



It is expected that heads of departments/schools, in recommending the appointment of examiners, have consulted the supervisor. This consultation should include a general discussion of a wide range of possible examiners with the candidate by the supervisor and/or head of department/school, which may be initiated by the candidate or the supervisor or the head of department/school.

Candidates may in addition, advise the names of persons they do not wish to see appointed as examiners giving their reasons in writing. The consultation process however, should not result in the candidate being given the names of his/her examiners and care must be taken not to jeopardise the integrity and independence of the examination process.

In order to reduce delays it is necessary to contact examiners in advance of their appointment to see if they are willing and able to act within the time frame expected. Provision is also made on the form for the nomination of a third person as an alternative examiner should one of the recommended examiners decline to act, later withdraw or not complete the examination within the time frame specified.

The following specific points should be noted:

1. The examiners should be known to be familiar with the supervision and/or examination of research theses. Justification should be provided for examiners who have not had previous experience.
2. Recommendations for examiners who are not persons of obvious academic standing (i.e. who do not themselves hold a doctorate or do not hold an academic appointment) must be supported with justifying statements and documentation.
3. Examiners should normally be still active in research/scholarship thus ensuring that their knowledge of the field is current. Recommendations for the appointment as examiner of someone who has retired should be supported with a justifying statement including how long it has been since the person retired.
4. At least one examiner shall be external to the University.
5. Examiners should be free from bias, for or against the candidate or supervisor.
6. Conflict of interest. A person should not be nominated as examiner if he/she;
 - a. has had involvement in the student's research;
 - b. is a co-author on any part of the work;
 - c. has a close personal relationship with the candidate or supervisor; or
 - d. has had substantial contact with the candidate or supervisor in any other circumstance which might jeopardise the independence of the examination.
7. The examiners must be appointed under the agreement that the contents of the thesis, including any intellectual property rights contained in the thesis, remain strictly confidential and to use the thesis only for the purposes of performing the examination.
8. Thesis will be sent to the third examiner if reports from examiners 1, 2 are not received by the due date.