**Self-Certification:**

**DOCTORAL COLLEGE**

**Status of “Experienced Internal Examiner” of Research Students**

* **Who should complete this form?**

This form is to be completed by staff who need to self-certify their examining experience at research degree level. This is a regulatory requirement at DMU to assure balanced academic judgement and knowledge of University procedures pre and post viva in addition to procedural requirements of the conduct of the viva.

The examining experiences that can be submitted on this form are:

* Internal examining at DMU
* Acting as an observer at DMU viva voce examinations
* Examining at another university at PhD level
* **When should this form be completed?**

This form should be completed by staff who have two examining experiences (as described above) to submit as part of the self certification process.

**PLEASE NOTE:** Staff who are registered as a research degree student – either at DMU or at another university - are not eligible to examine research degree students at DMU.

|  |  |
| --- | --- |
| Title: | Name: |
| Faculty: **Please select** |

Q1) Have you attended the relevant Certificate in Research Supervision (CRS) courses and, where applicable, the CRS Update course? **Please select**

If **No**, please submit the form once you have attended the required CRS workshops, the scheduled dates can be found at dmu.ac.uk/about-dmu/professional-services/academic-professional-development/professional-development-activities

Q2) Have you been part of an examination team for a research student on at least two occasions? **Please select**

If **No**, please  submit the form once you have been part of two examination teams

If **Yes**, please insert below the names of two of the students for whom you have acted as examiner (or observer) together with the year of examination and the awarding Institution.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name 1:** |  | Year:  | Institution:  |
| **Student Name 2:** |  | Year:  | Institution:  |

Signature: Date: **Click here to enter a date.**