



Policy: Nomination and Appointment of External Examiners

 POLICY: NOMINATION AND APPOINTMENT OF INTERNAL AND EXTERNAL EXAMINERS			
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Related documents			
Da Vinci documents (eg. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> • Policy: Appointment, Management and Development of Faculty • Policy: Appointment of Academic and Subject Matter Expert (SME) supervisors • Policy: Conducting Ethical Research • Policy: Da Vinci Research Policy Framework • Research Policy Guidelines: External examiners of dissertations and theses • Research Policy Guidelines: Supervisor and student roles and responsibilities 		Other (eg Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa 	
Website address of this document:		www.davinci.ac.za/da-vinci-policies-and-procedures/	

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Table of Contents

1	Preamble	3
2	Scope	3
3	Aim	3
4	Principles	3
5	High Level Processes	4
6	Responsibilities	4
6.1	Internal Examiner	4
6.2	External Examiner(s).....	5
6.3	The Research Office	5
6.4	The Research Committee.....	5
6.5	The Postgraduate Office	5
7	References	5
8	Version Control	6

1 Preamble

This policy forms part of the set of quality management policies of The Da Vinci Institute for Technology Management.

Da Vinci offers outcomes based, distance education opportunities. This policy details the principles and processes that will ensure that learning programme offerings are aligned to the principles of a Mode 2 higher education institution, whilst adhering to the required academic standards and empowering students with the knowledge, skills and values to contribute to their communities, society and economy of the future.

This policy outlines criteria for the nomination and appointment of external examiners and for the effective management of the external examination process.

2 Scope

As part of quality assurance of the examination process The Da Vinci Institute as a Mode 2 institution, appoints reputable examiners and adheres to strict quality assurance mechanisms as required by the Council on Higher Education (CHE) in respect of all postgraduate dissertations/theses.

3 Aim

The purpose of this policy is to

- ☞ Outline key principles for the nomination of external examiners.

4 Principles

Key policy principles:

- ☞ The nominee should be a person who has irrefutable and relevant professional and/or academic experience in respect of the research domain
- ☞ Nominees for examination of master dissertations should be in possession of at a minimum, a master degree. A single exception may be permitted in cases where specialist professional or technical expertise in the domain is required. In this instance the Research Committee will be required to formalise a motivation towards such nomination
- ☞ Nominees for the examination of doctoral theses must be in possession of a doctoral degree. A single exception may be permitted in cases where specialist professional or technical expertise in a respective

domain is required. In this instance the Research Committee will be required to formalise a motivation towards such nomination

- ☞ When considering the appointment of an existing examiner (for both master dissertations and doctoral theses), such examiner should have complied with the requirements as stated for external examiners
- ☞ The internal examiner must provide an informed and unbiased view of the dissertation/thesis. For that reason, the Research Committee must be satisfied that the internal examiner (one each for the dissertation or thesis):
 - Is a current supervisor of another postgraduate student at The Institute
 - Does not have any responsibility in terms of support and/or supervision in relation to the dissertation/thesis being examined
- ☞ The external examiner must provide an independent and critical view of the dissertation/ thesis. For that reason the Research Committee must be satisfied that external examiners (one for the dissertation and two for the thesis):
 - Does not hold office or is a fellow of The Da Vinci Institute
 - Is not a student or an associate of The Da Vinci Institute
 - Does not facilitate any module or provide support which forms part of the research programmes at The Da Vinci Institute
- ☞ Due care should be taken by the Research Office that an adequate induction to the Da Vinci Mode 2 philosophies and the role of external examiner is undertaken for each nominated person

5 High Level Processes



Figure 1: Nomination and Appointment of Internal and External Examiners

6 Responsibilities

6.1 Internal Examiner

Internal examiners are sourced from the current academic supervisor pool in keeping with the focus area of the student's dissertation/thesis.

- ☞ The internal examiner assesses the dissertation/thesis in accordance with The Institute assessment guidelines

6.2 External Examiner(s)

External examiners are sourced from other higher education institutions and organisations, in keeping with the focus area of the student's dissertation/thesis.

- ☞ The external examiner(s) assess the dissertation/thesis in accordance with The Institute's assessment guidelines

6.3 The Research Office

The Research Office sources internal and external examiners.

- ☞ The Research Office identifies proposed internal/external examiners and recommends them to the Research Committee
- ☞ The recommendation is accompanied by the examiner's information, such as qualifications, an abridged curriculum vitae and full contact details

6.4 The Research Committee

Monthly meetings are called to expedite the nomination process.

- ☞ The Research Committee appoints or rejects nominated internal and external examiner(s).
- ☞ When rejected the Research Committee proposes an alternative external examiner(s)
- ☞ On appointment, the postgraduate office is informed to undertake the necessary administrative tasks to enact the instruction

6.5 The Postgraduate Office

The postgraduate office is responsible for the general administration and tracking of student progress. In terms of the postgraduate examination process, the postgraduate office is responsible for:

- ☞ Email invitations of the identified internal and external examiners
- ☞ Tracking of progress of marking in keeping with the deadlines for the examination cycle
- ☞ Administration of documents and reports
- ☞ Communication with students and supervisors regarding reports, improvements required, and next steps
- ☞ Arrangements for oral defences

7 References

South African Qualifications Authority, 2005. Guidelines for integrated assessment. SAQA, Pretoria.

Council on Higher Education. 2014. Distance Higher Education Programmes in a Digital Era: Good Practice Guide. CHE, Pretoria.

8 Version Control

Author	Revision
Research Manager: Dr Marthie de Kock	2014/21/30
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