Nomination of External Examiners – Higher Research Degrees

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THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

☛ NOMINATION GUIDELINES

These guidelines are provided to assist supervisors of higher research degree candidates identify suitable expert examiners of theses, and to **avoid any substantive conflict of interest between the candidate and the examiners and the supervisors and examiners**.

It is expected that examiners would normally be academics with substantial recent research experience. For some degrees the appointment of recognised professional practitioners may be appropriate. The frequent use of any particular external examiner by a Faculty/School or Department/Programme should not occur for the examination of doctoral theses. Recommendations for examiners should also be made with a view to ensuring that the examination process is rigorous, fair, impartial and timely. The independence of examiners is critical.

Regulations require the appointment of:
- One external New Zealand (or Australia) based examiner, and
- One external overseas examiner.

The New Zealand examiner should be willing to attend the oral examination. In cases where a suitable New Zealand examiner is not available, two external overseas examiners may be appointed, one of whom should be willing to attend the oral either in person or via video link.

Nominations should be accompanied by brief details of work history including the following information:

- Full name and title
- Details of doctoral qualification (year awarded if possible)
- Institution/affiliation (including full post addresses for courier delivery of theses)
- Email address and telephone number(s)
- Specialist research area(s)
- Recent key publications
- PhD supervision experience

◤ CANDIDATE'S DETAILS

Student ID	○ **MPhil** ○ **PhD** ○ **EdD** ○ **SJD** ○ **DMA**
Family name	**First name/s**
School	**Division**
Thesis Title	

◤ SUPERVISION PANEL DETAILS

Chief Supervisor	Name	
Second Supervisor	Name	
Third Supervisor	Name	
Fourth Supervisor	Name	

▼ NOMINATION CRITERIA

Nominated Examiners should:	Nominated Examiners must not:
☐ Be an expert in the topic and/or methodology of the thesis and have sufficient current research and/or professional experience to evaluate whether or not the thesis fulfils the requirements for the degree. ☐ Hold a degree at least at the same level as the thesis under examination. ☐ The examiner may have high level expertise and sustained experience in the profession appropriate to the thesis being examined but may not hold a degree at the same level. In such cases, the examiner's experience in research degree supervision and examination should be taken into consideration. Be ☐ independent and impartial. ☐ **Agree to complete their examination within <u>6 weeks</u>.**	☐ Have been involved in the supervision of the candidate as a supervisor, co-supervisor or adviser. ☐ Be, or have been, involved in any research collaboration with the candidate or provision of advice to the candidate beyond the "minor consultative role on some aspect of the candidate's research" permitted. ☐ Be currently enrolled in a degree in the same subject and at the same level as that being examined. ☐ Currently hold any appointment, paid or honorary, at The University of Waikato or have held such an appointment during the candidate's enrolment in the degree under examination. ☐ Have any current or previous familial or personal relationship with the candidate, members of their supervisory team, or members of any panel involved in recommending the examiner nomination. ☐ Nominated examiners should not *normally* be, or have been, involved in any substantial research collaboration of more than one publication, core supervision of a student or externally funded research with any of the candidate's supervisory panel within the last 5 years. ☐ Be a graduate of The University of Waikato in the same or related discipline unless the examiner's degree studies at Waikato were completed prior to the candidate's enrolment for the degree under examination.

☛ CHIEF SUPERVISOR'S NOMINATION AND CONFIRMATION

I wish to nominate the following as external examiner(s) for this thesis. I confirm that the nominated examiners satisfy all criteria detailed by both this form and The University of Waikato Calendar and that there is no conflict of interest in this nomination.

Please tick this box to indicate that this nomination satisfies these criteria: ☐

If there are conflicts of interest with any of the nominated examiners state these below and justify the nomination:

_____

_____

_____

_____

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Chief Supervisor's Name

_____

Signature   **Date**

▼ NEW ZEALAND EXAMINER

This examiner is expected to attend the oral examination.

Title	Full Name

Details of doctoral qualifications

Employer's name

Full postal address

Phone	Cell phone

Email

- ○ CV attached (including specialist research area(s) and recent key publications)
- ○ A list of PhD students supervised and examined
- ○ Email confirmation of availability to examine thesis **within 6 weeks** attached

▼ OVERSEAS EXAMINER

This examiner is not expected to attend the oral examination.

Title	Full Name

Details of doctoral qualifications

Employer's name

Full postal address

Phone	Cell phone

Email

- ○ CV attached (including specialist research area(s) and recent key publications)
- ○ A list of PhD students supervised and examined
- ○ Email confirmation of availability to examine thesis **within 6 weeks** attached

CHAIRPERSON / HEAD OF SCHOOL 1

○ **I approve this nomination of examiners**

○ **I do not approve this nomination of examiners**

Comments

Name	Department
Signature	Date

CHAIRPERSON / HEAD OF SCHOOL 2 (IF APPLICABLE)

○ **I approve this nomination of examiners**

○ **I do not approve this nomination of examiners**

Comments

Name	Department
Signature	Date

FACULTY / DIVISION DEAN'S NOMINEE

○ **I approve this nomination of examiners**

○ **I do not approve this nomination of examiners**

Comments

Name

Signature	Date