**ANNEXURE D: REQUEST TO APPOINT EXAMINERS**

*TO BE COMPLETED BY THE PRINCIPAL SUPERVISOR/COURSE CO-ORDINATOR*

*These templates apply to requests for the appointment of examiners for candidates registered for doctoral studies, Master’s by (full) dissertation, Master’s by mini-dissertation and Honours papers.*

***Please note:*** *Where the candidate is a staff member or a relative of a staff member, the information must be kept confidential and under no circumstances must the candidate be made aware of who the examiners are. Supervisors and Heads of Department must complete the templates and provide the information to the Faculty Dean who deals with the matter on behalf of the faculty committee and who then provides the information to the Research Office. The examiner information must not be placed on the agenda of any committee. (Only the first template with the candidate’s particulars, but without the examiner information.) The Chairperson of the Higher Degrees Committee will make an oral presentation to the HDC regarding the examiners.*

**REQUEST TO APPOINT EXAMINERS**

*Department of …………..*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S Number | **S** | | | | |
| **Name of Student** |  | | | | |
| Student number |  | | | | |
| Degree | e.g. D Phil, MA (Community Work) | | Course Code | |  |
| **Thesis/ Dissertation Title** |  | | | | |
| Department |  | | | | |
| Supervisor |  | | | | |
| Co-supervisor |  | | | | |
| **Examiner 1** | **Prof xxx** | | | | |
| Current position | e.g. Professor and Head of Department of Chemistry, University of Botswana, Botswana | | | | |
| Reason for choice |  | | | | |
| **Examiner 2** | **Prof xxx** | | | | |
| Current position |  | | | | |
| Reason for choice |  | | | | |
| **Examiner 3** | **Prof xxx** | | | | |
| Current position |  | | | | |
| Reason for choice |  | | | | |
| **Examiner 4 (alt.)** | **Prof xxx** | | | | |
| Current position |  | | | | |
| Reason for choice |  | | | | |
|  | **Name** | **Signature** | | **Date** | |
| **Principal Supervisor** |  |  | |  | |
| **Head of Department** |  |  | |  | |
| **Dean of Faculty** |  |  | |  | |

***Examiner’s abbreviated CV***

***Please note:*** *The examiner’s CV from which this information has been extracted must be sent to the Research Office.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Examiner’s Name** | **Prof xxx** | | | | | | | | | |
| Current position | Professor, Department of Sociology, Unisa | | | | | | | | | |
| Highest Qualification | D Ed | | | | Year obtained | | | 2006 | | |
| Academic Profile | 1990-1998 | | Teacher | | | | | | | |
| 1999-2005 | | Lecturer, Department of Sociology, NMMU | | | | | | | |
| 2006-2007 | | Senior Lecturer, Department of Sociology, UKZN | | | | | | | |
| 2008-2010 | | Associate Professor of Sociology, UKZN | | | | | | | |
|  | 2010 to date | | Professor and Head of Department of Sociology, Unisa | | | | | | | |
| Field(s) of Expertise | Gender Studies | | | | | | | | | |
| Rural Development | | | | | | | | | |
| Research output | Journal Articles | | | | 34 | | Books | | | 2 |
| International Conference Papers | | | |  | | Other Conference Papers | | |  |
| Research Projects | | | |  | | Technical Reports | | |  |
| Other (specify) | | | | | | | | | |
| Relevant Research Experience (e.g. membership of professional bodies, editorial boards, etc) |  | | | | | | | | | |
| Supervision record: current | | Master’s | | 7 | | Doctoral | | | 2 | |
| Supervision record: completed | | Master’s | |  | | Doctoral | | |  | |
| Examining record | | Master’s | |  | | Doctoral | | |  | |
| Any other relevant information | |  | | | | | | | | |