


mysissupport

PGR SUPERVISORS HANDBOOK

Research Degree Students

QUEEN MARY, UNIVERSITY OF LONDON

26/04/2018

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1 Overview

1.1 Getting Access

Access to a PGR student's record MySIS is automatic providing a supervisor has been allocated to the student. If you have any issues you should contact your School Administrator.

User Type	How to get access
Supervisors & Panel Members	Automatic providing they are actively supervising a student or actively on a panel.
External Supervisors & External Panel Members	Automatic providing they are actively supervising a student or actively on a panel. New external supervisors must be set up by logging a call on the SIS Support & Training page. Once set up they will get an email informing them how to log into MySIS.

1.1 Terminology

Expression	Meaning
DGS	Director of Graduate Studies – within a school/institute there is at least one DGS who is responsible for overseeing the graduate studies that take place within it.
Event/Stage	Research students go through several events in their first year to monitor their academic performance. The events are outlined in section 2. The terms event and stage are used interchangeably.
FT/PT	Full-time/Part-time
Panel member	This is someone that will attend the progression panel. This can be the student's supervisor, or it can be someone else. They can be a Queen Mary staff member or external.
PGR	Postgraduate Research
Supervisor	Supervisors work closely with their students to provide support, guidance and feedback on their research. These are allocated during admissions, but can be changed. They can be a Queen Mary staff member or external.

1.2 Related guides

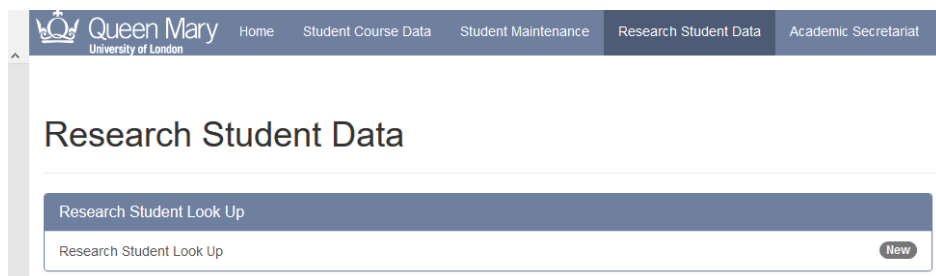
You may wish to also see the following guides:

- Supervision Log

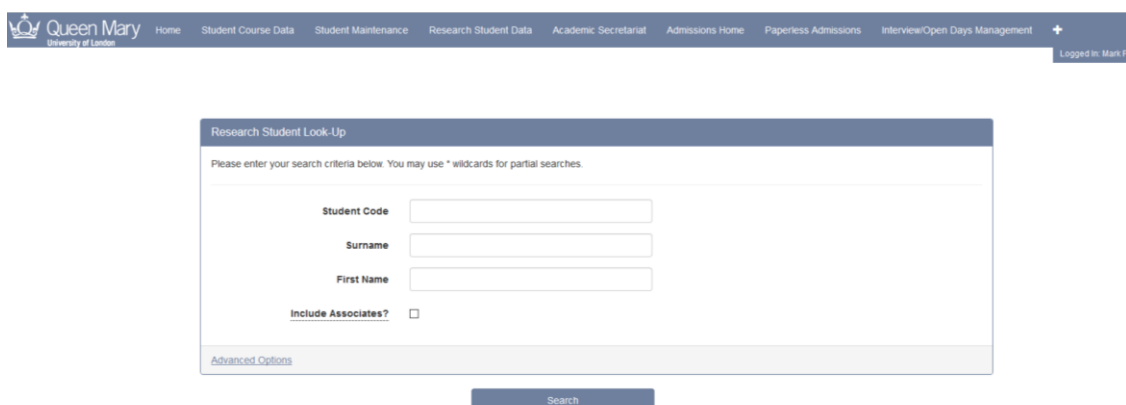
2 Research Student Look Up

2.1 Research Student Look Up

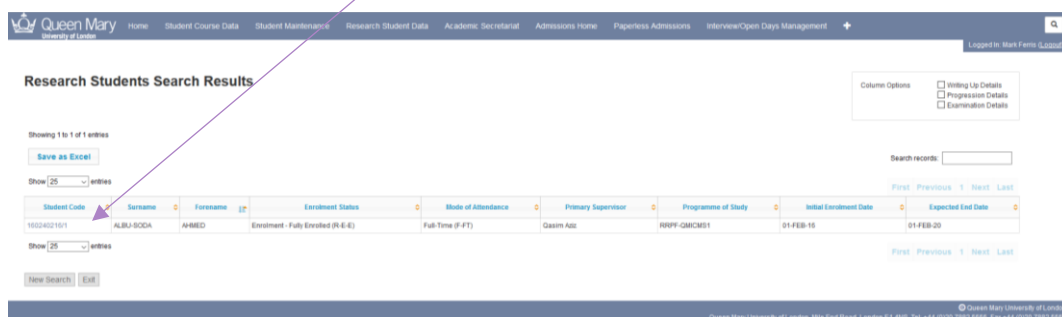
The Academic Progression Task is accessed using the Research Student Look Up function, which can be found under the 'Research Student Data' tab on the left hand side of your MySIS homepage.



Upon accessing the 'Research Student Look Up' the user will be able to search for an individual student using the Student's Student Code, Surname or First name. Clicking on 'Advanced options' reveals further search criteria (enrolment stats, by supervisor etc.)



The search results are presented and the user can then click on the highlighted student code to access the detailed student record



Personal and study details for the student are presented and to access the progression task the user can click on the Progression and Examination tab.

The screenshot shows a web browser window with the URL https://mysis.qmul.ac.uk/urndbits/urnd/run/SW_YGSLstart_unID7C4E77C17C611EBYmV81ED5veG9MF1X1Gh45R8r0Abns8_RsNCchaF8k8Wyx1X5Wp55NB-bQDvVVFQx3P1nZ9-BacT. The page title is "Research Student Details" and the student name is "1602402161 - Ahmed Abu-Soda".

The page content is organized into two main sections: "Student" and "Programme".

Student Information:

Student Course Join Code	1602402161
Student Name	Ahmed Abu-Soda
Date of Birth	14 April 1968
Tier 4 Student?	No
HESA Student ID (HUSID)	1611390118920
Email Address	a.a.abu-soda@qmul.ac.uk
SCE Notes	

Programme Information:

Programme	[RRPF-QMCM31] PHD FT Bizard Institute (Clinical)	Year of Study	3
Route	[RSCMS] Research in Institute of Cell and Molecular Science (Clinical)	Initial Enrolment Date	1 February 2016
School	Bizard Institute	Expected End Date	1 February 2020
Mode of Attendance	[F-F T] Full-time (minimum 24 weeks study per year)	Date of Transfer to Writing Up	[NOT TRANSFERRED TO WRITING UP]
Enrolment Status	[R-E-E] Enrolment - fully enrolled		

3 Year 1 Progression Outcome – 1st Attempt

3.1 Year 1 Progression Opens

Assuming that a Progression Panel has been created by the school/institute administration and approved by the DGS the following page will appear.

Clicking on the link in the 'Year 1 Progression' container below will launch the 'Online Progression Outcome' form, which enables the outcome of the Progression Panel to be recorded (any panel member or supervisor of the student can access this)

Home Supervision Progression and Examination Funding Contacts More Personal Details

150240215/1 - Ahmed Abu-Soda

Academic Progression Panel [⊖]

Panel Status **Panel Approved** (Amend Approved Panel)

Panel Members David Bulmer (Progression Panel Lead)
Charles Knowles (Progression Panel member)

Interim Reports [⊖]

Year 1 Progression [⊖]

Outcome (1st Attempt)

Progression Outcome Status: Progression Outcome Not Completed (Click here to submit Recommendation)

Transfer to Writing Up [⊖]

Examination [⊖]

Collapse all Show all

3.2 Recommendation Form

This screen contains the student details as well as the approved Panel Members. Users must confirm if the panel members listed were present at the actual panel.

Online Progression Outcome (1st Attempt) for Paul McCartney (160474578)

Please note that the information entered here will be visible to students in MySIS once the decision has been approved.

Supervisors	Steve Blackwell, Primary Supervisor
Programme of Study	PhD FT Chemistry
Approved Progression Panel Members	Mark Chapman (Progression Panel Lead) Stuart Sutcliffe (Progression Panel member)
School/Institute	School of Biological and Chemical Sciences - Chemistry
Date of Initial Enrolment	20 September 2016
Expected End Date	20 September 2020

Were all the approved panel members (listed above) present? *
 If members were absent or alternative panel members were used for this progression panel, answer 'No' below and then update the panel list.

Yes
 No

Was the student present at the progression meeting? *

Yes
 No

Aside from the panel members and student, was there anyone else in attendance at the meeting?

3.3 Actual Panel Details

If 'No' is selected an additional box will appear entitled 'Update Actual Panel Details'. This screen will require a Lead Panellist and at least one other panel member. This will not change the approved panel for the student going forward but will provide and audit trail of the actual panel used at each progression point. The following container opens to allow the staff who actually attended the panel to be listed

Update Actual Panel Details

Approved Progression Panel Members	Mark Chapman (Progression Panel Lead) Stuart Sutcliffe (Progression Panel member)
---	--

Panel Lead *

3.4 Recommendation and Uploading of Progression Report

Enter the date of the panel and the recommended decision (Pass Progress or Refer) and reason for the decision noting that the reasons given will form part of the email that the student receives when the decision is approved by the DGS.

Date of Panel *

Panel's Recommended Decision *

The decision will be displayed to students once the panel's recommendation has been approved.

REFER
PASS PROGRESS

Decision (please note that this text will be sent to the student via email) *

Give an indication of the topic for research and upload the Panel Report, by clicking on the Browse button and selecting the report.

Submit for Approval

Please give some indication of the research topic or the current project title *

Gastroenterology

Please upload the Panel Report (Max file size: 3000kb) *

This report will be displayed to students once the panel's recommendation has been approved.

No file selected.

Optional Note for Approver

You can add a note to explain any changes in the panel membership here.
N.B. While this note is visible only to the panel creator and approver during this process, the note is stored in the student information system and can be retrieved and disclosed should a request be made.

3.5 Confirmation Screen

On submission the following confirmation screen will appear and you can exit the task.

Online Progression Outcome (1st Attempt) Submitted

Student	Paul McCartney (160474578)
Supervisors	Steve Blackwell, Primary Supervisor
Programme of Study	PhD FT Chemistry
Original Approved Progression Panel Members	Mark Chapman (Progression Panel Lead) Stuart Sutcliffe (Progression Panel member)
Research Topic/Project Title	Organic-Inorganic Nanohybrids as Light Harvesting Assemblies: a Single-Molecule Approach
Uploaded Progression Report	2677_001 Transcript.pdf


Progression Form Details


Actual panel members	Mark Chapman (Panel Leader) Pete Best (Panel Member - Internal) Stuart Sutcliffe (Panel Member - Internal)
Student Present at Progression Meeting?	Yes
Date of Decision / Meeting	16/Nov/2016
Recommended Decision	Pass - Progress
Reason for Recommended Decision	Good
Optional Note for Approver	Optional

An email has been sent to the DGS approver group. Please click the button below to exit this process.

3.6 Referral

If you refer the student you will be asked to record a date for the resubmission of work and a summary of what is required of the student to Pass.

Date of Panel *
<input type="text" value="16/Nov/2016"/> 
Panel's Recommended Decision *
The decision will be displayed to students once the panel's recommendation has been approved.
<input type="text" value="REFER"/>
Reason for recommended decision (please note that this text will be sent to the student via email) *
<input type="text" value="Project not quite good enough"/>

Date of submission of revised work (for referral candidates only)
Please note that the referral process must be completed within 365 days of the student's first year of registration (or part-time equivalent). This date will be displayed to students in MySIS and via email once the outcome has been approved.
<input type="text" value="14/Dec/2016"/> 
Nature of referral requirements agreed (for referral candidates only - please note that this text will be sent to the student via email)
<input type="text" value="Improve it slightly"/>

4 Year 1 Progression Outcome – 2nd Attempt

If the Progression Panel decision is to refer the student the Year 1 Progression task remains open awaiting the outcome of the referral progression panel. The process for recording the outcome is the same as that during the 1st attempt with the exception that the recommended decision options include 'Transfer to MPhil' and 'Deregister'. Again the recommended decision is passed to the DGS for approval.

[Home](#)
[Supervision](#)
[Progression \(Updated\)](#)
[Funding](#)
[Contacts](#)

160165919/1 - Ringo Starr

Academic Progression Panel (NEW)

Panel Status	Panel Approved (Amend Approved Panel)
Panel Members	Mark Chapman (Progression Panel Lead) Pete Best (Progression Panel member)

Interim Reports (NEW)

Click [here](#) to submit an Interim Report.

Year 1 Progression (NEW)

Outcome (1st Attempt)

Progression Outcome Status	Referred
Progression Outcome Details:	
Panel members in attendance:	Mark Chapman (Panel Leader) Pete Best (Panel Member - Internal)
Student Present at Progression Meeting?	Yes
Date of Decision / Meeting	16/Nov/2016
Recommended Decision	Refer
Reason for Recommended Decision	Project not quite good enough
Date for submission of revised work	14/Dec/2016
Nature of referral requirements agreed	Improve it slightly
Report	2677_001 Transcript.pdf

Outcome (2nd Attempt)

Progression Outcome Status	Progression Outcome Not Completed (Click here to submit 2nd Attempt Recommendation)
----------------------------	---

Panel's Recommended Decision *

The decision will be displayed to students once the panel's recommendation has been approved.

DEREGISTER
PASS PROGRESS
TRANSFER TO MPHIL

Decision (please note that this text will be sent to the student via email) **(mandatory)**

5 Year 2 and 3 Progression Outcomes

5.1 Year 2 Progression Opens.

On completion of Year 1 Progression the Year 2 Progression task becomes available, and the progression process is repeated.

Panel Status	Panel Approved (Amend Approved Panel)
Panel Members	Andrea Cavallaro (Progression Panel Lead) Yue Gao (Progression Panel member) Luca Mancenaro (Progression Panel member) Carlo Regazzoni (Progression Panel member)
Interim Reports	[+]
Year 1 Progression	[+]
Year 2 Progression	[+]
Outcome (1st Attempt)	
Progression Outcome Status: Progression Outcome Not Completed (Click here to submit Recommendation)	
Transfer to Writing Up	[+]
⊗ Transfer to Writing Up request not yet submitted by the student.	
Examination	[+]
⊗ Examination Entry Form not yet submitted by the student.	


5.2 Was a Progression Panel Meeting Convened?

The only difference between year 1 progression and years 2 is that a Progression Panel meeting is no longer mandatory, and the task contains a section to indicate whether the panel was used or not. Otherwise the process moves through the same stages as Year 1

Was a panel used? *


Yes
 No

Date of Decision *



Recommended Decision *

The decision will be displayed to students once the panel's recommendation (if applicable) has been approved.

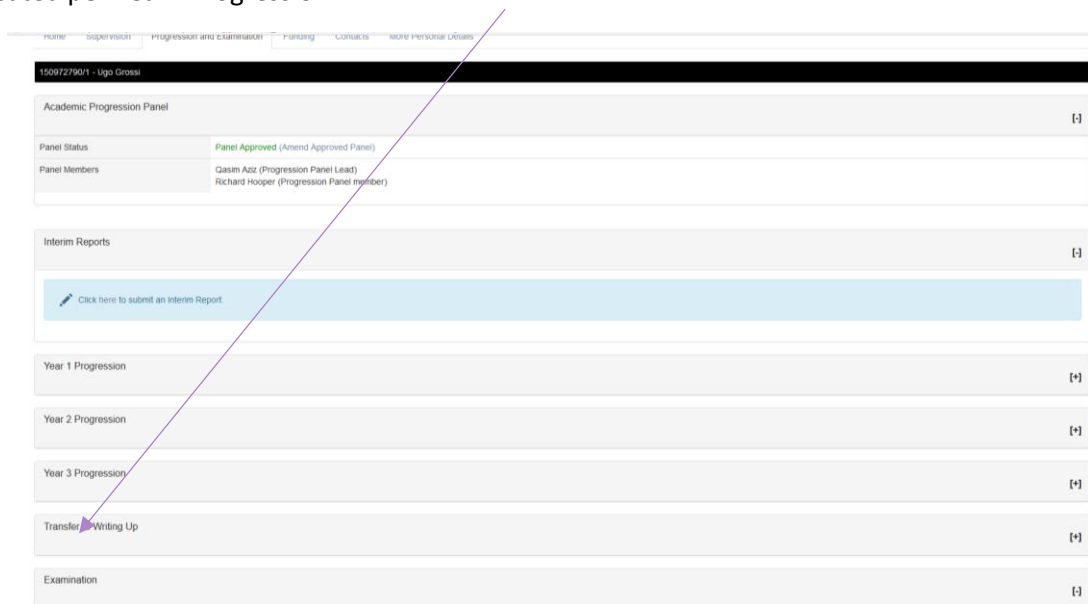


REFER
PASS PROGRESS

Decision (please note that this text will be sent to the student via email) (mandatory)

5.3 Year 3 Progression Opens.

On completion of the Year 2 Progression task the Year 3 Progression task opens and the process is repeated per Year2 Progression.

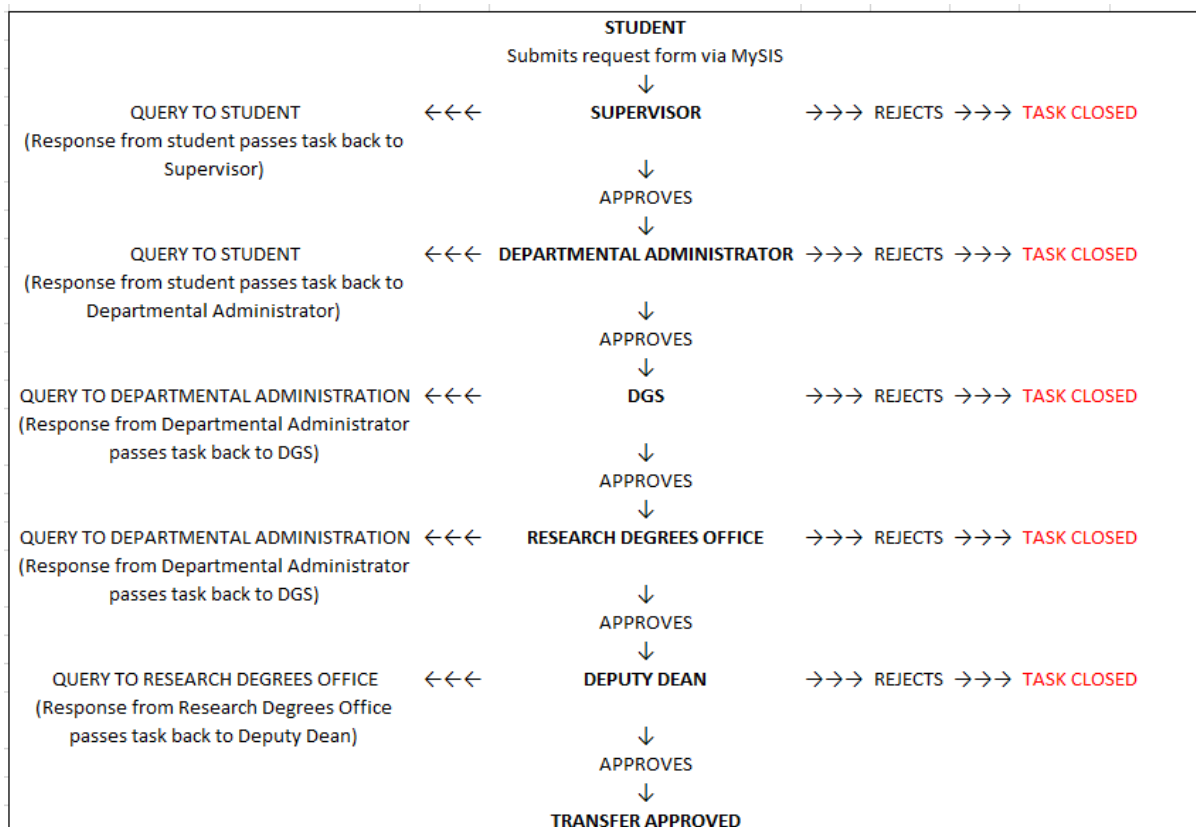


On completion of Year 3 Progression the student moves to the 'Writing Up' stage.

6 Transfer to Writing Up

6.1 Order of Approval

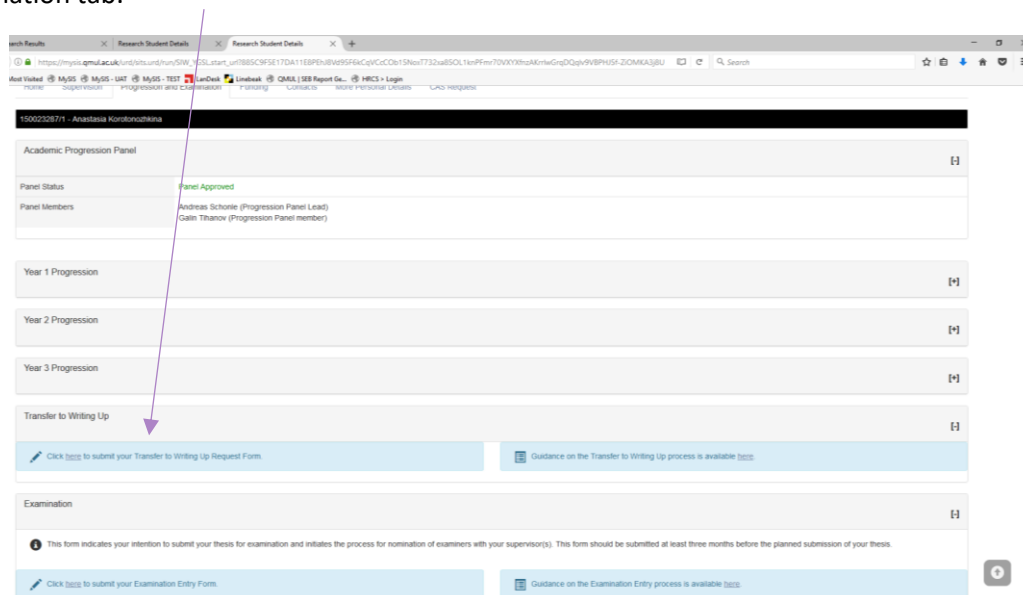
The transfer to writing up task allows for all necessary parties to view and approve/reject the request. Below the order of receipt of the request is outlined along with a brief explanation of what action can be taken at each stage and the impact on the request.



The transfer to writing up process is initiated by the student. Logging into MySIS, the student should access the 'Research Student Details' page in the 'My Details' section.

6.2 Student View

The student initiates the transfer to writing up by submitting the a request to transfer using the task 'The Transfer to Writing Up' task which can be accessed in their view of the Progression and Examination tab.



Clicking on the link will take the student through to the Request Transfer to Writing Up form. At this point the student will need to select their supervisor from the drop down menu and enter proposed dates for transferring to the writing up stage and the anticipated thesis submission date. Guidance on how to complete this form can be found by clicking the link at the top of this page.



Request Transfer to Writing Up

Guidance on the Transfer to Writing Up process is available [here](#)

Student Details

First Name / Surname	Paul Student
Student number	111222333
School / Institute	Wolfson Institute Of Preventive Medicine
Date of Initial Registration	11/04/2013
Study Status	Part-time
Principal Supervisor	Alan Supervisor
Other Supervisors	

Proposed Dates & Supervisor

Authorising Supervisor *	<input type="text"/>
Requested date of transfer to writing up *	<input type="text"/> 
Anticipated date of thesis submission *	<input type="text"/> 

Once this information has been entered the student uploads a completed Thesis Completion Plan showing the timetable for drafting each chapter of the thesis and anticipated submission date. A template for the Thesis Plan is provided on the RDO webpages, which can be accessed via a link on the transfer form. A student may upload a pre-prepared Thesis Completion Plan but should not upload draft chapters. A maximum of two documents can be uploaded but it is not possible to submit a transfer to writing up request without attaching a document to the form.

Attachments

Please complete the Thesis Plan template available [here](#) and upload it below as part of your application.

Please do not attach draft chapters.

1. Use the BROWSE button to select files
2. Click UPLOAD to save.

Repeat these steps if you wish to upload another file.

Please note you can upload a maximum number of 2 files and the maximum file size per attachment is 3 MB.

Name	Status

Confirmation

I confirm I have uploaded the Thesis Plan including table of contents and chapter headings and timetable for thesis completion

The student must confirm that the document has been uploaded before submitting their request. Once they have clicked submit they will be presented with a page titled 'Student Stage Complete'. This page lists status of the request and the stage that the request is currently at.

Request History					
Role	Received	Activity	Outcome	Completed	Comments / Documents
STUDENT	14/Jul/2018	Request transfer to Writing Up status	Request Submitted	14/Jul/2018	12979714.doc

Status		
This request is now at the following stage:		
Role	Activity	Sent
SUPERVISOR	Supervisor Review of Writing Up request	14/Jul/2018

Once a completed request has been submitted by the student the Supervisor, will also receive an email confirming that the request has been submitted, and the request for approval will be in the Supervisors task in-tray.

Transfer to Writing Up				
Submitted Date	Request Status	Who	Completed Date	Link to Request Form
08/Jun/2016	Not successful	SUPERVISOR	08/Jun/2016	Click here to see this Request
08/Jun/2016	Not successful	DEPT ADMIN	08/Jun/2016	Click here to see this Request
08/Jun/2016	Not successful	DGS	08/Jun/2016	Click here to see this Request
08/Jun/2016	Not successful	RDO	08/Jun/2016	Click here to see this Request
08/Jun/2016	Not successful	DEPUTY DEAN	08/Jun/2016	Click here to see this Request
14/Jul/2016	Ongoing Review: Reviewed (Awaiting Dept Admin Review)	SUPERVISOR		Click here to see this Request

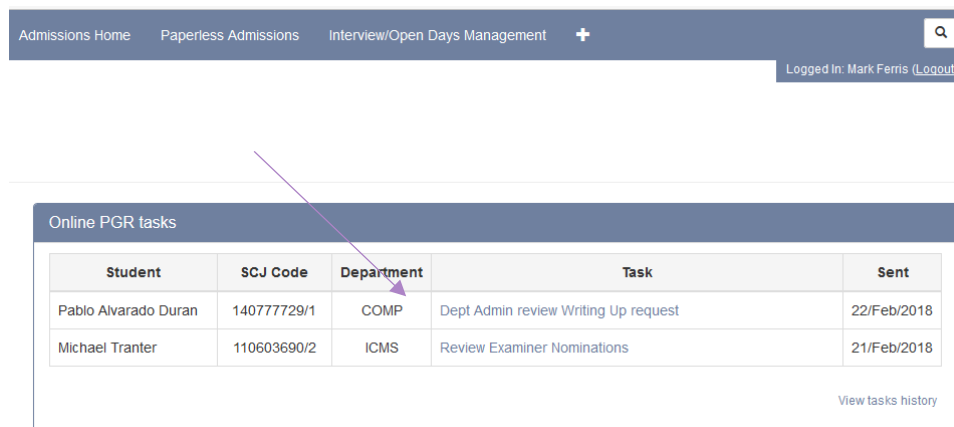
The student can click on their request at any time to check its status.

Request History					
Role	Received	Activity	Outcome	Completed	Comments / Documents
Dept Admin	14/Jul/2016	Dept Admin review Writing Up request	<i>Progressing</i>		
SUPERVISOR	14/Jul/2016	Supervisor Review of Writing Up request	Supervisor Approved	14/Jul/2016	
STUDENT	14/Jul/2016	Request transfer to Writing Up status	Request Submitted	14/Jul/2016	12979714.doc

If a request is rejected, the student will be informed of which stage the decision has been taken. The form will be returned to them with an explanation of the reasons for the decision and advising the student to discuss with their supervisor when it would be appropriate to make another application to Transfer to Writing Up.

6.3 Supervisor View

Once the student has submitted the Transfer to Writing Up Request Form, the Supervisor selected will receive an email notifying them of the request. At this point they will be able to access the request via the Online PGR task on MySIS (Research Student Data > Online PGR tasks).



Student	SCJ Code	Department	Task	Sent
Pablo Alvarado Duran	140777729/1	COMP	Dept Admin review Writing Up request	22/Feb/2018
Michael Tranter	110603690/2	ICMS	Review Examiner Nominations	21/Feb/2018

[View tasks history](#)

Upon accessing the task the Supervisor will be presented with the request form.

Transfer to Writing Up Request Approval Form

Student Details

First Name / Surname	Paul Student
Student Number	111222333
School / Institute	School Of Politics And International Relations
Date of Initial Registration	11/01/2016
Mode of Study	Full-time
Principal Supervisor	Alan Supervisor
Other Supervisors	Pauline Supervisor
Enrolment Status	R-E-E (Enrolment - Fully Enrolled)
Enrolment Date	11/01/2016

Dates

Requested date of transfer to writing up	19/Aug/2016
Anticipated date of thesis submission	08/Dec/2016

The Supervisor can access the uploaded Thesis Plan and view any comments that the student has made before deciding whether to approve or reject the request. Approving the request will pass the request to the Departmental Administrator for Research Degrees. Rejecting the request will mean that the student will have to submit a new request form in order to transfer to writing up. In both scenarios the student will be emailed.

If a request is rejected a brief explanation should be entered into the comments box. Supervisors should discuss with the student when it would be appropriate to make another application.

The Supervisor also has the option to send a query to the student in order to assist them with their decision. This gives the student the opportunity to respond without having to submit a new request. Once the student has responded to a query the Supervisor is able to continue with the request.

Status

This request is now at the following stage:

Role	Activity	Sent
SUPERVISOR	Supervisor Review of Writing Up request	14/Jul/2016

Approval & Comments

- Approve request
- Return to student with query
- Reject

You may enter any additional comments in the textbox below.

Once a decision has been entered the Supervisor will be presented with a confirmation page which details the action taken and the next step (if applicable).

Request History

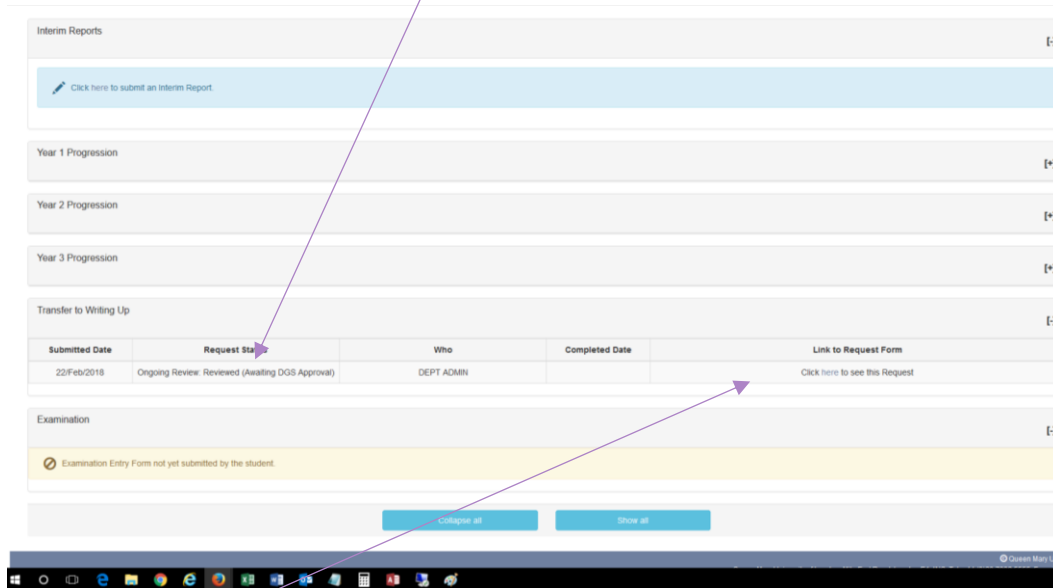
Role	Received	Activity	Outcome	Completed	Comments / Documents
SUPERVISOR	14/Jul/2016	Supervisor Review of Writing Up request	Supervisor Approved	14/Jul/2016	
STUDENT	14/Jul/2016	Request transfer to Writing Up status	Request Submitted	14/Jul/2016	12979714.doc

Status

This request is now at the following stage:

Role	Activity	Sent
DEPT ADMIN	Dept Admin review Writing Up request	14/Jul/2016

Whilst the task will not appear in the Online PGR tasks table on the main Research Student Data page once it has been passed to someone else (either back to the student or onto the Departmental Administrator), the Supervisor will be able to check on the progress by looking up the student in Research Student Look Up



By clicking on the link the history of the request will appear.

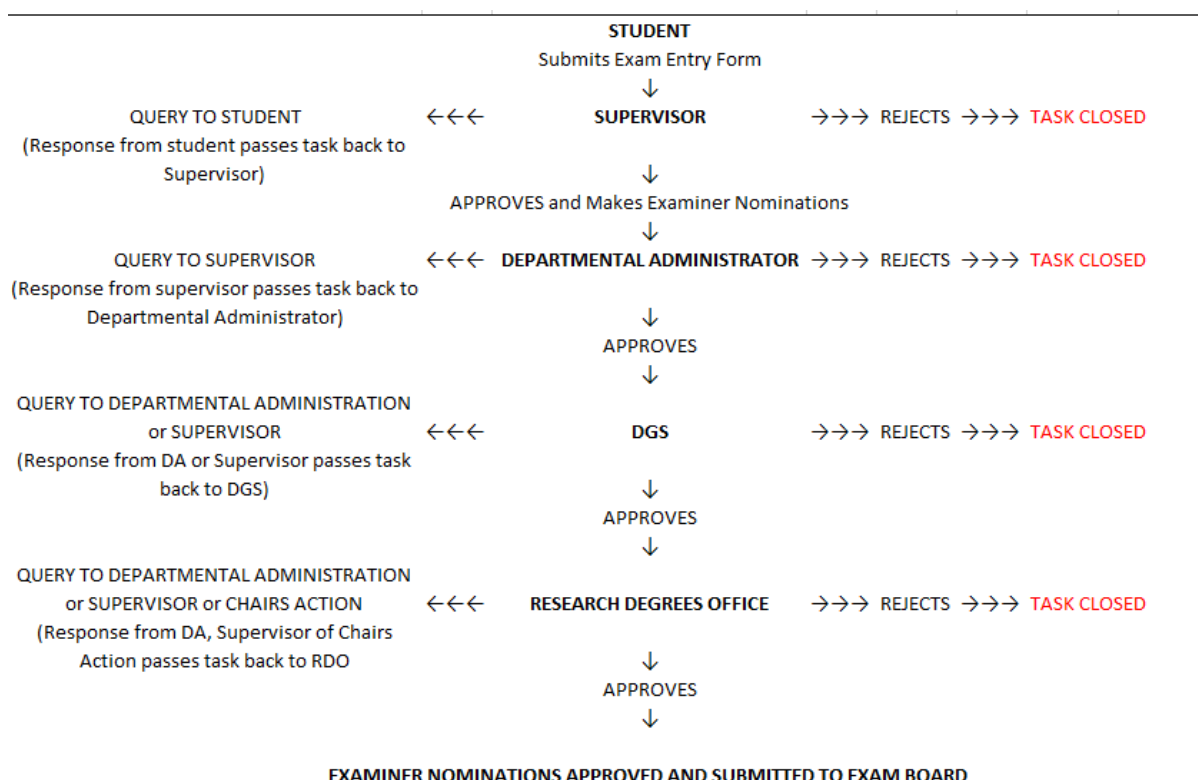
Request History					
Role	Received	Activity	Outcome	Completed	Comments / Documents
	22/Feb/2018	DGS review of Writing Up request	Progressing		
Melissa Yeo DEPT ADMIN	22/Feb/2018	Dept Admin review Writing Up request	Checked OK	22/Feb/2018	
Daniel Stowell SUPERVISOR	22/Feb/2018	Supervisor Review of Writing Up request	Supervisor Approved	22/Feb/2018	
Pablo Alvarado Duran STUDENT	22/Feb/2018	Request transfer to Writing Up status	Request Submitted	22/Feb/2018	Transfer-to-writing-up-thesis-completion-table.pdf

Once the order of approval has been completed the Transfer is Approved.

7 Exam Entry Form & Nomination of Examiners

7.1 Order of Approval

The Exam Entry Form & Nomination of Examiners task allows for the Supervisor to view and approve/reject the students submission enter for exams and then to nominate the examiners receiving the approval of relevant parties (Dept Admin, DGS, RDO). Below the order of receipt of the request is outlined along with a brief explanation of what action can be taken at each stage and the impact on the request.



7.2 Student Submits Exam Entry Form

The task is initiated when the student submits the three page Examination Entry form seeking approval from (below) the Supervisor. On submission a task opens in the Supervisor(s)

Candidate Details

Name of candidate Vasantha Muthu Muthuppalaniappan

Student number 020122155

School / Institute William Harvey Research Institute

Degree for which entered Doctor of Philosophy

Contact email address sfs-testing@qmul.ac.uk

Results address* Flat 76, Granite Apartments
39 Windmill Lane
LONDON
London
E15 1PY
*This is the address your degree certificate will be sent to. If incorrect, please go to your My Details/Contacts tab in MySIS and amend the Results Address

Supervisor* Magdi Yaqoob
*Your primary supervisor has been selected. You may select another supervisor if you wish.

Intended date of thesis submission
*The intended date of thesis submission should normally be:
- for full-time students, within 3 years and 364 days of the initial enrolment date; and
- for part-time students, within 6 years and 364 days of the initial date of enrolment.
Students who have interrupted their studies or have been granted an extension to their period of registration will have a different submission date. Please contact the Research Degrees Office to confirm your thesis submission deadline.

Title of thesis*

Field of study* Select field of study...

Supervisor attendance Tick here if you do NOT wish your supervisor to be present at the examination

Page 1 of 3

Research Student Examination Entry Form

Declaration
As you are about to submit a thesis for a research degree, you are required to agree to the declaration below.
The declaration will become void if your thesis is not approved by the examiners, being either rejected or referred for revision.

Reproduction of Thesis

A digital copy of a thesis which is accepted for the award of a research degree is placed in the open-access institutional e-repository, Queen Mary Research Online (QMRO). For more details about the inclusion of your thesis in QMRO and the implications of this (for example about how it may affect future publication), please visit the Library's web page: <http://www.library.qmul.ac.uk/research/queen-mary-research-online-qmro/>.

It is possible to request that an embargo be placed on your thesis such that it will NOT be made available through QMRO for 1 year. This period can be extended if necessary by application to the Deputy Dean for Research (Research Students) for your faculty.

Restrict access I wish an embargo to be placed on QMRO copies of my thesis.

Extend embargo I wish to apply for an extension to the 1-year embargo period.

Declare copyright My thesis contains material for which I do not own the copyright.

Declaration

1. I authorise that the thesis I present for examination shall, if a degree is awarded, be deposited in the electronic institutional repository of the library of Queen Mary University of London and that, subject to the conditions set out below, it may be made available for public reference, inter-library loan and copying.

2. I authorise QMUL or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.

3. I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version: *The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author.*

4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

Declaration void if thesis not approved* I understand that if my thesis is not approved by the examiners, this declaration will become void

Page 2 of 3

Research Student Examination Entry Form

i You must submit a short description of the content of your thesis of up to 300 words.
The text can be the same as that of the abstract of your thesis (submitted with the thesis).

Description of Thesis

Abstract * How to gain a PhD

Page 3 of 3

Back
Save & Exit
Submit

On submission a task opens in the Supervisor(s) PGR Task in box and as with all PGR processes an email sent alerting the supervisor to the newly created task.

Online PGR tasks

Student	SCJ Code	Department	Task	Sent
Hannah Smith	161205562/1	ENGL	Review Examination Entry Form	11/Apr/2018

[View tasks history](#)

The supervisor can either approve or reject the form or send a query to the student (see below). No other approvals other than the supervisor’s are required, so once approval has been given the student receives a message informing them of the decision.

Approve Research Student Examination Entry Form

Candidate details	
Student number	161205562/1
First name / surname	Hannah SMITH
School / Institute	School of English and Drama - Department of English
Degree for which entered	Doctor of Philosophy
Intended date of submission	01/May/2018
Title of thesis	How to gain a PhD
Supervisor presence at viva	No objection indicated

Reproduction of Thesis	
Embargo on QMRO copies of thesis	No
Extension to 1-year embargo	No
Copyright material	Thesis does not contain material for which Student does not own copyright
Declarations acknowledged?	Acknowledged

Description of Thesis	
Description of thesis (Abstract)	How to gain a PhD

Approval radio options

Approve Examination Entry Form
 Return to student with query
 Reject

Comments

You may enter any additional comments in the textbox here

Submit

7.3 Nomination of Examiners

On approval the Nomination of Examiners task kicks off. This can be completed straight away, as the supervisor is taken automatically to the task or can be completed later via the link which is created in the supervisor's PGR Task in box.

The four page Nomination of Examiners form is shown below. On submission of this form the Supervisors role in the process is finished unless a query is raised to the supervisor. The nominations are further approved by Dept Administrator, The DGS and the Research Degrees Office. The Supervisor can check the status of the nominations either by retrieving the students record in Research Student Look Up and clicking on the Progression and Supervision tab (see Chapter Two) or by using the 'View Task History' in their PGR Task in-box where the status of all task can be viewed.

Research Student Examiner Nominations for Hannah Smith (1012056021)

1 This form enables the supervisor to nominate examiners for their student identified above.
Examiners may be nominated as follows:

Model A:

- one internal examiner from the academic staff of Queen Mary University of London who has not been involved in the candidate's work and has not been a member of the candidate's progression panel(s), and
- one external examiner.

Model B:

- Where the criteria above for an internal examiner cannot be met or a school/institute considers it to be academically desirable, two external examiners may be appointed.

Notes

- Between them the nominated examiners should have experience of research degree examining in the UK (at least 5 PhD examinations including at least 1 UK examination).
- External examiners should not normally be used more than once in any academic year within a given School/institute (if uncertain about this issue you can check a possible candidate with RDO).
- An external examiner is a member of staff employed by another university or organisation outside QMUL. Staff employed by colleges of the University of London are treated as external examiners.
- An internal examiner who is a member of QMUL staff may be appointed up to 3 times during a given academic year.
- Examiners must have had no direct involvement in the candidate's research or any close connections or joint publications or research grants. They must not have taken an active role in considering the student's progression.
- External examiners must not have personal or professional connections with the student or the supervisor(s).
- See the guidance [links](#) for more information on examiner nominations.

Propose Examiner 1

1 Examiner 1 is usually the QMUL examiner or if there two external examiners, they are the external examiner who will take the lead in the administration of the examination, e.g. completing the examination outcome form and sending the examiners' reports to RDO.

Title *

Forename(s) *

Surname *

Department / Institution * **!**

Full address for correspondence *

Email address *

Telephone number *

Reasons for recommendation and expertise *

Total number of PhD examinations undertaken *

Number of UK PhD examinations undertaken *

Weblink to CV or academic homepage *

Email address *

Telephone number *

Reasons for recommendation and expertise *

Total number of PhD examinations undertaken *

Number of UK PhD examinations undertaken *

Weblink to CV or academic homepage *

Upload CV

1 If you did not include a web link to the CV in the 'Weblink to CV' section, then please attach a CV using the buttons below and enter 'NA' in the above weblink section to continue.

1. Use the BROWSE button to select files
2. Click UPLOAD to save.