**Changes to your examination team**

Where possible your examiners should oversee your whole examination process from your initial submission right through to the conferment of your award. However in some instances, this isn’t always possible, for example, examiners may leave their academics posts or they may be on long term sick leave. Detailed below is guidance on what happens should there be a change to your examination team. It is the school’s responsibility to ensure that alternative arrangements have been put in place, so if you have any further queries, please contact your School PGR Administrators.

# **Your internal examiner has left the University – what happens next**

If your internal examiner leaves during your initial submission phase, a new internal examiner must be appointed. At the point we receipt your thesis in Registry we will inform you who your examiners are. If your internal examiner were to change once you had already received receipt of your thesis, Registry would inform you once your new internal examiner has been approved.

If your internal examiner leaves prior to submission of your amended thesis, the next steps would depend on your examination outcome:

* Editorial/ minor amendments - your school should in the first instance ask the internal examiner if they are happy to carry on with your examination. If they are happy to carry on with your examination, the Director of Graduate Education or nominee is responsible for performing your Turnitin Originality check and your internal examiner will complete the examination of your amendments.
* If they are no longer able to continue as your internal examiner, your school should contact your external examiner and ask if they are happy to check the amendments on behalf of your internal examiner. If the answer is yes, the Director of Graduate Education or nominee is responsible for performing the Turnitin Originality check and the external examiner will complete the examination of your amendments. In this instance, you will be informed of this by Registry.
* If neither your internal or external examiners are able to examine your amendments, a new internal examiner must be appointed and Registry will inform you once your new internal examiner has been approved.
* Major amendments/ resubmission/ lower award - a new internal examiner must be appointed. At the point we receipt your amended thesis in Registry we inform you who your examiners are. If the internal examiner were to change once you had received receipt of your thesis, Registry would inform you once the new internal examiner has been approved.

# **Your Internal/ external examiner is on long term sick leave - what happens next**

If your examiner goes on long term sick leave during your initial submission phase, a new examiner must be appointed. At the point we receipt your thesis in Registry we inform you who your examiners are. If your examiner were to change once you had received receipt of your thesis, Registry would inform you once your new examiner has been approved.

For editorial/ minor amendments – your school should contact your external examiner and ask if they are happy to check the amendments on behalf of your internal examiner. If the answer is yes, the Director of Graduate Education or nominee is responsible for performing the Turnitin Originality check and the external examiner will complete the examination of your amendments. In this instance, you will be informed of this by Registry. If the answer is no, a new internal examiner must be appointed and Registry will inform you once your new internal examiner has been approved.

For major amendments/ resubmissions / lower awards, your school would need to check if there is any indication of how long your examiner is going to be off for. This will be communicated to your supervisor who should discuss with you whether you wish to wait for your examiner to return or whether you want to appoint a new examiner. If a new examiner is appointed, Registry would inform you once your new internal examiner has been approved.

# **Your internal/ external examiners withdraws from their appointment - what happens next**

A new examiner must be appointed. At the point we receipt your thesis in Registry we inform you who your examiners are. If the examiner were to change once you had received receipt of your thesis, Registry would inform you once your new examiner has been approved.