**Appointment of Examiners**

Please complete all applicable sections of this form, in order, and submit to Te Kura Tāura | UC Graduate School (graduateschool@canterbury.ac.nz).

Note that **Section C – Oral Examination Details** should be completed for Doctoral students only, and **Section D – Public Performance/Presentation** for DMA students only.

Selection of appropriate examiners is an important step in the thesis examination process. The underlying principle in guiding the selection of examiners is to ensure that the thesis is examined in a fair and transparent manner by independent experts. Examiners should be active researchers with expertise in the topic and/or methodology of the thesis.

It is the responsibility of the Senior Supervisor to obtain agreement from suitable examiners prior to nominating them through the Appointment of Examiners process. Potential examiners should be discussed in advance with the student, who has the right to make a case to the Dean of Postgraduate Research (or delegate) that one or both examiners should not be appointed.

Thesis examiners should have expertise in the topic and/or the methodology of the thesis and be able to evaluate the thesis against the examination criteria specified in the relevant Regulations and Examiner Report and Recommendation forms.

Once examiners have been appointed contact with them should only occur through Te Kura Tāura or the Examination Chair.

**Before completing this form, please read review the relevant regulations and policies to ensure familiarity with procedures related to the Appointment of Examiners.** Te Kura Tāura staff can direct you to the relevant documents if you are not familiar with this.

**Doctoral Thesis Examinations:** The Tumuaki Tari/Kura | Head of Department/School (or delegate), in consultation with the Senior Supervisor and student, must nominate an Examination Chair and two independent Examiners to participate in the Examination Process. The Amo Rangahau | Dean of Postgraduate Research (or delegate) will review and approve, or otherwise, the nominations for Examiners and the Examination Chair. Alternative nominations will be sought if required.

The Examination Chair is usually a senior academic (i.e., Associate Professor and above) with previous experience supervising doctoral students and examining doctoral theses. The Examination Chair must be a UC staff member and should be experienced or have attended at least two Oral Examinations at UC.

Both Examiners must be independent and external to UC. At least one of the Examiners must be international (i.e., working outside of Aotearoa New Zealand). Please see the [Selection of Thesis Examiners Guidelines](https://www.canterbury.ac.nz/content/dam/uoc-main-site/documents/pdfs/d-other/te-kura-t%C4%81ura---uc-graduate-school/Selection-of-Thesis-Examiners-uc.pdf) for further details regarding the nomination of Examiners.

**Master’s Thesis Examinations:**

The Tumuaki Tari/Kura | Head of Department/School, in consultation with the Senior Supervisor and student, must nominate two examiners. One examiner must be external to UC. The other examiner will usually be a continuing member of academic staff at the University but cannot be a member of the student’s supervisory team or have had involvement in the student’s research. Where there are no suitable Internal Examiners, consideration may be given to the appointment of two External Examiners. Please see the [Selection of Thesis Examiners Guidelines](https://www.canterbury.ac.nz/content/dam/uoc-main-site/documents/pdfs/d-other/te-kura-t%C4%81ura---uc-graduate-school/Selection-of-Thesis-Examiners-uc.pdf) for further details regarding the nomination of Examiners.

**Section A: Thesis Details**

*This section should be completed by the senior supervisor or research student.*

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Senior Supervisor: |  |
| Department/School:  |  |
| Course code (e.g., BIOL690): |  |
| Qualification (e.g., Master of Science in Biology): |  |
| Thesis title: |  |
| Thesis format: | [ ]  Conventional thesis[ ]  Thesis including publications – the examiner has been provided with UC’s [Guideline to Including Publications within a Doctoral or Research Master’s Thesis](https://www.canterbury.ac.nz/content/dam/uoc-main-site/documents/pdfs/d-other/te-kura-t%C4%81ura---uc-graduate-school/A-Guideline-to-Including-Publications-within-a-Doctoral-or-Research-Master%E2%80%99s-Thesis-uc.pdf) |
| Language: | [ ]  English[ ]  Te reo Māori\**\*Examiners must be literate in te reo Māori. Examiners participating in the oral examination and the Examination Chair should be fluent in te reo Māori. If not, the Department/School must supply an appropriate translator.*  |

**Section B: Examiner details**

*This section should be completed by the Senior Supervisor.*

**Senior Supervisors must ensure that the proposed examiners have been approached to assess their level of interest and availability, and confirm their agreement to act in this role, prior to their formal nomination.**

**Examiner 1**

|  |  |
| --- | --- |
| Full name and title: |  |
| Role/position and institution: |  |
| Email address: |  |
| Phone: |  |
| Country: |  |
| Examiner’s highest qualification: |  |
| This person has experience examining a thesis at this degree level: | [ ]  Yes  [ ]  No  |
| ORCID ID and/or link to the examiner’s research profile (e.g., Institution Profile, ResearchGate, Google Scholar): |  |
| Please cite at least 2 recent publications relevant to the field of study, including DOI numbers: | 1. 1.
2. 2.
 |
| Conflicts of interest:*These following guidelines should be used to identify and consider potential conflicts:* [*ACGR Conflict of Interest in Examination Guidelines*](https://www.acgr.edu.au/wp-content/uploads/2018/09/ACGR-Conflict-of-Interest-in-Examination-Guidelines.pdf)*Where potential conflicts are identified these should be described and will be considered by the Dean (or delegate) in determining a suitable appointment.**Where major conflicts are identified, this would normally result in a non-appointment of an examiner.* | [ ]  No conflict of interest. [ ]  Minor conflict/s of interest. [ ]  Major conflict/s of interest. *Please provide more detail if a potential conflict of interest has been identified:* |

**Examiner 2**

|  |  |
| --- | --- |
| Full name and title: |  |
| Role/position and institution: |  |
| Email address: |  |
| Phone: |  |
| Country: |  |
| Examiner’s highest qualification: |  |
| This person has experience examining a thesis at this degree level: | [ ]  Yes  [ ]  No  |
| ORCID ID and/or link to the examiner’s research profile (e.g., Institution Profile, ResearchGate, Google Scholar): |  |
| Please cite at least 2 recent publications relevant to the field of study, including DOI numbers: | 1. 1.
2. 2.
 |
| Conflicts of interest:*These following guidelines should be used to identify and consider potential conflicts:* [*ACGR Conflict of Interest in Examination Guidelines*](https://www.acgr.edu.au/wp-content/uploads/2018/09/ACGR-Conflict-of-Interest-in-Examination-Guidelines.pdf)*Where potential conflicts are identified these should be described and will be considered by the Dean (or delegate) in determining a suitable appointment.**Where major conflicts are identified, this would normally result in a non-appointment of an examiner.* | [ ]  No conflict of interest. [ ]  Minor conflict/s of interest. [ ]  Major conflict/s of interest. *Please provide more detail if a potential conflict of interest has been identified:* |

|  |  |
| --- | --- |
| **Shorter or Longer Examination Period**Examiners are asked to return their written reports and recommendations within six weeks of receipt of the thesis for Master’s examinations and eight weeks for Doctoral examinations. On occasion, nominated examiners may agree to, or request, a shorter or longer period for the submission of their reports.If the student/supervisors and nominated examiners have agreed to a shorter or longer period for submission of the reports and recommendations, please note the agreed due date of the reports here:*For doctoral students, this should be at least two weeks prior to the proposed oral examination date to allow for unexpected delays and processing time.*  |  |

**Section C: Oral Examination Details (*Doctoral students only)***

*This section should be completed by the Senior Supervisor or Examination Chair and be signed by the Examination Chair.*

**Oral Examiner**

Please ensure this person has agreed to act in this role and has been provided with a copy of the [Guidelines for Doctoral Thesis Examiners](https://www.canterbury.ac.nz/content/dam/uoc-main-site/documents/pdfs/d-other/PhD-Examiner-Guidelines.pdf) and the [Oral Examination Information Sheet](https://www.canterbury.ac.nz/content/dam/uoc-main-site/documents/pdfs/d-other/The-Doctoral-Oral-Examination.pdf).

|  |  |
| --- | --- |
| Oral Examiner Name: |  |

**Date of Oral examination**

Doctoral examiners are asked to complete their reports within 8 weeks of **receipt** of the thesis (not after initial submission of the thesis). The written reports of both examiners must be received at least one week prior to the date of the oral examination. This allows for processing time and, most importantly, for the student to have a minimum of 5 calendar days to prepare for the oral examination. Unless examiners have agreed to a different deadline, **the proposed date of the oral examination must be at least 10 weeks after submission of this form.**

|  |  |
| --- | --- |
| Proposed date and time of the Oral Examination: |  |

**Examination mode**

Oral examinations are generally conducted online, however face-to-face examinations may be suitable in some circumstances. In this case the Department/School are responsible for any travel and accommodation associated with the exam. Sustainability should be considered when choosing to provide air travel for an examiner.

[ ]  Travel is required and the Department/School will arrange and fund this.

[ ]  Online examination.

**Examination Chair**

The Examination Chair should be a senior member of the University staff (usually Associate Professor or Professor) who has not been involved in the research student’s thesis work.

|  |  |
| --- | --- |
| Name: |  |
| Department/School: |  |
| Does this person have previous experience with oral examinations at UC? | [ ]  Yes, as an Examination Chair.[ ]  Yes, as a supervisor or observer.[ ]  No, but has experience from a prior institution.[ ]  No. |

|  |  |
| --- | --- |
| Examination Chair name/e-signature: |  |
| Date: |  |

**Section D: Public Performance/Presentation– *DMA only***

*This section should be completed by the Senior Supervisor.*

The oral examiner must be informed of this presentation/performance and have confirmed they are available to attend where possible. A recording of this presentation/performance must be made and provided to any absent examiners.

|  |  |
| --- | --- |
| DMA: | [ ]  Composition – Public presentation/lecture required.[ ]  Performance – Public performance required. |
| Performance/presentation name (if applicable):  |  |
| Date(s):  |  |
| Time(s):  |  |
| Venue(s):  |  |

**Section E: Student Acceptance**

*This section should be completed by the research student.*

* The underlying principle in the selection of examiners is to ensure that your thesis will be examined in a fair and transparent manner by experts in the topic and/or methods of the research reported in the thesis. Should you have any potential conflict of interest with a nominated examiner (e.g., you have worked with the nominated examiner on matters regarding the thesis, the examiner is a friend, or you are in negotiation to be employed be the examiner), this should be described in the section below. See the [ACGR Conflict of Interest in Examination Guidelines](https://www.acgr.edu.au/wp-content/uploads/2018/09/ACGR-Conflict-of-Interest-in-Examination-Guidelines.pdf) for descriptions of potential conflicts of interest.
* You also have the right to make a case that a nominated examiner is not appropriate. Any concerns raised will be considered by the Dean of Postgraduate Research (or delegate) who may contact you to discuss the matter. You will be informed as to whether the nominated examiner(s) will be appointed or will be replaced based on the concerns raised. If no concerns are raised and the examiners are approved by the Dean (or delegate), you will not be consulted further about the nominated examiners and your thesis will be sent for examination once all submission documents are received.
* ***Doctoral students:*** The oral exam date listed in Part C is an **interim date only**. The oral examination date will be confirmed on receipt of the examiners’ reports and completion of any subsequent processes that may be required to resolve conflicting recommendations. The University will not be responsible for the consequences of changes of date resulting from delays in the examination process.
* ***Doctoral students:*** It is possible that an Examination Chair in training will request to observe your exam. You are under no obligation to accept this request, and you will be notified in advance if this is requested. The Chair in training will not participate in your examination and will have no bearing on the outcome, they will only observe the process for their professional development.

**I accept the nominated examiners:**

[ ]  Yes  [ ]  No

I wish to note the following potential conflicts and/or raise the following concerns.

*Note: If you wish to make a case as to why a nominated Examiner should not be appointed, please provide evidence in writing for the Dean to consider and make a decision:*

[ ]  ***Doctoral only****:* An Examination Chair in training may attend my oral examination as an observer.

[ ]  ***Doctoral only:*** I confirm my availability for the proposed date of my oral examination.

|  |  |
| --- | --- |
| Student name/e-signature: |  |
| Date: |  |

**Section F: Nomination and Approval of Examiners**

*This section should be completed by the Head of Department/School and the Dean of Postgraduate Research (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

**HoD/S (or delegate) Nomination**

I nominate the Examiners and Examination Chair named in Sections B and C.

|  |  |
| --- | --- |
| HoD/S or delegate name/e-signature: |  |
| Date: |  |

**Note:** If the HoD/S or their delegate is a supervisor, a deputy should be appointed to act as HoD/S for the purposes of administering the examination, including the nomination of examiners.

**Dean of Postgraduate Research (or delegate) Approval**

I appoint the Examiners and Examination Chair named in Sections B and C:

[ ]  Yes  [ ]  No

If no, please provide more information including the reason for declining a nomination:

|  |  |
| --- | --- |
| Dean of Postgraduate Research or delegate name/e-signature: |  |
| Date: |  |