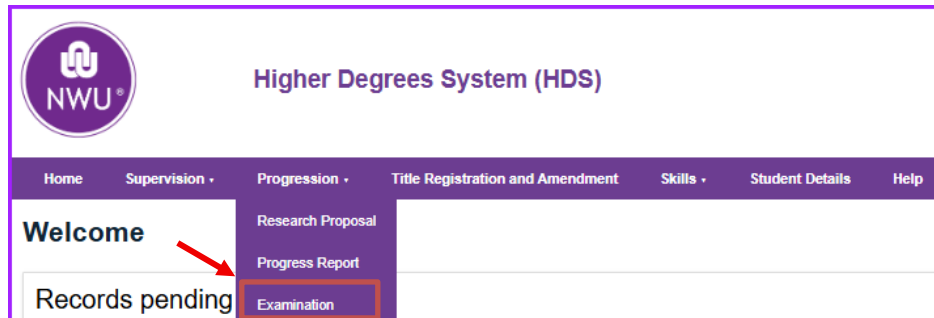


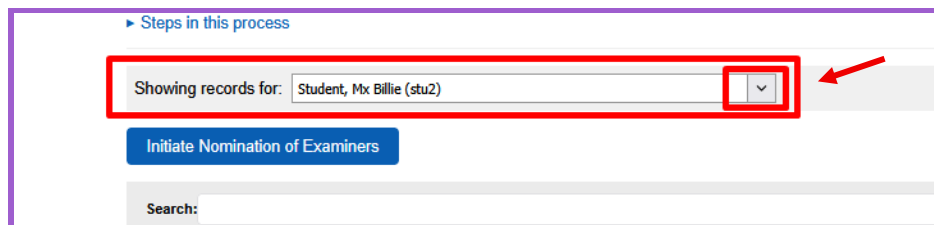
## Nomination of examiners

**Guidelines for faculty representatives to approve and set up nomination of examiners:**

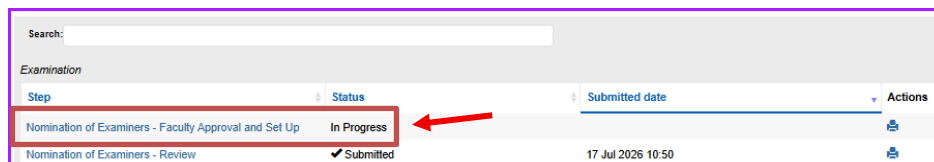
**Step 1:** Select the “Progression” tab on the HDS menu and select “Examination” from the dropdown list to open the examination page.



**Step 2:** Select a student by using the “type to search” option or by using the dropdown arrow.  
\*Note: To search, type in a student number or surname in the search line.

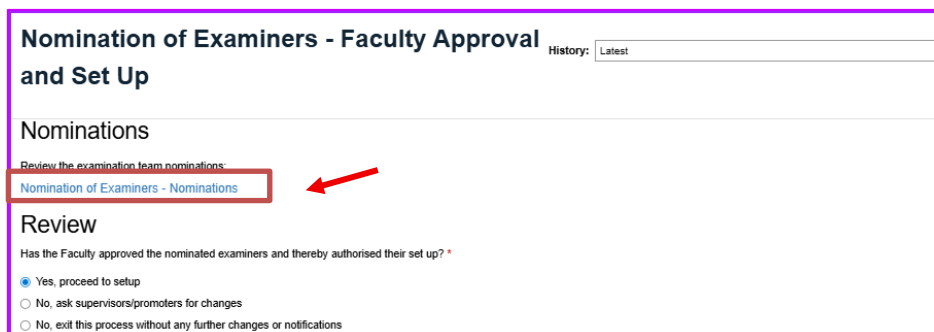


**Step 3:** Click on the “Nomination of Examiners – Faculty Approval and Set Up” record in the examination table to open the nomination review in a new pop-up window.



| Step                                                  | Status      | Submitted date    | Actions |
|-------------------------------------------------------|-------------|-------------------|---------|
| Nomination of Examiners - Faculty Approval and Set Up | In Progress |                   |         |
| Nomination of Examiners - Review                      | ✓ Submitted | 17 Jul 2026 10:50 |         |

**Step 4:** Nominations captured by the designated supervisor/promoter and entity review is displayed under the heading “Nomination of Examiners” and can be opened by clicking on the applicable link.



**Step 5:** Conclude the approval in HDS by choosing one of the following three options:

- Yes, proceed to setup (which confirms that the nominated examiners for the student was approved at the relevant faculty structure).
- No, ask supervisors/promoters for changes (which indicate that revision of examiners nominated is required).
- No, exit this process without any further changes or notifications (which indicate that the nomination of examiners for the student were stopped, and it will not continue further for approval).

**Step 6:** Name of the faculty structure meeting and date of the appointment of examiners must be provided if the nomination was approved, or capture reasons for returning it to the supervisor/promoter for changes, or if the nomination process is exited.

**Step 7:** By selecting “Yes proceed to setup” the examiners can be set up in HDS:

- Search for the examiner by either typing a name or surname or selecting the examiner from the dropdown list. If the examiner is not listed in HDS, select the option: “Create a new account” and type in the title, first name, surname and email address of the examiner in the provided text boxes.
- The specific role applicable to the examiner must be selected from the dropdown list, namely: internal examiner, external examiner or examination chair. Click the green “Add” button to complete the setup.

**Step 8:** The examiner setup will be displayed by reflecting the names of each examiner added for the student. If an examiner was incorrectly added in the setup, it can be removed by clicking on the red “Remove” button next to the examiner’s name, which will cancel the examiner being setup in the system. The correct examiner can be selected and added before the record is signed and saved.

**Setup**

**External Examiner**  
 -Dr Lillian Academic, [hds@nwu.ac.za](mailto:hds@nwu.ac.za)  
 Status: Proposed new addition

**Internal Examiner**  
 -Dr Gabriel Academic, [hds@nwu.ac.za](mailto:hds@nwu.ac.za)  
 Status: Proposed new addition

Remove

Remove

**Step 9:** Select the tick box next to the faculty representative’s name to “sign” and “save” the examining team update. The “save” button will turn to “submit” once the form has been signed. A pop-up message will appear, confirming that the record will not be editable and no further amendments can be made. (By selecting “close” or “discard,” the record will not be saved in HDS.)

**Signature Participant(s)**  
 This form should be reviewed and signed by a Doctoral School Administrator.  
 Please ensure they are selected to sign in the list below.

Note: Any amendments to this form will require all those selected to sign, to re-sign.

☐ Admin, Mx Entity [in the role of HD Entity Representative]

☒ Admin, Mx Faculty [in the role of HD Faculty Representative]

**Signatures**  
 Please select all the people who are required to sign this form.

Sign

Save Close

Search:

| Step                                                  | Status      | Submitted date    | Actions |
|-------------------------------------------------------|-------------|-------------------|---------|
| Nomination of Examiners - Faculty Approval and Set Up | ✓ Submitted | 09 Jun 2026 15:45 |         |
| Nomination of Examiners - Review                      | ✓ Submitted | 09 Jun 2026 15:35 |         |
| Nomination of Examiners - Nominations                 | ✓ Submitted | 08 Jun 2026 15:52 |         |

Complete HDS user navigation guidelines can be accessed [here](#)