

NOMEX SUBMISSION CHECKLIST

This document is intended to aid in the completion of the NOMEX form.

Please complete this form and submit it with the NOMEX form.

The NOMEX should be submitted to your Faculty Researcher Development & Doctoral Studies Board no later than **3 months prior** to intended submission.

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|  |  | **Conflict of Interest** | | | |
| *Please note any potential conflicts. For specifics, please refer to appendix 8 – guidelines for nomination of examiners* | | | | | |
| Have the Examiners worked in any capacity with the candidate? (This could include conference presentations, and publication interactions) | | | Yes | No | N/A |
| Have the Examiners worked extensively with the Supervisors, and if so, has this been in recent years? (This does not automatically exclude their successful nomination via a NOMEX, but consideration is requested, nonetheless. Details can go into the “Conflict of Interest” section on the NOMEX). | | | Yes | No | N/A |
| If the External was formally employed by the University of Wolverhampton, have 3 years elapsed since that employment finished? | | | Yes | No | N/A |

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| **Contact Details of Examiners** | |
| ***NOMEX forms without this information will be declined.***  *Please provide this information on NOMEX itself, and tick to confirm.* | *Tick to confirm inclusion in Nomex.*  *(Do not leave blank)* |
| Examiner(s) Full name |  |
| Postal Address (where the thesis is to be posted – confirm the address with the examiner) |  |
| Telephone numbers (including, if possible, mobile number – confirm with examiner) |  |
| Email addresses (confirm with examiner) |  |
| Is this the first time that this Nomex has been submitted for consideration to the Faculty RDDSB? | Yes  No |
| **Are the examiners aware of pending thesis submission?**  Are the Examiners aware of the target submission date, and prepared to run the Viva Voce, ideally, within 8-12 weeks from receiving the thesis?  *If not, and a delay is expected, please clarify why this nomination should be considered on the NOMEX form itself. This needs to include whether the candidate feels such a delay is acceptable and has leave to stay in the UK for this.* | Yes  No |

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| **Are completed CV templates enclosed for all examiners with the NOMEX?** | Yes  No |
| *Completed CV templates of no more than 3 pages are requested, and these should clearly note:*  *current examiner affiliation(s), their academic title (and the awarding institution/s), university-level qualifications attained. CV must also include information on the number of doctorates that the examiners have examined.*  *If a non-academic is nominated (e.g., a clinical practitioner), full information is needed to determine whether they have enough academic expertise and an academic track record, and examination experience, to be an External Examiner.*  *If either Examiner is retired, information is needed to determine that they’re still active within their academic fields*.  *Do you have the understanding that the Internal Examiner will be in contracted employment with the University of Wolverhampton at the point of the intended first Viva Voce date?* |  |
| Has the nominated Internal Examiner undergone PhD examination training with the Doctoral College at the point of the consideration of the NOMEX for approval?  **If not, then this NOMEX will not be approved.** | Yes  No |
| Can you confirm that the nominated External Examiner is resident in the UK? | Yes  No |
| Have you checked whether the examiners you are proposing have any accessibility needs in relation to this viva voce and communicated these in the NOMEX?  **We also request that you check with your student if they have any accessibility needs and that these also are noted in the NOMEX.** | Yes  No |
| **ADDITIONAL USEFUL INFORMATION**  *It may be useful to include the thesis abstract in the box concerning the relevancy of the nominated examiners, for the benefit of the Researcher Development & Doctoral Studies Board (RDDSB), who consider this form.* | |

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| **CRDDS OFFICER USE ONLY** | |
| Date of Receipt: | Click or tap to enter a date. |
| Date checked: | Click or tap to enter a date. |
| All above information provided? | Yes  No |
| If ‘No’ – Faculty Research Admin informed? Date sent back: | Click or tap to enter a date. |
| **Approved at CRDDS:** | Yes  No |
| Date: | Click or tap to enter a date. |
| **Decision communicated to Faculty:** | Click or tap to enter a date. |