



**PROCEDURE: Appointment of Internal and external examiner(s)**

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Procedure Owner	Dean:Research		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	30/01/2018	Name: Louise Fuller Signature: 
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<b>Related documents</b>			
<b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)		<b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> <li>• Policy: Examination</li> <li>• Policy: Research</li> <li>• Policy: Appointment, Management and development of Faculty</li> </ul>		<ul style="list-style-type: none"> <li>• Constitution of the Republic of South Africa: 1996</li> <li>• Higher Education Act (Act 101 of 1997)</li> <li>• CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004</li> <li>• Labour Relations Act (Act 66 of 1995) as amended</li> <li>• CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014</li> <li>• SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017</li> </ul>	
<b>Website address of this document:</b>		<a href="http://www.davinci.ac.za">www.davinci.ac.za</a>	

## Procedure Description

This procedure document will be ....

Step	Description	Notes
1	Identification of Qualified Internal examiner	
	Internal Examiners are sourced from the current Academic Supervisor pool, in keeping with the focus area of the student's dissertation/thesis	Supervisors can act as internal examiners providing they have not supervised the student been examined
2	Identification of Qualified External examiner(s)	
3	External Examiners are sourced from other higher education institutions. In the case of doctoral theses, international academics are sourced	Masters – 1 external examiner required Doctoral – 2 external examiners required
4	Examiners are invited via e-mail letter and response is requested within 5 working days	
5	On acceptance, examiners have 28 days in which to examine and return reports	
6	Should a re-examination be required the supervisor and student must undertake remedial work and resubmit	
7	Resubmission for examination by student	

## Stakeholders

#	Stakeholder
1	Dean: Research
2	Research Office
3	Internal examiner
4	External examiner(s)
5	Programme Co-ordinator
6	Programme Convener

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## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Dean: Research	001	30 January 2018	