **is/is not (delete** as appropriate) a member of staff for the purposes of examination. | |
| Has the nominated Chair completed the Graduate School Training or is expected to have done so by the viva voce ?  If no, the Chair may not be appointed | |
| Name: | |
| Tel | Email: |
| Signed: | Date: |

Please return this form to the PGR administrator Academic Quality and Records Office, Cledwyn Building