

Online Nomination of Examining Committee for PG Research Students: Staff Guide

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This new online system replaces the previous Word document

1 Creating an Examining Committee Nomination

Examining Committee Nominations are now created and managed in MMS on the **Examining Committee Nomination** tab in the administration tool of a School's **Research module**, for example "CSC-Research", see figure 1. This new system replaces the previous Word document.

Postgraduate Administration

This page allows you to manage various forms involved with administration of postgraduate research students.

The following nominations have already been created:

Saved but not nominated

Matric Num	Student Name	External Examiner	Created	Created By	Nominated	Select
000000000	Student 1	External Examiner 1	04/05/2011 10:46	Staff 1		<input type="checkbox"/>
000000000	Student 2	External Examiner 2	02/03/2011 15:00	Staff 1	17/03/2011 16:57	<input type="checkbox"/>

Click on the student name to view the nomination

Delete Nomination

Create Examining Committee Nomination

To create a new nomination, I need to know which student the nomination applies to. On the next page you will be able to complete details about the convener and external examiner.

Student:

Enter Details of Examining Committee Nomination — Click to create Nomination form

Figure 1: An example of the Examining Committee Nomination tab in the Postgraduate Administration tool

New examining committee nominations are created in the **Create Examining Committee Nomination** section. Any member of staff assigned to the Research Postgraduate module can create a nomination form however only the Head of School or the Director of Postgraduate Studies can approve the nomination and send it to registry. To create a new nomination form select the student who will be examined from the drop down list and the click the **Enter Details of Examining Committee Nomination** button. MMS will then generate the nomination form. An example of a completed Examining Committee Nomination is given in 2. The student and thesis information will be displayed at the top of the form with the current state of completion of each section of the nomination being displayed in the top right of the page. The completion state will be updated every time the nomination is saved. At any point the **Download PDF preview of completed form** link will produce a PDF of the nomination as most recently saved.

The main sections of the nomination form are:

- Title of thesis - Filled in at the top of the nomination form
- Convener - The convener can be selected in two ways:
 - From the drop down list
 - Using the search field: enter either username or name into the **Search for Convener** text field and click the **Search for Convener** button. A table will appear at the top of the form with all the members of staff that fit the search criteria. Select the convener by checking the tick box in the **Select** column and clicking **Set Convener** button.

If the proposed convener has previously acted in this role the tick the check box.

- Examiner contact details - Enter contact details including the institution, department, position, work address and work telephone number of the examiner.

There are also optional fields to insert a URL link or upload any attachments provided by the proposed examiner.

- Brief Academic Profile - The profile should be used to highlight why the proposed examiner is eligible to examine the candidate. Examples of the content to include are academic qualifications or relevant publications
- Examining Experience - This is an essential field as the experience level of the candidate will be important in evaluating the nomination
- Potential Conflict of Interest - Again this is an essential field. You must select either yes or no. If yes then you must give details. Potential conflicts of interest include:
 - Anyone who has worked or studied at St Andrews within the previous 4 years
 - Anyone who holds, or has recently held, a grant with St Andrews staff on a topic related to the thesis
 - Anyone who currently works with, or has recently worked with, St Andrews staff on a topic related to the thesis.

It is recommended that you save the form regularly by clicking either of the **Save Nomination** buttons. You can find a **Save Nomination** button at both the top and bottom of the page. It is also recommended that before you finish the nomination that you view the preview by clicking the blue **Download PDF preview of completed form** link under the completion status, at the top of the page.

Once a nomination is completed it can be saved and then either the Head of School or the Director of Postgraduate Studies can check the nomination and approve it for sending to registry by clicking the **Approve Nomination and Send to Registry** button.

2 Viewing Saved Nominations

Saved nominations are displayed on the **Examining Committee Nomination** tab, an example of which is given in figure 1. To view a saved committee nomination form click on the student name. If the nomination has not been approved and sent to registry then accessing the nomination will direct you to the editing page where details can be confirmed or edited and the nomination can be approved and sent to registry by clicking the **Approve Nomination and Send to Registry** button. Any member of staff connected with the research module can create and save a nomination form however only Head of School and Director of Postgrad Studies can approve and send the nominations to Registry. If a nomination has been approved then accessing the form will open a dialogue box from which a PDF copy of the nomination can be downloaded. Nominations cannot be edited after being approved. Nominations may be deleted before they have been approved and sent to registry by selecting the nomination using the 'select' checkbox and then clicking the **Delete Nomination** button.

3 Appendix: Example of Examining Committee Nomination form

Nomination of Examining Committee For Thesis

Student:	Student 1 (00000001)	To complete this form, you need to provide: <ul style="list-style-type: none">• Thesis title: OK• Convener: OK• Contact details: OK• Academic profile: OK• Examining experience: OK• Conflict of interest: OK Download PDF preview of completed form
Degree Intention:	PhD	
Degree Programme:	Computer Science	
Mode of Attendance:	Full Time	
Title of thesis:	<input type="text" value="Thesis title"/>	
Degree start/end dates:	27/09/2009 - 26/09/2013	
Supervisor(s):	• Supervisor 1 (Primary)	
Created By:	Victoria Davidson at 31/05/2011 15:57	

Save Nomination	Approve Nomination and Send to Registry	Delete Nomination
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Proposed Committee:

Convener:

☒ Proposed convener has previously acted in this role? If not, then guidance must be given

Search for convener: (minimum 3 characters)

External Examiner's Title:	Mr	First name:	Robert	Last name:	Smith
Position:	<input type="text" value="Lecturer"/>				
Institution:	<input type="text" value="University"/>				
E-mail:	<input type="text" value="robsmith@email.com"/>				
Department:	<input type="text" value="Computer Science"/>				
Work address:	<input type="text" value="Room 00"/> <input type="text" value="University"/> <input type="text" value="Town"/> <input type="text" value="County"/>				
Work tel:	<input type="text" value="01234 567890"/>				
URL:	<input type="text"/>				
File attachment:	<input type="text"/> <input data-bbox="699 969 762 987" type="button" value="Browse..."/>				

Brief Academic Profile

E.g. qualifications, up to three relevant publications

<input type="text" value="Expert in Computer Science"/> <input type="text" value="Publication 1"/> <input type="text" value="Publication 2"/>

Examining Experience

If an external examiner lacks experience with UK procedures guidance must be provided to them.

<input type="text" value="None"/>

Potential Conflict of Interest

The following are not acceptable:

- Anyone who has worked or studied at St Andrews within the previous 4 years,
- anyone who holds, or has recently held, a grant with St Andrews staff on a topic related to the thesis or
- anyone who currently works with, or has recently worked with, St Andrews staff on a topic related to the thesis.

If in doubt, please select "Yes" and explain the circumstances, either by entering text or attaching a document.

- ☐ Undeclared
- ☒ No
- ☐ Yes

Additional details about potential conflict(s) of interest:

<input type="text"/>

Only HoS and Director of Postgrad Studies

Save Nomination	Approve Nomination and Send to Registry	Delete Nomination
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Figure 2: Example of Examining Committee Nomination form