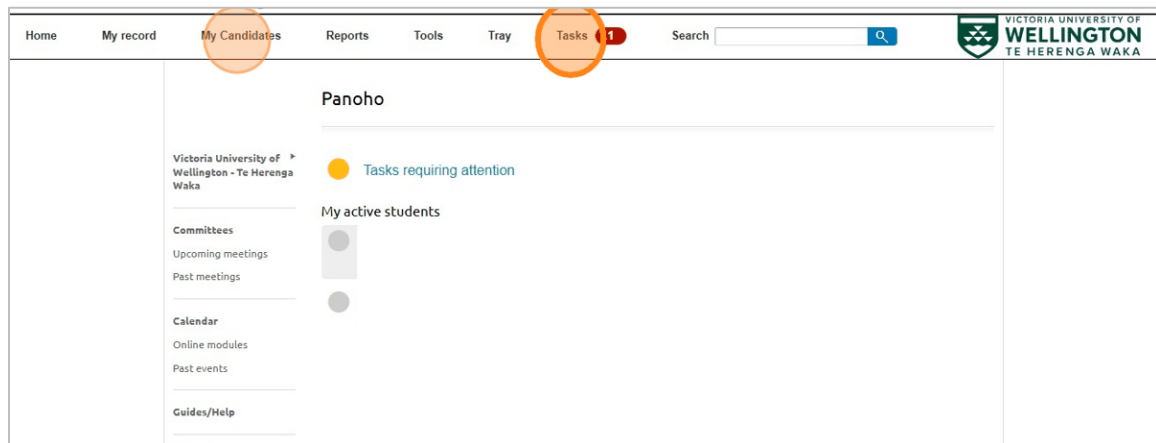
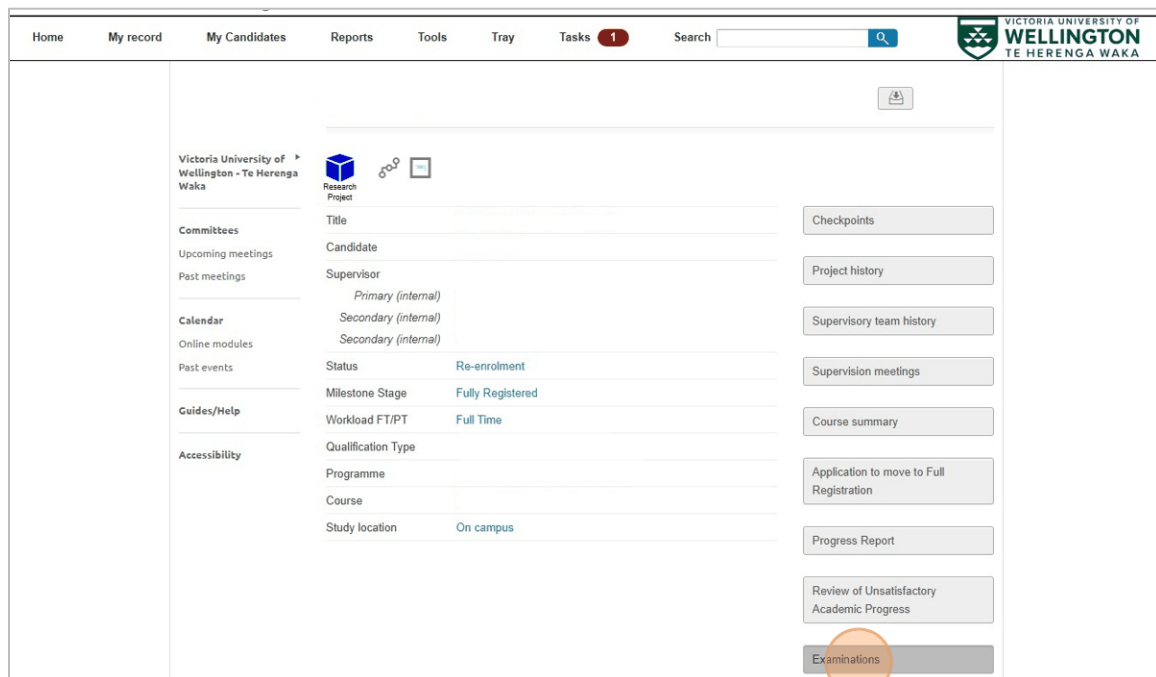


Master's Appointment of Examiners—Guide for Supervisors

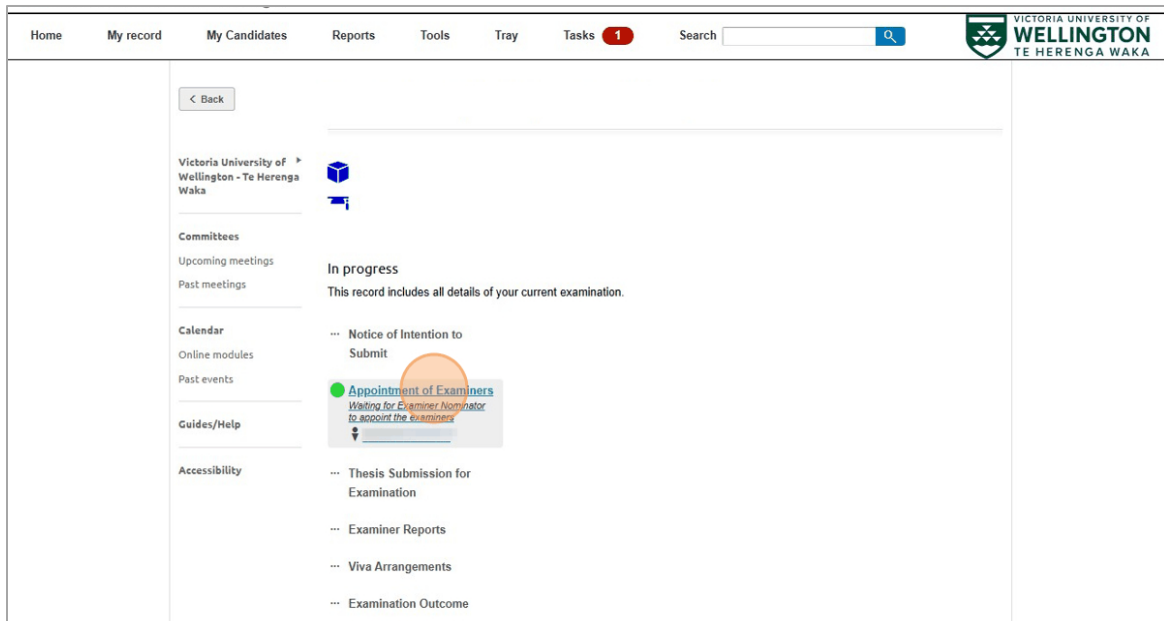
1. On your homepage in Panoho, use the main menu to locate the candidate, or navigate via the 'My Candidates' or 'Tasks' menus. Click on the name of the candidate.



2. Check the candidate's information and click **Examination**



3. Click **Appointment of Examiners** and then **Progress**



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In progress
This record includes all details of your current examination.

... Notice of Intention to Submit

Appointment of Examiners
Waiting for Examiner Nominator to appoint the examiners

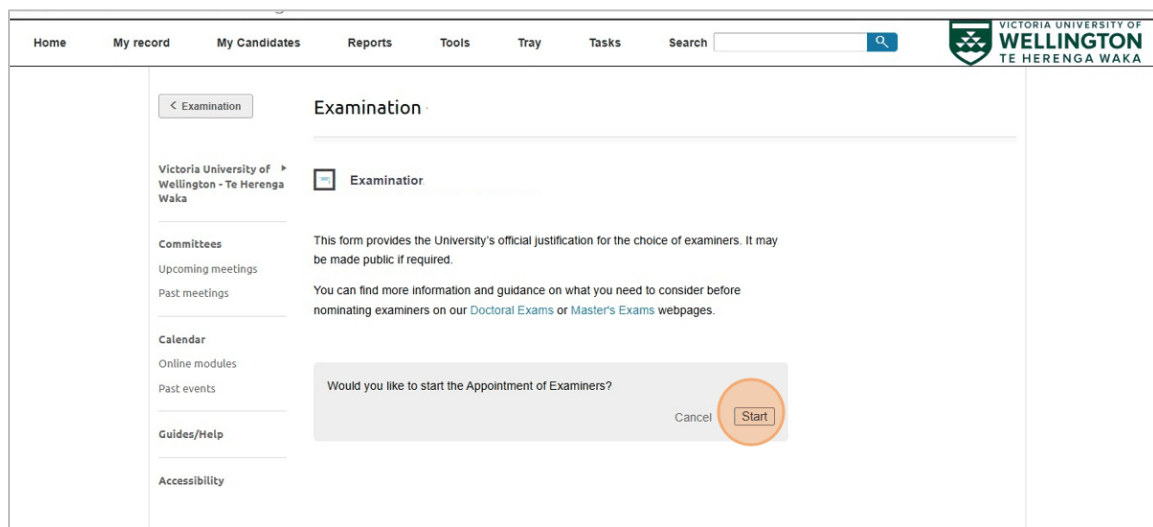
... Thesis Submission for Examination

... Examiner Reports

... Viva Arrangements

... Examination Outcome

4. Click **Start**. Then, in the right-side menu, click **Progress**. Read the guidance and click **Continue** and then, **Save and Continue**



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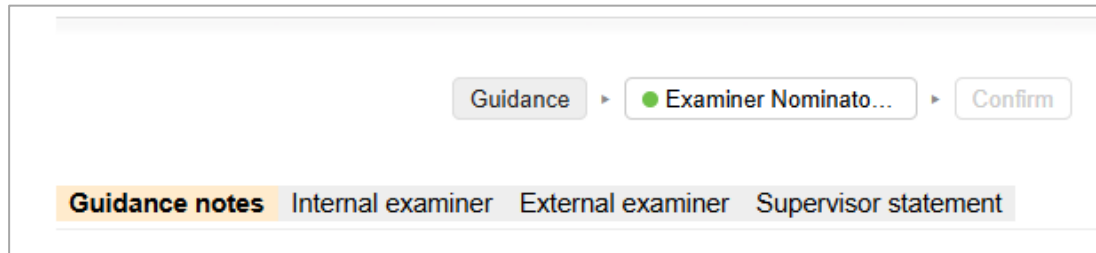
This form provides the University's official justification for the choice of examiners. It may be made public if required.

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

Would you like to start the Appointment of Examiners?

Cancel Start

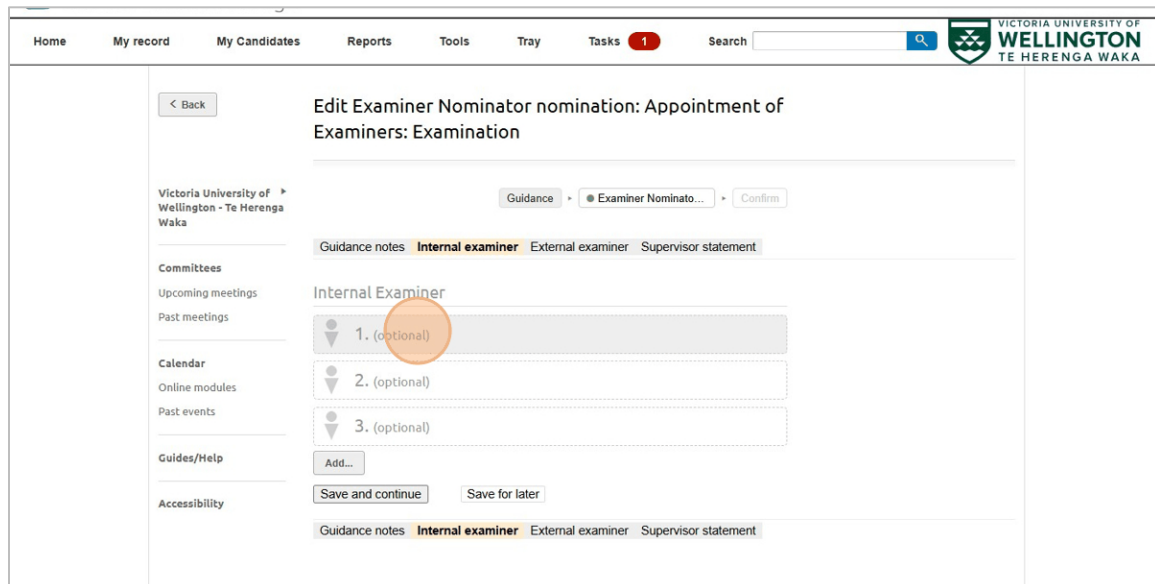
5. Read the Guidance notes about how to select the panel:



Guidance ► ● Examiner Nominator... ► Confirm

Guidance notes Internal examiner External examiner Supervisor statement

6. In the tab 'Internal examiner', click the first field **Optional** and start typing the name. If you can't find the internal examiner in the list, [email the FGR Exams Team](#)



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Edit Examiner Nominator nomination: Appointment of Examiners: Examination

Guidance ► ● Examiner Nominator... ► Confirm

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

Internal Examiner

1. (optional)

2. (optional)

3. (optional)

Add...

Save and continue Save for later

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

7. Include all the details required (for the internal, these notes can be brief) and click **Save and continue**.

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

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

Are there any conflicts of interest? *

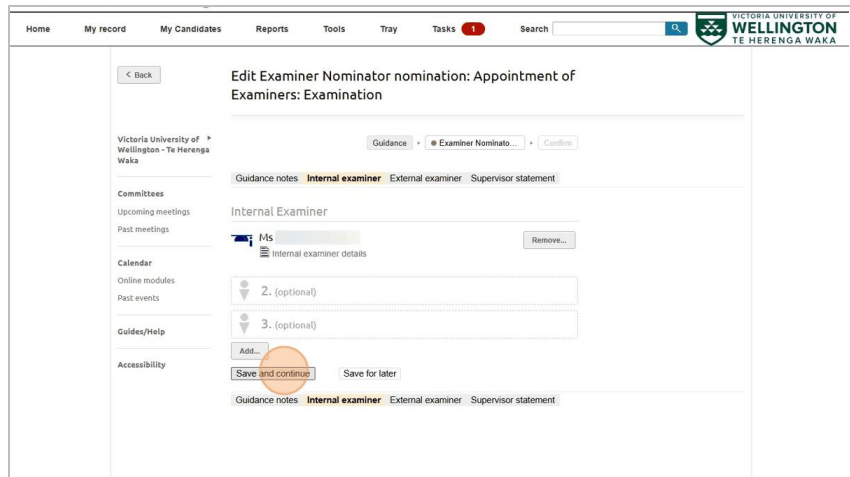
☐ Yes ☐ No



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.

8. If both examiners are external, click **Save and continue** and include both in the next tab.



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Guidance notes Internal examiner External examiner Supervisor statement

Internal Examiner

Ms Internal examiner details Remove...

2. (optional)

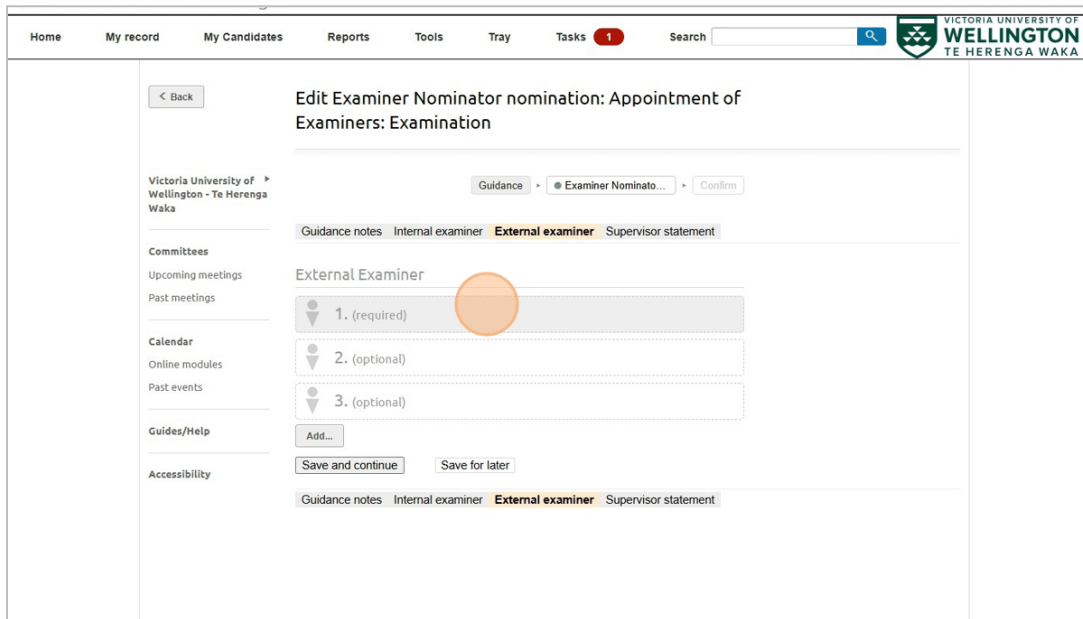
3. (optional)

Add...

Save and continue Save for later

Guidance notes Internal examiner External examiner Supervisor statement

9. In the tab 'External examiner', click the first field **Required** and type the name external examiner.



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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

10. Include the name of the examiner. If they are not listed, include all the details for a new examiner and click **Save**. Returning to the main screen, **click Save and continue**.

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...](#)

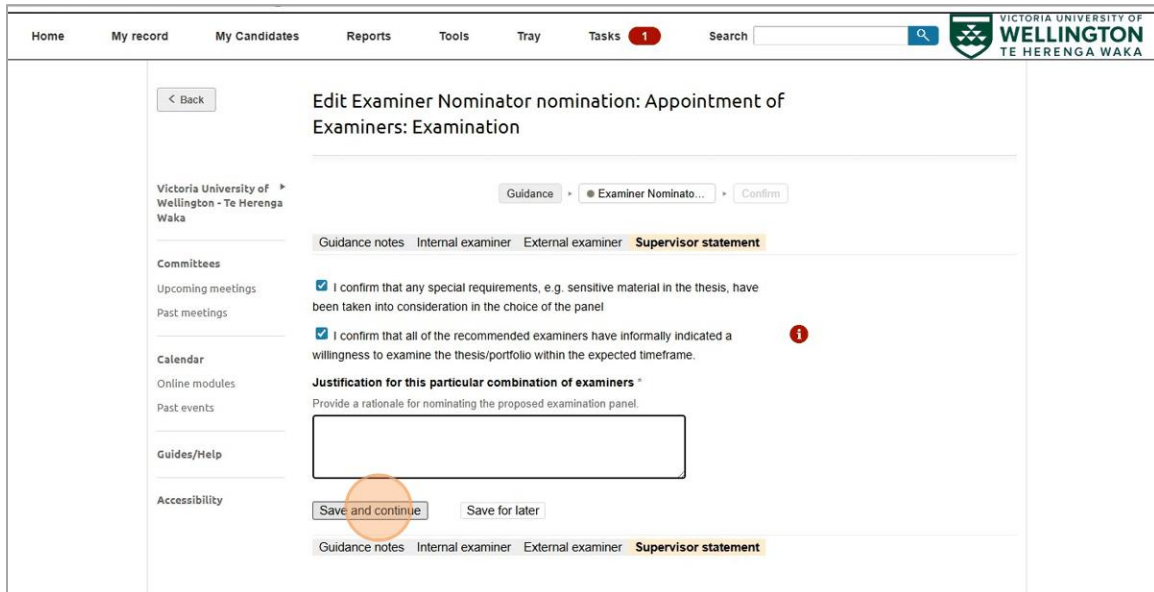
Are there any conflicts of interest? *

☐ 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.

- In tab Supervisor Statement tab, confirm the statements and provide a justification for choosing this combination of examiners. Then click **Save and continue**.



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Edit Examiner Nominator nomination: Appointment of Examiners: Examination

Guidance • Examiner Nominator nomination • Confirm

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

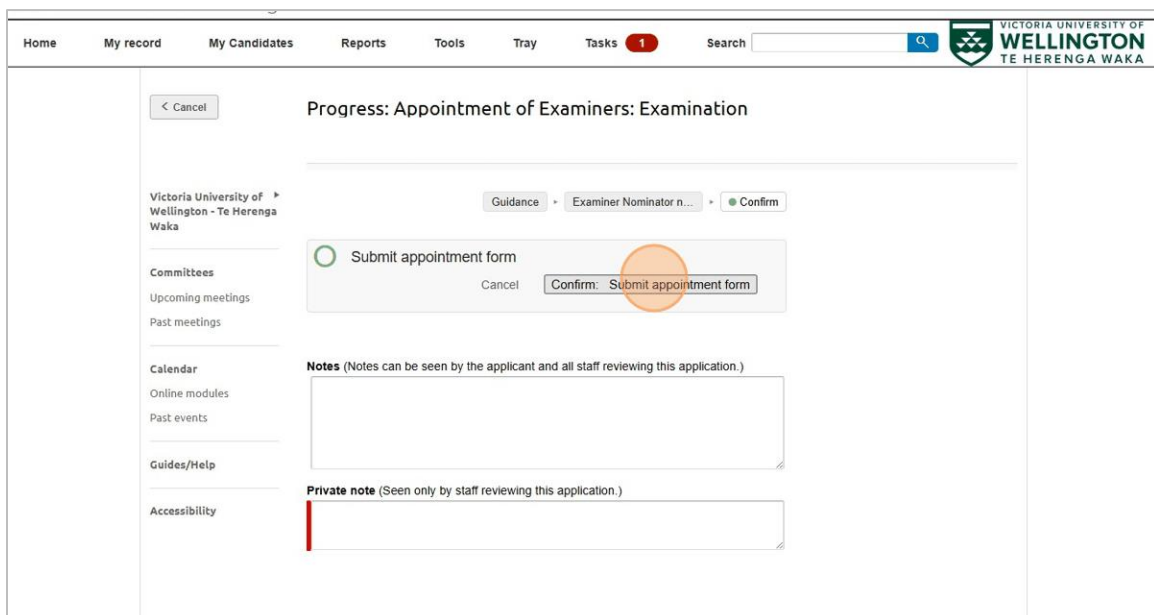
☒ I confirm that all of the recommended examiners have informally indicated a willingness to examine the thesis/portfolio within the expected timeframe.

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**

- If necessary, include a private note for the approvers about examiners' availability or other relevant information. Click **Confirm: Submit appointment form**.



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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.)

The form goes automatically to the approvers, and you will be notified when the process is complete.