



Doc 3 Nomination for the Appointment of Examiners

Instructions:

This form is available on request from sgs-exams@auckland.ac.nz.

This form is used to nominate potential examiners for doctoral candidates who are on the old statutes or who are doing named doctorates at the University of Auckland.

The main supervisor completes the form and accompanying memo (justifying the nomination and stating that there is no conflict of interest), and the academic head approves and signs it. Before you start, familiarise yourself with the examination regulations of the candidate's degree.

Email the completed form and memo to sgs-exams@auckland.ac.nz.

Important Information:

Both **examiner nominees** should hold a doctoral degree (or have equivalent expertise/experience which is justified in the memo) and be an expert in the field of study which is the subject of the thesis. They may not be staff members of the University (including honorary staff members), and they may not have any conflict of interest with the candidate or the supervisory team.

Conflict of interest may include a significant relationship with candidate or the candidate's department or the supervisor or supervisor's department, having published recently with the candidate or supervisor, or having been involved in the thesis research or preparation of the thesis. (See [Postgraduate Examiner Conflict of Interest Guidelines](#).)

The accompanying memo must explain the suitability of the examiner nominees and state that there is no conflict of interest. It must also include a link to the online profile for each nominee (from their academic institution) A CV should be attached instances where is no online profile.

At least one examiner must be based at institution outside New Zealand. Both examiners must be willing to participate in the oral examination by video conference if requested to do so.

The **examination committee** consists of the ADPGR, the academic head, and the academic head nominee. The academic head nominee should have a thorough knowledge of the general field of the thesis topic, and they must be a staff member or affiliate of the University of Auckland.

No member of the examination committee may have been involved in the doctoral supervision of the candidate or in the thesis research or preparation, and there must not be any conflict of interest. The ADPGR is normally from the same faculty/LSRI as the candidate, but if they are in the same academic unit, then a delegated ADPGR from another faculty/LSRI must be substituted.

The independent chair for the oral examination will be appointed by the PVC or delegate at a later date.

Section 1: Candidate's Details

Name	
ID number	
Department/School	
Degree	
Thesis title	

DocFA only:

Title of work(s) or composition(s)	
Location and date of exhibition/performance	

Section 2: Candidate's Supervisors

Name of main supervisor(s)	
Name of joint or co-supervisor(s)	

Section 3: Examiner Nominees

Name of Nominee 1			
University/Institution			
Faculty (if relevant)			
Location			
Email		Phone	

Name of Nominee 2			
University/Institution			
Faculty (if relevant)			
Location			
Email		Phone	

Section 4: Examination Committee

Name of Academic Head			
Faculty/LSRI			
Department/School			
Email		Phone	

Name of ADPGR			
Faculty/LSRI			
Department/School			
Email		Phone	

Name of Academic Head Nominee			
Faculty/LSRI			
Department/School			
Email		Phone	

Section 5: Examiner Information Checklist

The proposed examiners have been approached informally by _____
_____.

Both examiners have agreed to complete their examination within six weeks of receiving the thesis.

Both examiners have confirmed that they are willing to participate in the oral examination, if required.

A memo is attached, justifying the nomination and stating that there is no conflict of interest.

CVs are attached (if applicable).

Section 6: Approval by Academic Head

Name of academic head (if different from above)			
Signature		Date	