

## Entry Form for Examination for the Degree of Doctor of Engineering

<b>Section A (To be completed by the Candidate)</b> <i>Please read the notes on page 6</i>		Is the candidate a member of staff? YES / NO * * delete as appropriate
Title	Forenames	Surname
Faculty	Department/Centre/School/Division	Registration Number
Date of Initial Registration		Month thesis will be submitted
Supervisors		I wish my supervisor(s) to be present: YES / NO
Proposed title of thesis (note that any change to this title must be approved by the Dean of Faculty)		
<p><i>This thesis and the work to which it refers are the results of my own efforts. Any ideas, data, images or text resulting from the work of others (whether published or unpublished) are fully identified as such within the work and attributed to their originator in the text, bibliography or in footnotes. This thesis has not been submitted in whole or in part for any other academic degree or professional qualification. I agree that the University has the right to submit my work to the plagiarism detection service TurnitinUK for originality checks. Whether or not drafts have been so-assessed, the University reserves the right to require an electronic version of the final document (as submitted) for assessment as above.</i></p>		
Signature of Candidate .....		Date .....
<b>Section B (To be completed by the Principal Supervisor)</b>		
<b>External Academic Examiner Details</b>		
Title	Full name	
Name of Institution/Organisation		
Appointment: (e.g. professor, reader, senior lecturer)		
Contact Address:		
Telephone:	Email:	
Number of Doctorates examined:		
<b>I confirm that the above nominated external examiner (Please tick box to confirm)</b>		<i>Confirmed</i>
(i) has expertise in the area relevant to the student's field of research and is demonstrably research active		<input type="checkbox"/>
(ii) holds an academic appointment and a curriculum vitae is attached		<input type="checkbox"/>
(iii) has experience of examining at doctoral level in the UK		<input type="checkbox"/>
(iv) does not have, nor has previously had, a personal relationship with the student		<input type="checkbox"/>
(v) does not have, nor has had, any professional relationship with the student which may give rise to a conflict of interest (e.g. supervisory, collaborative research, co-authoring of papers)		<input type="checkbox"/>
(vi) does not hold (nor has held) any appointment of the University, other than that of external examiner, during the period in which the student has been registered for the degree		<input type="checkbox"/>
(vii) if the external examiner has examined more than three candidates of the University in the last five years, has permission to undertake a further examination been granted by the Research Degrees Committee?		<input type="checkbox"/>

**Internal Academic Examiner Details**

Title	Full Name		
Appointment: (e.g. professor, reader, senior lecturer, lecturer)	Is the nominated examiner visiting or retired staff? (tick as appropriate)	YES	NO
Telephone:			
Email:			
Number of Doctorates Examined:			
<b>I confirm that the above nominated internal examiner</b> (please tick box to confirm)			<i>Confirmed</i>
(i) has expertise in the area relevant to the student's field of research and be demonstrably research active			
(ii) holds a permanent academic staff appointment such as Lecturer, Senior Lecturer, Reader, Professor or Research Fellow within the Faculty. (Visiting staff and retired staff members are eligible to be examiners. In the case that they are appointed an Independent Chair will also be appointed)			
(iii) has experience of examining at doctoral level in the UK			
(iv) does not have, nor has previously had, a personal relationship with the student			
(v) does not have, nor has previously had, any professional relationship with the student which may give rise to a conflict of interest (e.g. supervisory, collaborative research, co-authoring of papers)			
(vi) Internal Examiners with no previous experience of examining or chairing viva voce examinations at the University will have undergone appropriate training prior to appointment			

**External Industrial Examiner Details** (if applicable)

Title	Full name		
Name of Institution/Organisation			
Appointment: (e.g. professor, reader, senior lecturer)			
Contact Address:			
Telephone:	Email:		
Number of Doctorates examined:			
<b>I confirm that the above nominated external examiner</b> (please tick box to confirm)			<i>Confirmed</i>
(i) has expertise in the area relevant to the student's field of research and is demonstrably research active			
(ii) holds an academic appointment and a curriculum vitae is attached			
(iii) has experience of examining at doctoral level in the UK			
(iv) does not have, nor has previously had, a personal relationship with the student			
(v) does not have, nor has had, any professional relationship with the student which may give rise to a conflict of interest (e.g. supervisory, collaborative research, co-authoring of papers)			
(vi) does not hold (nor has held) any appointment of the University, other than that of external examiner, during the period in which the student has been registered for the degree			
(vii) if the external examiner has examined more than three candidates of the University in the last five years, has permission to undertake a further examination been granted by the Research Degrees Committee?			

**Independent Chair** (if applicable)

The nominated Chair must not have (nor have had) any professional or personal relationship with the student. The Chair will be internal to the University (Emeritus and honorary staff cannot act in this capacity) and will have experience of examining at doctoral level

Title	Full Name
-------	-----------

Telephone:	Email:
------------	--------

Number of Doctorates examined:

Please write a short justification for the nomination of the examination panel. The statement will cover how the examiners' expertise is relevant to the candidate's thesis and special consideration should be given to the suitability of any examiners not employed by a university or without a doctoral degree.

I confirm that the details of the nominated examination panel have been checked and conform to the requirements of the General Regulations.

Signed by:

Principal Supervisor.....

Date.....

Having read the justification in support of the examination panel and checked the panel details, I am satisfied that the nomination meets the requirements of the General Regulations and I endorse it.

Signed by:

Dean of Faculty (or Nominee).....

Date.....

The examination panel is approved:

For RDC.....

Date.....

**Section C (To be completed by the Examiners)**

**Report on Oral Examination**

Empty space for the report content.

**Joint Recommendation of the Examiners (Please tick one outcome below)**

<p>Award EngD (no corrections needed) Student should proceed to produce hard-bound thesis</p>		<p>No award, with no recommendation regarding resubmission of the thesis (normally only applicable following a resubmission)</p>	
<p>That the degree be awarded, subject to specified minor corrections* being made to the thesis or portfolio to the satisfaction of the Internal Examiner within a period not exceeding <b>one month</b>.</p>		.	
<p>That the degree be awarded, subject to specified minor revisions* being made to the thesis or portfolio to the satisfaction of the Internal Examiner within a period not exceeding <b>six months</b></p>		.	
<p>No award at this stage, but permit submission of a revised thesis, with or without further research, <b>within 12 months</b> of the date of this examination and <b>with</b> a further oral examination.</p>			
<p>No award, but permit submission of a revised thesis, with or without further research, <b>within 12 months</b> of the date of this examination but <b>without</b> a further oral examination.</p>			

If resubmission, is further research required? Yes/No

If resubmission, is the student required to be based at Surrey Yes/No

\* The phrase "specified, minor corrections" shall be taken to include the correction of minor corrections, minor errors of fact, typography, grammar, style, syntax and/or layout of graphs/tables etc., which would enhance the readers' understanding of the author's argument but which does not alter the intellectual content and reasoning of the thesis.

\*\*"specified, minor revisions" are those which do not involve further supervision or any further original research. Such additions might include, for example, additional sentences, tables, paragraphs or pages but not normally additional chapters. They may additionally include specified minor corrections.

Signed by all examiners

External Academic Examiner..... Date.....

Internal Academic Examiner.....

External Industrial Examiner.....

Chair.....

**Section D** *(To be completed by the External Examiners)*

External examiners are asked to comment on the administration and conduct of the examination. Contributions are used by the University to monitor the integrity of academic standards and the awards process.

**Comments on the conduct of the oral examination**

**Comments on the congruence of the award with external standards established elsewhere in the HE sector.**

**Any other comments (e.g. on the organisation and administration of the examination process; on relevant University procedures and regulations).**

Signed by External Examiner(s) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

## Entry Form for the Examination for the Degree of Doctor of Engineering – Notes

*The attached form should be received by the Directorate of Quality Enhancement and Standards at least two months before the thesis is submitted*

### Section A – to be completed by the Candidate

Please enter your full name; please note that your name as declared on initial registration will appear on your degree certificate when awarded. Name changes (such as through marriage) must be notified to the Student Services Centre with proof of identity.

Your Registration Number is printed on your library card.

Ensure that the Student Services Centre knows your home address and your contact address. If you change your address it is not sufficient merely to inform your Faculty. Official correspondence from the University will be mailed to your last registered contact address (or if there is no current contact address, your home address). If you request your certificate to be mailed, you must provide the appropriate mailing address at the time of your award.

Remember that you should have re-enrolled at the beginning of each academic year. Fees are payable up to and including the quarter in which you submit your thesis. Outstanding fees will delay your award.

When you have completed Section A, which includes a declaration of originality, please remember to sign it and pass the complete form to your principal supervisor for Section B to be completed.

### Section B – to be completed by the Principal Supervisor

The Principal Supervisor should check that the proposed title is suitable for an academic work, is as brief as is consistent with a description of the contents, and is in good English.

The examination will be conducted by a Board of Examiners comprising an external academic examiner, and external industrial examiner, an internal academic examiner and there will be a Chair. Nominations must be submitted to the Directorate of Quality Enhancement and Standards not later than two months and not earlier than six months before the thesis is submitted.

The Chair will:

- be internal to the University
- not have, nor have previously had, a personal relationship with the student
- not have had any professional relationship with the student which may give rise to a conflict of interest (e.g. supervisory, collaborative research, co-publication of papers)
- have experience of examining at doctoral level
- not be Emeritus or honorary staff

The criteria for the appointment of internal and external examiners are set out in paragraph 13 of the General Regulations and form the checklists contained in Section B. It is the principal supervisor's responsibility to check that the nominated examiners meet these criteria; by signing the Entry Form the Principal Supervisor confirms that he/she has undertaken this check and that the nominated examination panel conforms to the General Regulations.

The form should be counter-signed by the Dean of Faculty, or designated signatory (normally the Faculty PGR Director). This is to confirm that the examiners' details and statement have been checked and the examination panel nomination is endorsed as meeting the requirements of the General Regulations.

The form should then be sent to the Directorate of Quality Enhancement and Standards (12 SE 03) for final approval at least two months before the thesis is to be submitted. Following final approval, the Academic Registry will send a formal letter of invitation to the external examiner.

### Section C

On completion of the oral examination examiners must complete the Report on the Oral Examination (this can be continued on a separate sheet if necessary) and must indicate one of the prescribed award recommendations (guidance on these recommendations is contained in the relevant degree regulations). The form must be signed by all examiners and by the chair (if applicable) of the examination.

### Section D

External examiners are invited in this section to comment further, if they wish, on the conduct and standards of the examination process. These comments assist the University in monitoring the quality and standards of the PGR programmes it offers.