**DDB17 – Appointment of an Assessor**

**Notes and instructions:**

* For full guidelines to appointing assessors, see section 9***: PROCEDURE ON RECEIPT OF EXAMINERS' REPORTS*** in the [Procedures for the Doctoral Degrees Board (DDB)](https://uct.ac.za/media/9935) document available from [Doctoral Candidates – Downloads](http://www.students.uct.ac.za/students/current-students/doctoral-candidates/downloads) page.
* The motivations provided in the DDB17 form for the appointment of an assessor should be detailed and thorough.
  + The assessor should be of high international standing with relevant and significant academic experience.
  + The relevance of the assessor’s expertise to key aspects/components of the thesis should be described.
  + The assessor must read the thesis (or relevant parts thereof) together with the anonymised examiners' reports and advise the CoA on the respective merits of the examiners' reports and their recommendations.
  + The CoA should ensure that the assessor can assess all aspects of the thesis.
* The Head of Department and CoA Chair should ensure that the motivation/s provided in the DDB17 form are thorough and complete, before signing.
* The assessment process is confidential, and students should not be made aware of the name of the assessor during the examination process.
  + They may do so afterwards only if the assessor agrees to disclosure of their name to students.
  + The assessment process is completed when the DDB confirms the final result to the student and they are invited to upload their final library copy.
* The supervisor should approach the preferred assessor/s and provide a [DDB17a](https://forms.uct.ac.za/ddb17a.docx) (Assessor’s Declaration Form) for each.
  + The role as an assessor (as opposed to an examiner) should be made clear.
  + The completed and signed [DDB17a](https://forms.uct.ac.za/ddb17a.docx) forms must be submitted with the DDB17 form.
* Hyperlinks to assessor’s academic profiles (on platforms such as Google Scholar, Research Gate, Scopus, etc and online CVs, if available), should be included in the DDB17 form and kept live throughout the approval process.

**Candidate**

|  |  |
| --- | --- |
| PhD Candidate Full Name |  |
| Student Number |  |
| Faculty |  |
| Department |  |
| Supervisor |  |
| Co-supervisor |  |
| Thesis Title |  |

**Committee of Assessors (COA)**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Department** |
| 1. Chair: Dean or Nominee |  |  |
| 2. Core member |  |  |
| 3. Core member |  |  |
| 4. Core member |  |  |
| 5. Core member |  |  |
| 6. Core member |  |  |
| 7. Head of Department |  |  |
| 8. Supervisor |  |  |
| 9. Supervisor |  |  |
| 10. Supervisor |  |  |
| 11. Subject specialist if required |  |  |
| 12. Subject specialist if required |  |  |

**List of Assessor(s)**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Institution / Affiliation** |
| **1.** |  |  |
| **2.** |  |  |

**Details of Assessor(s)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Assessor's Title and Name** |  | | | | |
| Formal Qualifications  (Note: A Doctoral degree is required, but exceptions can be motivated) |  | | | | |
| Brief CV and Motivation demonstrating Assessor’s expertise in key aspects / components of the thesis, high international standing and active scholarship in the respective field/s related to the thesis |  | | | | |
| Web links to the academic profile if available  (Hyperlinks to be kept live throughout approval process) |  | | | | |
| Institution |  | | | | |
| Department |  | | | | |
| Email Address |  | | | | |
| Telephone / Mobile Number  (with all codes) |  | | | | |
| **General questions regarding the Assessor:** | | | | | |
| * Have you (the supervisor) **approached** the assessor, who has **agreed** to be nominated? | | **YES** |  | **NO** |  |
| * Is the assessor a **co-author** or **collaborator** of the Supervisor/student? **If yes**, an appropriate **motivation** **must be submitted** that this will **not unduly influence the examination process** (positively or negatively) | | **YES** |  | **NO** |  |
| * Has the assessor been **affiliated** or **associated** with **UCT** in **any capacity** (including Honorary) within the past 3 years? If **yes**, please elaborate in the field below. | | **YES** |  | **NO** |  |
|  | | | | | |
| **Note: You are required to attach the completed** [**DDB17a**](https://forms.uct.ac.za/ddb17a.docx) **(Assessor’s Declaration Form) for the preferred assessor.** | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **2. Assessor's Title and Name** |  | | | | |
| Formal Qualifications  (Note: A Doctoral degree is required, but exceptions can be motivated) |  | | | | |
| Brief CV and Motivation demonstrating Assessor’s expertise in key aspects / components of the thesis, high international standing and active scholarship in the respective field/s related to the thesis |  | | | | |
| Web links to the academic profile if available  (Hyperlinks to be kept live throughout approval process) |  | | | | |
| Institution |  | | | | |
| Department |  | | | | |
| Email Address |  | | | | |
| Telephone / Mobile Number  (with all codes) |  | | | | |
| **General questions regarding the Assessor:** | | | | | |
| * Have you (the supervisor) **approached** the assessor, who has **agreed** to be nominated? | | **YES** |  | **NO** |  |
| * Is the assessor a **co-author** or **collaborator** of the Supervisor/student? **If yes**, an appropriate **motivation** **must be submitted** that this will **not unduly influence the examination process** (positively or negatively) | | **YES** |  | **NO** |  |
| * Has the assessor been **affiliated** or **associated** with **UCT** in **any capacity** (including Honorary) within the past 3 years? If **yes**, please elaborate in the field below. | | **YES** |  | **NO** |  |
|  | | | | | |
| **Note: You are required to attach the completed** [**DDB17a**](https://forms.uct.ac.za/ddb17a.docx) **(Assessor’s Declaration Form) for the preferred assessor.** | | | | | |

**Acknowledgement and approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Signature** (if by e-mail please append the email confirmation of approval) | | **Date** |
| **Supervisor:** “I confirm that the student will not be informed of the name(s) of the assessor(s) until the examination process is concluded (confirmation of final outcome by DDB) and then only if the assessor(s) has agreed to the disclosure of their name.” |  |  |  |  |
| **Head of Department** |  |  |  |  |
| **Chair: COA** |  |  |  |  |
| **Deputy Chair: DDB** |  |  |  |  |
| **Chair: DDB** |  |  |  |  |