Nomination of Examiners Procedure

Candidate fills in their part of the MPhil/PhD Examination Entry form and gives it to supervisor

Supervisor fills in appropriate details and then passes it on to Research Committee of academic department for approval

Form is checked by Student Administration to make sure all necessary information has been completed

Memo and relevant details are sent to the Dean of the Faculty for approval (on behalf of the CBEEC)

Memo sent back to Student Administration

If approved

Student Administration informed that examiner has been approved

Student Administration informs supervisor and sends out invitation pack to examiner

Examiner sends back acceptance form

If rejected

Student Administration informed that examiner has been rejected and the reason why

Supervisor nominates new examiner

Examiner not approved. Supervisor asked by Student Administration to nominate new examiner

Supervisor informs Student Administration to contact the candidate or the Director of Graduate

Missing information is provided

Supervisor fills in appropriate details and then passes it on to Research Committee of academic department for approval

Director of Gradate Studies signs off the approval on behalf of the Research Committee and sends form to Student Administration

Examiner sends acceptance form

Student Administration informed that examiner has been approved

Student Administration informs supervisor and asks for new nomination

Examiner rejects appointment

Missing information is provided

Student Administration contact the candidate or the Director of Graduate

If information is missing Student Administration contact the supervisor, the candidate or the Director of Graduate

Thesis dispatched to examiners once both acceptance forms received