

4<sup>th</sup> May 2023

In some of these requests there will be personal data, therefore please blank out personal data to meet gdpr 15 rules.

Please supply me with copies of the following documented information regarding the rules of assembly and procedure for the examination of Geoffrey Blanche MSc by Research:

1. Nomination of Examining Board

The Executive Dean or nominee should complete a Nomination of Examining Board form, indicating whether the student is a member of staff or not, giving the names of all individuals who have been involved in the supervision of the student.

2. The Executive Dean sends the Nomination of Examining Board form to Academic Services.  
3. The Executive Dean or nominee should provide full contact details for the nominated external examiner.

- a) Full details of supervision and examination experience and other relevant information must be provided for all proposed examiners (unless the proposed external examiner has been appointed and acted as a research degree external examiner at Swansea University in the last three years).
- b) The information provided should cover: • Record of successful supervision at the appropriate level;
- c) • Previous experience of research degree examination [1];
- d) • Academic and/or professional qualifications;
- e) • Current and previous academic positions;
- f) • Brief summary of recent publications and research outputs.

4. Documentation confirming: Collectively, the panel should have examined a minimum of six Viva Voce Examinations at or above the level that is being examined. If it is not possible to convene a panel with this level of experience, an evidenced justification will need to be submitted with the nomination for consideration by the Deputy PVC for Postgraduate Research.

5. Documentation of: Academic Services send a letter to the external examiner confirming the appointment which is copied to the Executive Dean concerned.

6. Documentation of: Academic Services will inform the Executive Dean whether the Examining Board has been approved.

7. Email communication confirming the following was done:

- a) Faculty/School Responsibilities and Distribution of Examination Documents On appointment of both examiners, it is the Faculty/School's responsibility is to supply each examiner with: • Copies of the relevant regulations;
- b) • One electronic copy of the candidate's thesis (which might be supplemented with a temporary bound version, if required).;
- c) • One copy of the Guide to the Examination of Research Students;
- d) • One copy of the Guide to the Submission and Presentation of a Thesis for Research Students;
- e) • The Report and Result Forms necessary for the conduct of the examination

8 Documentation of: An appointed Convenor and Secretary shall be responsible for ensuring that the correct administrative procedures for the submission and examination of the thesis are

carried out. The Executive Dean of the Faculty/School concerned shall act as Convenor & Secretary or shall delegate these functions to a senior member of the staff e.g. a member of staff responsible for the management of postgraduate research students or the Chair of Research/Postgraduate Committee.

9 Documentation confirming: In the event of a review of an examination decision or an appeal, the Chair is required to provide a written report on the conduct of the examination as necessary.

10 The documentation that reported 1.3 of the examiners report issues of general concern to the chair of the Progression and Awards Board

This section allows External Examiners to report any issues of concern or good practice during the Examination Process. This information is relayed directly to the Chair of the Progression and Awards Board to take any necessary action and/or report to the Progression and Awards Board.

11 The documentation of: The Chair of the Progression and Awards Board will write to the Examiner concerned on the outcome of considering the issue of concern or good practice.

12 The documentation of presentation to the Progression and Awards Board: The recommendation of the Examining Board must be presented to the Progression and Awards Board for ratification before a result letter can be prepared.

Regards

Geoff Blanche