

# CHECKLIST

DOC3

## DOC3 – Nomination to Senate for the Appointment of Examiners for a Doctoral Degree

<b>Name:</b>		<b>Student ID:</b>
<small>DEPT</small>	<b>Department:</b>	<small>Student Centre</small>
<b>KEEP IN ORDER</b>		
<input type="checkbox"/>	<b>a) Doctoral Registration Summary</b> <b>b) DOC3 Form</b> <b>c) Attachments (if required)</b>	<input type="checkbox"/>
<b>DOC3 Form</b>		
<input type="checkbox"/>	<b>1. Personal details of the candidate</b> <ul style="list-style-type: none"> <li>• Completed in full</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>2. Candidate's Supervisors</b> <ul style="list-style-type: none"> <li>• Names of both main and co-supervisor provided</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>3. Examiners for all doctoral thesis (Examiner 1 and Examiner 2)</b> <ul style="list-style-type: none"> <li>• Name and all contact details of both examiners provided</li> <li>• Address (e.g. the University) must be supplied, even for within New Zealand</li> <li>• Willingness to participate in oral examination checkboxes – Yes or No provided in both the 'in person' AND 'by video conference' cases</li> <li>• The 'Yes' box must be ticked for 'in person in Auckland' for at least <i>one</i> of the examiners</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>4. Appointment of Examination Committee</b> <ul style="list-style-type: none"> <li>• Completed in full</li> <li>• HoD must not be listed as supervisor/advisor on Doctoral Registration Summary; otherwise an acting HOD must be nominated</li> <li>• HoD Nominee must not be listed as supervisor/advisor on Doctoral Registration Summary</li> <li>• If candidate is from same department as ADPG(R), then named ADPG must be ADPG (T)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>5. Information to support nominations</b> <ul style="list-style-type: none"> <li>• First 3 bullet points completed/ticked</li> <li>• CV checkbox ticked and CV(s) attached if ANY of these is true: the examiner (1) is not employed by a University, OR (2) is not a senior academic, OR (3) does not have a PhD</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>6. Approval by Head of Department</b> <ul style="list-style-type: none"> <li>• Signed off by HoD or official delegate</li> </ul>	<input type="checkbox"/>
<b>ATTACHMENTS</b>		
<input type="checkbox"/>	<b>Memo</b> justifying nomination of examiners. The memo <b>MUST</b> include a statement that there is <b><i>"no conflict of interest"</i></b> (or words to that effect) with either of the examiners	<input type="checkbox"/>
<input type="checkbox"/>	<b>CVs</b> of examiner(s) attached, if box in #8 ticked	<input type="checkbox"/>
<b>Department Sign Off / Date:</b>		<b>Student Centre Sign off / Date:</b>