

Guide for Doctoral Examiners

Thank you for agreeing to act as a doctoral examiner for the University of Auckland's School of Graduate Studies. This document gives you an overview of the process using our online system for candidature management, Wahapū.

We use the term 'thesis' throughout this document. It includes scholarly creative work and other written material required for the award of a doctoral degree.

Wahapū

We have now moved the management of doctoral candidature, including examinations, online. You'll need access to our online system to download the thesis and to complete your thesis examination report. Access will be granted via the University's identity management team, who will contact you separately to get you set up with a University of Auckland username and password. Once you have the username and password, you will be able to log on to the system to download the thesis and access the examiner reports.

You can log in at wahapu.auckland.ac.nz.

Throughout the examination process, you will receive automated emails from Wahapū whenever there is an action to perform or whenever an outcome relating to the examination has been reached. You may also receive additional emails from our examinations team, and the team are happy to answer questions or provide support wherever needed. You can email any queries to sgs-exams@auckland.ac.nz.

Doctoral examination overview

The University of Auckland examination process involves examination of the thesis and an oral examination.

There are slight differences for the examination of some Named Doctorate programmes, but generally the process you will be involved in for a successful examination is as follows:

1. Assessment of the thesis, culminating in a report and recommendation for the candidate
2. [If required] Discussion of the examiner report recommendations by the Examination Committee, culminating in a recommendation for the candidate.
3. Organisation of the oral examination. One examiner will be invited to attend the examination, usually via video conference.

4. Oral examination takes place, culminating in a report on the examination and a recommendation for the degree.
5. Candidate is advised of the outcome
6. Final thesis submission

If Revisions or Revise and Resubmit is recommended at any stage, a list of expected revisions is compiled and shared with the candidate, along with a timeframe for completion. After resubmission of the revised thesis, the work will be considered again usually by the same examiners and a recommendation made.

You can read more about the examination process at [Doctoral examinations](#).

Examining for the DocFA- The examination process for the DocFA is slightly different to our other doctorates in that the oral examination will take place at the same time as the exhibition/performance.

Please see the [Doctor of Fine Arts Examination Procedures](#).

When the thesis is ready

We will notify you by email once the thesis is available and ready for examination. You can use the link in the email to log into Wahapū to download the thesis and access the examiner report forms. We encourage you to review the examiner report form before you begin examining the thesis.

Examining the thesis

Please report on the submission (or resubmission) in its entirety using the Wahapū examiner report form. The form does not need to be completed in one go; you can save your work as you go.

In order to maintain the integrity of the examination process, please do not communicate with the candidate, supervisor or other examiner, in any way, unless invited to do so by the School of Graduate Studies. We also ask that you advise us as soon as possible of any conflict of interest or if you consider the topic of this thesis to be outside of your area of expertise.

We encourage you to familiarise yourself with our policy and procedure relating to the doctoral examination process by reading the documents below:

- [PhD Thesis Examiner Policy and Procedures](#)
- [PhD Thesis Examiner Guidelines](#)
- [Doctoral Thesis Submission Pre-Examination Procedures](#)
- [Doctoral Thesis Submission Post-Examination Procedures](#)
- [Doctoral Examination Procedures](#)
- [PhD Statute](#)

The oral examination

Only one examiner is required to attend the oral examination. The School of Graduate Studies will contact the examiner to organise a suitable date and time. Oral examinations usually take place via video conference, but if you are required to travel to Auckland for an examination then you will be reimbursed for travel and reasonable costs.

Please see the [Doctoral Oral Examination Procedures](#).

Payments

Examiners are paid a fee of NZ\$375 (less tax for NZ examiners); the examiner payment form is available here: [New Examiner/Reactivation Form](#).

In the contact fields, please use “School of Graduate Studies” as the Faculty, and “Bandraoi O Sullivan” as the contact.

Select the Faculty you will be examining for

 

Faculty contact

Please state the full name of the person from whom you received this application form

Please see the [Doctoral Oral Examination Organisation and Reimbursement Procedures](#).

After the examination

We will let you know the outcome of the candidate’s examination by email once it has been determined.