On receipt of notification from a candidate of intention to submit his/her thesis for examination, the DDB Office will notify the relevant faculty accordingly, requesting it to appoint a Committee of Assessors (COA) and to submit recommendations for examiners.

The COA, after consideration of potential examiners' names that have been submitted by the HOD, must nominate at least three examiners and two alternates for approval by the DDB. Nominated examiners must have expertise in the relevant field and must be chosen with particular care when the thesis is multi-disciplinary. A supervisor is excluded from examining. A nominated examiner should not have been a collaborator in the candidate's work for the degree and should be external to the University, most often from a foreign country. Normally two examiners from the same institution should not be nominated. Where there has been prior collaboration between a candidate and a person nominated to be an examiner by a COA, this must be reported by the COA to the DDB. The nomination of examiners must not be discussed with or disclosed to the candidate.

The Chair of the DDB may appoint the examiners and alternate examiners on behalf of the Board but may refer any nominations requiring further consideration to the Board. After approval, the DDB Officer will invite examiners to act and will, after examiners have indicated their acceptance, send a copy of the thesis together with the formal letters of appointment, to each examiner.

In the event that examiners, and subsequently the alternates, decline, the DDB Officer will request further nominations from the Chair of the COA.

To speed up the process and to obtain the best examiners, supervisors must, with the approval of the HOD, contact prospective examiners asking if they are available for nomination.