# CHECKLIST

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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
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### KEEP IN ORDER

- Doctoral Registration Summary
- DOC3 Form
- Attachments (if required)

### DOC3 Form

1. **Personal details of the candidate**
   - Completed in full

2. **Candidate’s Supervisors**
   - Names of both main and co-supervisor provided

3. **Examiners for all doctoral thesis (Examiner 1 and Examiner 2)**
   - Name and all contact details of both examiners provided
   - Address (e.g. the University) must be supplied, even for within New Zealand
   - Willingness to participate in oral examination checkboxes – Yes or No provided in both the ‘in person’ AND ‘by video conference’ cases
   - The ‘Yes’ box must be ticked for ‘in person in Auckland’ for at least one of the examiners

4. **Appointment of Examination Committee**
   - Completed in full
   - HoD must not be listed as supervisor/advisor on Doctoral Registration Summary; otherwise an acting HOD must be nominated
   - HoD Nominee must not be listed as supervisor/advisor on Doctoral Registration Summary
   - If candidate is from same department as ADPG(R), then named ADPG must be ADPG (T)

5. **Information to support nominations**
   - First 3 bullet points completed/ticked
   - 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

6. **Approval by Head of Department**
   - Signed off by HoD or official delegate

### ATTACHMENTS

- Memo justifying nomination of examiners. The memo MUST include a statement that there is “no conflict of interest” (or words to that effect) with either of the examiners
- CVs of examiner(s) attached, if box in #8 ticked

Department Sign Off / Date: | Student Centre Sign off / Date: |