

Doctoral Appointment of Examiners form in Panoho

1. Click **Appointment of Examiners** in your candidate's page:

Examination - CANDIDATE NAME

Victoria University of Wellington - Te Herenga Waka

Examination

Committees

Upcoming meetings

Past meetings

Calendar

Online modules

Past events

Guides/Help

Accessibility

Title Examination - CANDIDATE NAME

Candidate CANDIDATE NAME

Supervisor

Primary (internal) Professor

Secondary (internal) Professor

Secondary (internal) Professor

Project Thesis title to be confirmed

Examination start date 21 Jan 2026

Academic year 2026

Previous state

STATUS

Pre-examination

✓ Notice of Intention to Submit Completed

● Appointment of Examiners
Waiting for Examiner Nominator to appoint the examiners
↓ SUPERVISOR NAME

Thesis Submission for Examination

2. Click **Progress** (next to the green button on the right)
3. Read the **Guidance notes** about how to select the panel:

Guidance ▶ ● Examiner Nominator... ▶ Confirm

Guidance notes Internal examiner External examiner Supervisor statement

Doctoral examination panel information

You need to nominate three examiners: normally one internal academic staff member, one from elsewhere in New Zealand and one from overseas.

All examiners are normally expected to:

- have expertise and standing in the field of the thesis being examined;
- have a PhD and/or an established research record;
- be research active;
- have supervised and examined at PhD level.

Variations may be accepted if suitable justification is provided.

Examiners must be in a position to provide a fair and impartial assessment of the thesis and must be willing and able to examine the student's thesis within eight weeks from the time they receive the thesis.

You can find more information and guidance on what you need to consider before nominating examiners on our [Doctoral Exams](#) webpages.

Internal examiner information

The internal examiner should be a member of staff of Victoria University of Wellington. Given that they are a known colleague, the justification for the internal examiner can normally be relatively brief.

Once the examination is over, the internal examiner is usually delegated the task of overseeing the completion of amendments as detailed in the Examination Committee Report, and to advise the Dean FGR when all conditions have been met. If they are unavailable to do this, the Head of School will need to appoint an alternative person or committee to fulfil this function. The Internal Examiner will be automatically named in the system as the Approver for amendments, but on these rare occasions when the Internal Examiner is unavailable, the FGR Exams team will work with the HoS outside of the system to ensure this task is completed.

External examiners information

It is expected that normally one external examiner will be from New Zealand and one from overseas.

The New Zealand Examiner will normally be employed at another New Zealand tertiary education institution or recognised research institution. It is expected that the New Zealand examiner will attend via video conference unless they are in Wellington, in which case they can attend in person. FGR does not pay for examiners' travel.

If there is no appropriate examiner in New Zealand, an examiner may be selected from overseas to fulfil this role, provided that they have a reasonable understanding of the requirements of a New Zealand doctorate and that they are willing to attend the viva via video conferencing during New Zealand business hours. Please consider the time difference and allow for the viva to take up to four hours.

The third, overseas, examiner will normally be employed by a tertiary institution outside New Zealand and have a good research record in the general area of the thesis. They will be an active researcher in the specific field covered by the thesis and may be replaced by someone from New Zealand if the topic of the thesis concerns New Zealand and the main specialists in the area are in New Zealand. They are not expected to attend the viva but are requested to provide questions that can be included.

Refer to the [Faculty of Graduate Research regulations, policies and guidelines](#) for more information.

Save and continue

Save for later

Guidance notes Internal examiner External examiner Supervisor statement

For full information, refer to the [Doctoral Regulations 14 Appointment of Examiners](#).

4. Select the **internal examiner** from the people picker by typing their name into the “required” box:

Guidance notes **Internal examiner** External examiner Supervisor statement

Internal Examiner

 1. (required)

 2. (optional)

Add...

Save and continue

Save for later

Guidance notes **Internal examiner** External examiner Supervisor statement

In the rare situation that you wish to appoint three external examiners (no internal examiner) please email FGR-Exams@vuw.ac.nz explaining the rationale as you will not be able to move past this step in the system of appointing an internal examiner (as it is “required”). The Exams Team will advise you.

5. Add the relevant information for the internal examiner (these notes can be brief):

Examination Experience

Mobile number *



For Doctoral examinations, this is useful if we need to contact an examiner urgently on the day of the viva, if there are changes to arrangements or if the New Zealand examiner has not arrived after the scheduled time.

Career *

Briefly outline the Internal Examiner's academic career and why they are suited to examining this thesis.

Publications *

Supply a link to the proposed examiner's biography page, Google Scholar or ResearchGate that cites 4-5 recent publications to demonstrate their expertise in the relevant field of study. Alternatively, you can upload a CV below.

CV or supporting documentation

Are there any conflicts of interest? *

☐ Yes ☐ No



If there is any potential conflict of interest between the proposed examiner and the candidate and/or the supervisor/s. This might include being or having been recently (e.g., within the past three years) mentors, mentees, close collaborators, co-authors or joint grant holders; having a close personal relationship; or any known animosity. If you are not certain whether a particular factor constitutes a conflict, please record it.

The Dean FGR or Associate Dean will rule on whether any factor constitutes an actual conflict of interest.

Add Internal Examiner

Save for later

Note that if someone has been appointed as an internal examiner before, this page will pre-populate for you to review and edit if needed. If it is pre-filled, please pay attention to the final question regarding **Conflict of Interest** as this may be different for your candidate.

6. Add the **two external examiners** (NZ Examiner first, followed by the Overseas Examiner)

Guidance > Examiner Nominato... > Confirm

Guidance notes Internal examiner External examiner Supervisor statement

External Examiner

1. (required)

2. (optional)

3. (optional)

Add...

Save and continue Save for later

Guidance notes Internal examiner External examiner Supervisor statement

If this is the first time the examiner has been used in Panoho, these are fields that must be completed:

Add External Examiner...

Donald Trump

Not listed?
Enter details for new External Examiner...

Nobody found. Please check your spelling.

Enter details for new External Examiner...

Title
Dr

First name *
Donald

Last name *
Trump

Email *
donald.trump@example.org

Save details

Please be careful to ensure that the **email address is entered correctly** as this becomes their username for the system.

Then complete the relevant information for the external examiners and select **Add External Examiner**.

Cancel

Add External Examiner...

External Examiner: **Dr Donald Trump**

 **Dr Donald Trump**
donald.trump@example.org

Current role *

Current employer *

Email address of external examiner *

Mobile number *

For Doctoral examinations, this is useful if we need to contact an examiner urgently on the day of the viva, if there are changes to arrangements or if the New Zealand examiner has not arrived after the scheduled time.

Which country are they based in? *

If they are based in another country a right to work check may be required.

Career *

Outline why the external Examiner is appropriate for this examination

Publications *

Supply a link to the proposed examiner's biography page, Google Scholar or ResearchGate that cites 4-5 recent publications to demonstrate their expertise in the relevant field of study. Alternatively, you can upload a CV below.

Upload CV or supporting documentation

 Drag files here or [choose file...](#)

Are there any conflicts of interest? *

☐ Yes ☐ No

If there is any potential conflict of interest between the proposed examiner and the candidate and/or the supervisor/s. This might include being or having been recently (e.g., within the past three years) mentors, mentees, close collaborators, co-authors or joint grant holders; having a close personal relationship; or any known animosity. If you are not certain whether a particular factor constitutes a conflict, please record it.

The Dean FGR or Associate Dean will rule on whether any factor constitutes an actual conflict of interest.

Add External Examiner

Save for later

7. Check the “I confirm ...” statements.

Note - for doctoral exams, the standard timeframe is **8 weeks from receipt of the thesis**. (However, over the end of year close down we extend this to 10 weeks.)

Guidance notes

Internal examiner

External examiner

Supervisor statement

☐ I confirm that any special requirements, e.g. sensitive material in the thesis, have been taken into consideration in the choice of the panel

☐ I confirm that all of the recommended examiners have informally indicated a willingness to examine the thesis/portfolio within the expected timeframe. 

Justification for this particular combination of examiners *
Provide a rationale for nominating the proposed examination panel.

Save and continue

Save for later

Guidance notes

Internal examiner

External examiner

Supervisor statement

8. Submit the form:



Submit appointment form

Cancel

Confirm: Submit appointment form

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

Private note (Seen only by staff reviewing this application.)

Like all forms in Panoho, there is a space to write a note to FGR/the approver, and you receive an email notification when the process is completed.