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

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

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 informs examiner has been approved

Examiner sends back acceptance form

If rejected

Student Administration informs examiner has been rejected and the reason why

Student Administration inform supervisor and sends out invitation pack to examiner

Examiner sends back acceptance form

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

Supervisor nomnates new examiner

Student Administration is informed that examiner has been approved

Thesis dispatched to examiners once both acceptance forms received

Missing information is provided

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

Student Administration is informed that examiner has been rejected

Student Administration inform supervisor and ask for new nomination

Examiner rejects appointment

Supervisor nominated new examiner