**DDB07 – Appointment of COA and Examiners**

**Notes and instructions:**

* For full guidelines to appointing examiners, see section ***5: EXAMINERS*** in the [Procedures for the Doctoral Degrees Board (DDB)](https://www.students.uct.ac.za/sites/default/files/media/documents/Procedures_DoctoralDegreesBoard.pdf) document available from [Doctoral Candidates – Downloads](http://www.students.uct.ac.za/students/current-students/doctoral-candidates/downloads) page.
* A minimum of three examiners are appointed, all external to the University of Cape Town. ‘External’ means there can be **no significant or formal association between an examiner and UCT**, including current or recent employment at the University in teaching and/or research in a full time, part time or honorary capacity, or through direct involvement with the thesis, the research for the thesis, or the student.
* The motivations provided in the DDB07 form for the appointment of examiners should be detailed and thorough. The thesis must be examined by three examiners who should be of high international standing, with relevant and significant academic experience. The relevance of each examiner’s expertise to key aspects/components of the thesis should be described. The Committee of Assessors (COA) should ensure that the panel of examiners can examine all aspects of the thesis.
* The Head of Department and COA Chair should ensure that the motivations provided in the DDB07 form are thorough and complete, before signing.
* The examination process is confidential, and students should not be made aware of the names of the examiners during the examination process or afterward unless the examiners agree to disclosure of their names to students. The examination process is completed only when the DDB confirms the final result to the student and they are invited to upload their final library copy.
* The supervisor should approach three preferred examiners and provide a [DDB07a](https://forms.uct.ac.za/ddb07a.docx) (Examiner’s Declaration Form) for each. The completed and signed DDB07a forms must be submitted with the DDB07 form. A further two examiners may be named as alternates.
* Hyperlinks to examiners’ academic profiles (on platforms such as Google Scholar, Research Gate, Scopus, etc and online CVs, if available), should be included in the DDB07 form and kept live throughout the approval process.
* The timeline for examination is **6 weeks** from the receipt of the thesis. In extraordinary circumstances where an examiner requires additional time, this should be noted on the DDB07 and DDB07a for consideration by the COA.
* It should be noted that a student completes their research under supervision, however the supervisor(s) does not need to approve the submission of the thesis for examination.

 **Candidate**

|  |  |
| --- | --- |
| PhD Candidate Full Name |  |
| Student Number |  |
| Faculty |  |
| Department |  |
| Supervisor |  |
| Co-supervisor |  |
| Thesis Title |  |
| Is this a joint/cotutelle degree | YES |  | **NO** |  |
| If yes, provide the name of the University |  |

 **Committee of Assessors (COA)**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Department** |
| 1. Chair: Dean or Nominee |  |  |
| 2. Core member |  |  |
| 3. Core member |  |  |
| 4. Core member |  |  |
| 5. Core member |  |  |
| 6. Core member |  |  |
| 7. Head of Department |  |  |
| 8. Supervisor |  |  |
| 9. Supervisor |  |  |
| 10. Supervisor |  |  |
| 11. Subject specialist if required |  |  |
|  12. Subject specialist if required |  |  |

**List of External Examiners**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Institution / Affiliation** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

**Details of External Examiners**

|  |  |
| --- | --- |
| **1. Examiner's Title and Name** |  |
| Formal Qualifications(Note: A Doctoral degree is required, but exceptions can be motivated) |  |
| Academic CV (Hyperlinks to be kept live throughout approval process) | Attached | Yes  |  | No  |  |
| URL to online version  |  |
| **Motivation**Please populate the below with the required aspects for consideration |
| Disciplinary Expertise  |  |
| Nominee’s relation to topic/area of thesis |  |
| Experience of nominee with postgraduate supervision  |  |
| International Standing |  |
| Institution |  |
| Department |  |
| Email Address |  |
| Telephone / Mobile Number (with all codes) |  |
| **General questions regarding the Examiner:** |
| * Have you (the supervisor) **approached** the examiner, who has **agreed** to be nominated?
 |  **YES** |  | **NO** |  |
| * Is the examiner a **co-author** or **collaborator** of the Supervisor/student? **If yes**, an appropriate **motivation** **must be submitted** that this will **not unduly influence the examination process** (positively or negatively)
 |  **YES** |  | **NO** |  |
| * Has the examiner been **affiliated** or **associated** with **UCT** in **any capacity** (including Honorary) within the past 3 years? If **yes**, please elaborate in the field below.
 | **YES**  |  | **NO** |  |
|  |
| **Note: You are required to attach the completed** [**DDB07a**](https://forms.uct.ac.za/ddb07a.docx) **(Examiner’s Declaration Form) for each of the three preferred examiners.** |

|  |  |
| --- | --- |
| **2. Examiner's Title and Name** |  |
| Formal Qualifications(Note: A Doctoral degree is required, but exceptions can be motivated) |  |
| Academic CV (Hyperlinks to be kept live throughout approval process) | Attached | Yes  |  | No  |  |
| URL to online version  |  |
| **Motivation**Please populate the below with the required aspects for consideration |
| Disciplinary Expertise  |  |
| Nominee’s relation to topic/area of thesis |  |
| Experience of nominee with postgraduate supervision  |  |
| International Standing |  |
| Institution |  |
| Department |  |
| Email Address |  |
| Telephone / Mobile Number (with all codes) |  |
| **General questions regarding the Examiner:** |
| * Have you (the supervisor) **approached** the examiner, who has **agreed** to be nominated?
 |  **YES** |  | **NO** |  |
| * Is the examiner a **co-author** or **collaborator** of the Supervisor/student? **If yes**, an appropriate **motivation** **must be submitted** that this will **not unduly influence the examination process** (positively or negatively)
 |  **YES** |  | **NO** |  |
| * Has the examiner been **affiliated** or **associated** with **UCT** in **any capacity** (including Honorary) within the past 3 years? If **yes**, please elaborate in the field below.
 | **YES**  |  | **NO** |  |
|  |
| **Note: You are required to attach the completed** [**DDB07a**](https://forms.uct.ac.za/ddb07a.docx) **(Examiner’s Declaration Form) for each of the three preferred examiners.** |

|  |  |
| --- | --- |
| **3. Examiner's Title and Name** |  |
| Formal Qualifications(Note: A Doctoral degree is required, but exceptions can be motivated) |  |
| Academic CV (Hyperlinks to be kept live throughout approval process) | Attached | Yes  |  | No  |  |
| URL to online version  |  |
| **Motivation**Please populate the below with the required aspects for consideration |
| Disciplinary Expertise  |  |
| Nominee’s relation to topic/area of thesis |  |
| Experience of nominee with postgraduate supervision  |  |
| International Standing |  |
| Institution |  |
| Department |  |
| Email Address |  |
| Telephone / Mobile Number (with all codes) |  |
| **General questions regarding the Examiner:** |
| * Have you (the supervisor) **approached** the examiner, who has **agreed** to be nominated?
 |  **YES** |  | **NO** |  |
| * Is the examiner a **co-author** or **collaborator** of the Supervisor/student? **If yes**, an appropriate **motivation** **must be submitted** that this will **not unduly influence the examination process** (positively or negatively)
 |  **YES** |  | **NO** |  |
| * Has the examiner been **affiliated** or **associated** with **UCT** in **any capacity** (including Honorary) within the past 3 years? If **yes**, please elaborate in the field below.
 | **YES**  |  | **NO** |  |
|  |
| **Note: You are required to attach the completed** [**DDB07a**](https://forms.uct.ac.za/ddb07a.docx) **(Examiner’s Declaration Form) for each of the three preferred examiners.** |

|  |  |
| --- | --- |
| **4. Examiner's Title and Name** |  |
| Formal Qualifications(Note: A Doctoral degree is required, but exceptions can be motivated) |  |
| Academic CV (Hyperlinks to be kept live throughout approval process) | Attached | Yes  |  | No  |  |
| URL to online version  |  |
| **Motivation**Please populate the below with the required aspects for consideration |
| Disciplinary Expertise  |  |
| Nominee’s relation to topic/area of thesis |  |
| Experience of nominee with postgraduate supervision  |  |
| International Standing |  |
| Institution |  |
| Department |  |
| Email Address |  |
| Telephone / Mobile Number (with all codes) |  |
| **General questions regarding the Examiner:** |
| * Have you (the supervisor) **approached** the examiner, who has **agreed** to be nominated?
 |  **YES** |  | **NO** |  |
| * Is the examiner a **co-author** or **collaborator** of the Supervisor/student? **If yes**, an appropriate **motivation** **must be submitted** that this will **not unduly influence the examination process** (positively or negatively)
 |  **YES** |  | **NO** |  |
| * Has the examiner been **affiliated** or **associated** with **UCT** in **any capacity** (including Honorary) within the past 3 years? If **yes**, please elaborate in the field below.
 | **YES**  |  | **NO** |  |
|  |
| **Note: You are required to attach the completed** [**DDB07a**](https://forms.uct.ac.za/ddb07a.docx) **(Examiner’s Declaration Form) for each of the three preferred examiners.** |

|  |  |
| --- | --- |
| **5. Examiner's Title and Name** |  |
| Formal Qualifications(Note: A Doctoral degree is required, but exceptions can be motivated) |  |
| Academic CV (Hyperlinks to be kept live throughout approval process) | Attached | Yes  |  | No  |  |
| URL to online version  |  |
| **Motivation**Please populate the below with the required aspects for consideration |
| Disciplinary Expertise  |  |
| Nominee’s relation to topic/area of thesis |  |
| Experience of nominee with postgraduate supervision  |  |
| International Standing |  |
| Institution |  |
| Department |  |
| Email Address |  |
| Telephone / Mobile Number (with all codes) |  |
| **General questions regarding the Examiner:** |
| * Have you (the supervisor) **approached** the examiner, who has **agreed** to be nominated?
 |  **YES** |  | **NO** |  |
| * Is the examiner a **co-author** or **collaborator** of the Supervisor/student? **If yes**, an appropriate **motivation** **must be submitted** that this will **not unduly influence the examination process** (positively or negatively)
 |  **YES** |  | **NO** |  |
| * Has the examiner been **affiliated** or **associated** with **UCT** in **any capacity** (including Honorary) within the past 3 years? If **yes**, please elaborate in the field below.
 | **YES**  |  | **NO** |  |
|  |
| **Note: You are required to attach the completed** [**DDB07a**](https://forms.uct.ac.za/ddb07a.docx) **(Examiner’s Declaration Form) for each of the three preferred examiners.** |

**Acknowledgement and approval**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** (if by e-mail please append the email confirmation of approval) | **Date** |
| **Supervisor:** “I confirm that the student will not be informed of the names of the examiners until the examination process is concluded (confirmation of final outcome by DDB) and then only if the examiners have agreed to the disclosure of their name.” |  |  | **[ ]**  |  |
| **Head of Department** |  |  | **[ ]**  |  |
| **Chair: COA** |  |  | **[ ]**  |  |
| **Chair: DDB** |  |  | **[ ]**  |  |