

RD12 CHECKLIST for School Research Degrees Leaders and Administrators

HAS THE CORRECT VERSION [May 2025] OF THE RD12 FORM BEEN USED? (all relevant forms are available here on the student intranet)	
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?	
SECTIONS 2-4	
Have all dates been included? (see notes about expected date of exam)	
SECTION 5	
Is this the correct, current title as it appears on the student's work?	
SECTION 6	
Have all details been included for each examiner? (see notes about what is required)	
Has "previous examination experience" been included for <i>everyone</i> ?	
Has " date of last exam panel chair training " been included for proposed EPC?	
Where relevant, has previous ENU employment been included for externals?	
SECTION 7	
Has the DoS signed the declaration concerning impartiality?	
SECTION 8	
Has an adequate statement on the suitability of each member of the proposed team been included?	
Where two externals have been proposed, has section 8.4 been completed?	
SECTION 9	
Has the RD12 form been shared with and signed by the candidate?	
SECTION 10	
Has the form been signed on behalf of the School by the Research Degrees Leader?	

NOTES

Brief CV

The standard Research Degrees Examiner's Brief CV form **must** be used

Expected date of examination

- does not need to be specific – a rough estimate is sufficient.
- 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 the Exam Board, if the thesis has been submitted already)
- is not required for MRes candidates

Proposed examination team

- Provide name and institution for externals
- Provide name and department for internals

Date of last EPC training

This is not required for members of the Doctoral College Examination Board

Signing the form on behalf of the School

- The form should normally be signed by the School RDL or, in their absence, by the Deputy RDL.
- If the RDL or Deputy RDL is a member of the student's supervisory panel they **cannot** sign the form on behalf of the School.
- If neither the RDL or their Deputy is able to sign the form, the School Associate Dean (R&I) may sign the form on behalf of the School.