

RD12 CHECKLIST for School Research Degrees Leaders and Administrators

HAS THE CORRECT VERSION OF THE RD12 FORM BEEN USED? [APRIL 2020]	
https://my.napier.ac.uk/-/media/mynapier/section-images/your-studies/documents/postgraduate-studies-and-research-degrees/rd12_exam-arrangements.ashx	
ATTACHMENTS	
Is there a brief CV attached for each examiner? (<i>not needed for exam panel chair</i>)	
Is there a copy of the thesis abstract attached?	
SECTION 1	
Are all details included?	
Is the thesis title correct?	
SECTION 2	
Has an “expected date of examination” been included? (except for MRes candidates) <i>This need not be specific – a rough estimate is what is required. NB: we expect examiners to have at least 6 weeks to read the thesis, so the viva date should be at least 8 weeks after the thesis is submitted (or 7 weeks after URDC, if the thesis has been submitted already)</i>	
SECTION 3	
Have all details – name, post and institution - been included for each examiner?	
Has the “previous examination experience” been included for <i>all</i> members of the exam team, <i>including</i> the exam panel chair? If the number is 0 this should be stated (<i>a blank could mean zero or it could mean you’ve just not answered the question</i>)	
Has date of last exam panel chair training been included for proposed EPC?	
Do all proposed members of the exam team fit the criteria for exam experience?	
SECTION 4	
Has an adequate statement on the suitability of the proposed team been included? <i>This should be written in line with the guidance on the form: “Please provide a brief statement (150-200 words) on the suitability of the proposed team. You should note, in particular, how the individual strengths of the examiners will complement each other in the context of this candidate’s thesis. There is no need to repeat information from the examiners’ CV forms.”</i> <i>Statements which refer only to the proposed examiners’ “experience” or “expertise” in the area are not sufficient – this should be a given.</i>	
Has the DoS read and considered the declaration concerning impartiality?	
SECTION 5	
Has the form been signed by the DoS?	
Has the form been approved by the School Research Degrees Leader?	