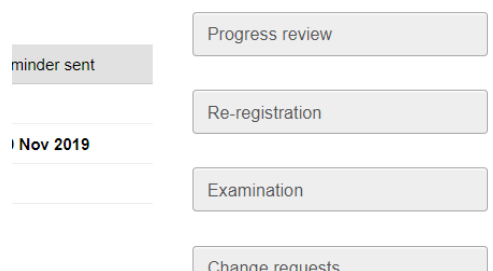


Exam Panel Nomination (EPN) is completed by the supervisors of the student.

Starting the Exam Panel Nomination

The Lead Supervisor gets an email prompt to complete the EPN once the notice of submission has been completed, however any supervisor can start the process at any point, including before notice of submission is given. This may be the case where the submission deadline is approaching, if so, the supervisor should also remind the student to submit the notice to submit in advance of the deadline. The student cannot submit without having first completed the notice of submission.

1. To start the EPN, find the student's record and go to their project page. Then click on the examination workflow.



The screenshot shows a user interface for a student's project page. On the left is a sidebar with two items: 'minder sent' and 'Nov 2019'. The main area on the right contains four rectangular buttons stacked vertically: 'Progress review', 'Re-registration', 'Examination', and 'Change requests'.

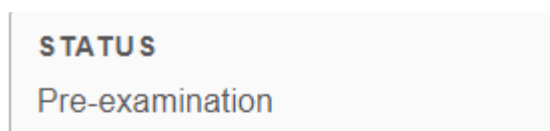
2. Go into the Examination process or create a new one if it hasn't been started yet, then go into the exam panel nomination workflow

Examination	Date	Status
Examination record		Create new...

Or

Examination	Date	Status
Examination - Mr Abel Fitzgerald	20 Oct 2021	In progress

Then



The screenshot shows a box with the title 'STATUS' in bold. Below the title, the text 'Pre-examination' is displayed.

Exam panel nomination

In progress

Waiting for the supervisor's exam
panel nomination form

With: Frederick Baldwin

- The exam panel can be completed by any supervisor. It will automatically start with the lead supervisor, but the lead can delegate the task, or other supervisors can take over the task. The lead supervisor should communicate with the rest of the team (outside of PGR Manager), so everyone is aware the panel is being appointed.

STATUS Waiting for the supervisor's exam panel nomination form	STATUS Waiting for the supervisor's exam panel nomination form
CURRENTLY WITH Frederick Baldwin	CURRENTLY WITH Frederick Baldwin
<input type="radio"/> Delegate this task	<input type="radio"/> Take over this task
<input checked="" type="radio"/> Edit exam panel nomination	

- It is important to read the regulations surrounding appointing the panel as there are certain rules for PhD, ProfDocs, PhD by published works, and for any student who is also employed at the Open University.

Guidance Chair Internal examiner External examiner Panel

Please refer to the [Research Degrees Regulations](#) for guidance.

Save and continue

Save for later

Inputting Chair and Examiner information

Once you have found a suitable exam chair and examiners, you'll need their full CV, which means with a full list of publications.

You should also ask them for the following:

- The number of students they have supervised, examined, and chaired in the UK as per the table below. You can send them this table and then use it to fill out the workflow table on PGR Manager.

	UK MPhil	UK PhD	UK Prof Doc
Currently supervising			
Supervised to completion (from registration to completion only)			
Examined			
Chaired (chair only)			

- Details of any non-UK research degree examination experience
- Any conflicts of interest with the student, any supervisors on the team and any of the exam panel. A non-exhaustive list can be found in Appendix 4 of the regulations. Conflicts do not necessarily mean the panel will not be approved; however, the conflict must always be addressed on the form or it will be returned. If you are uncertain whether a relationship

constitutes a conflict of interest, please contact the Research Degrees Team who will check with the Research Degrees Committee.

Any conflicts more than 5 years old are unlikely to be judged to be a conflict of interest but should still be highlighted.

EPC (Chair) only:

- Date of OU EPC training
<https://thelearningcentre.learningpool.com/course/view.php?id=4187> if this has not been completed, they should agree to do this immediately after the panel has been approved. You can just enter the date they plan to do it. If they cannot remember the date but have definitely completed it, please enter the rough time, or contact the Talent and Development Team.

Date of OU EPC training *

01 Feb 2021

- ARCs can contact Research-Degrees-ARC@open.ac.uk for advice regarding accessing the EPC training. The access to the above training link is only accessible with the correct IT permissions that may not be in place for all ARC staff or nominated exam panel chairs.

External examiners only (*not applicable to non-UK ARCs*):

- You do not need to ask the external examiner for their passport, however if they live in the UK, they must complete a right to work check with People Services. This takes place after the panel has been approved and is usually a passport check at the OU (Guidance may vary before April 2022 due to COVID-19)
- If the external examiner lives or works outside the UK we can only pay the examiner through invoicing their institution (or STIPENDA which is expensive, contact your faculty admin). We cannot allow examiners to waive their fee. The Research Degrees Team (RDT) will contact the examiner for this once you have submitted the EPN, however it may be useful to flag this early in the process. Please contact RDT for any queries around this.
- UK based ARCs would need to ensure that they follow the right to work checks in place with their individual institutions when appointing UK based examiners.

Adding staff to the EPN form

- Most OU staff and staff who are currently or have previously supervised and/or examined ARC students will already be on PGR Manager. The system currently uses their full name, rather than the name they are known as. It is always worth using the search option for their surname before starting the panel

Quick search

If you cannot find them, please call the Research Degrees Team rather than creating an external account.

For external examiners, it is unlikely that they already have an account, but please search for them first anyway, just in case.

If a second account is accidentally created in the process, the Research Degrees Team can help fix it.

Additional information in the Panel tab

- The chair should have experience of chairing at least one UK PhD/ProfDoc viva. The examiners should have examined at least 1 viva, and at least 5 between them. Where they do not meet the required experience, please provide a rationale to be considered by the Research Degrees Team.
- If any conflicts have been flagged for any member of the panel, please provide your assessment as to how this may or may not affect the independence of the panel.
- Vivas for OU students should take place on campus, however Research Degrees Committee is happy to consider any requests for remote vivas. If the entire panel and student will be remote, please make this clear in your request. The Research Degrees Team can provide further information.

Observer

- You can check whether a student wants an observer from their notice of submission or thesis submission workflow but should usually still discuss this in person. RDRAC recommends that a discussion be had with supervisor or Third-Party Monitor before the student decides not to have an observer.



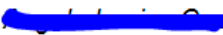


Next steps

The EPN will now be sent for endorsement within the faculty or by the ARC coordinator, and then to the Research Degrees Team for checks. Please remember that if the ADR or ARC coordinator are part of the student's supervision team or a member of the nominated exam panel, they cannot endorse the workflow. They must pass the workflow on to their delegate for endorsement.

Once the necessary checks have been completed by the Research Degrees Team, the EPN is then sent to Chair of Research Degrees Committee for approval. For ARC students, it is firstly sent to ARCMG for consideration and recommendation before going to Chair of Research Degrees Committee. If the panel is not approved, or further information is required, it will be returned to you. You can view comments in the task section or in the Research Degrees Committee decision tab:

Academic year

2021 - 2022

	 started the workflow	13 Aug 2021, 16:10
	 took the task over from 	28 Sep 2021, 15:07
	 submitted the form	08 Oct 2021, 07:56

Or

ASSESSMENT
Work rights
Research Degrees Committee decision

When the panel is approved, email notifications will be sent out via PGR Manager. The student, supervision team and ADR/ARC coordinator will receive a confirmation email that the panel has been appointed. The exam panel will also each receive an individual email confirming their appointment.