Lise Gough Secretary to the Degree Committee

To: Supervisors of PhD students in their final year



Faculty of Computer Science & Technology

## Appointment of Examiners for the PhD degrees

The Board of Graduate Studies and the Degree Committee expect that your student should be submitting very shortly. To avoid confusion over the appointment of Examiners and approval of titles for dissertations, it would be helpful if you would complete the form below.

NAME

Expected date of submission

College

Is the student likely to leave the country shortly after submission? YES/NO

TITLE OF DISSERTATION agreed by student and Supervisor (If the title is approved, it may not be altered without formal permission of the Board of Graduate Studies.)

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Suggested Examiners who have agreed to act (Name, address, e-mail and contact telephone number)\*

1.Internal Examiner2.External Examiner

Name	Name
Institution	Institution
Address	Address
Email	Email
Telephone	Telephone
Examiner 1 has examined at	Examiner 2 has examined at
PhD level once or twice before	PhD level once or twice before
Examiner 1 has examined at PhD level many times before	Examiner 2 has examined at PhD level many times before

Date .....

Signature.....

Please return the form to the Secretary of the Degree Committee in the Student Administration Office at least one month before the student is expected to submit. \*See notes overleaf.

\*Please note that the Degree Committee will not appoint the candidate's academic Supervisor, industrial Supervisor, or anyone who has worked in close collaboration with the candidate (or co-authored a significant proportion of the candidate's publications). It is generally much better if the Supervisor approaches the examiners and it will be assumed that this has been done unless specifically noted otherwise.

The Board of Graduate Studies no longer requires students to apply to the Board for appointment of Examiners; either the student must apply to the Secretary to the Degree Committee for the appointment or the Supervisor completes and returns the form below. The Degree Committee recommends that names of examiners should be withheld from students at least until after the dissertation has been submitted.

For office use only:

Examiners approved ..... DC/DA