

## Process for HDR Examiners' Flying in/out

1. Students and their supervisors nominate examiners using the following forms available at <http://intranet.ecu.edu.au/research/for-research-students/research-journey/forms-policies-and-guidelines>:
  - a. Nomination of Examiners for Master by Research and Doctoral Thesis
  - b. Creative Component Details Research Form
2. It is expected that the examiners have been contacted by Supervisor and have agreed to examine the exhibition prior to their nomination.
3. Travel will be approved for National examiners only and as follows:
  - a. 1 x Master by Research Examiner (*i.e. one national and one Perth based examiner*)
  - b. 2 x PhD (*i.e. two national and one Perth based examiner*)
  - c. Maximum 2 night's accommodation (including breakfast) provided
  - d. 6 x [Cabcharge Digital Passes](#) provided to Examiner
  - e. [ECU Travel Policy](#) and guidelines apply
4. Supervisor submits completed forms to [admin.sah@ecu.edu.au](mailto:admin.sah@ecu.edu.au).
5. Once Associate Dean Research approves the form, School Officer contacts examiners seeking following information.
  - a. Confirmation of travel dates and times for examination (*Examiners can travel on different days*)
  - b. Completed [Travel Approval Guest Form](#) (*prefilled for Examiners if possible*)
6. School Officer obtains Travel approval endorsement from Supervisor and approval from ADR.
7. School Officer sends completed forms from point 1. to Research Assessments and cc Supervisor.
8. Supervisor sends Exegesis, when submitted, including Thesis Submission form, directly to Research Assessments and cc. School Officer.
9. School Officer arranges travel for Examiners and once confirmed arranges relevant SAH staff member (other than Supervisor) to greet the Examiners on the day. (*Please contact Arts HDR Coordinator for a list of names to contact*).
10. School Officer arranges relevant SAH Staff Member to meet with WA based Examiner to examine exhibition/performance.

### Relevant Contacts

SAH School Officer, Belinda Rogers

<b>Date reviewed:</b>	08/04/2020	<b>Reviewed by:</b>	Craig Speelman
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School of Arts and Humanities (SAH)  
Nomination for Examiners to travel to Western Australia  
for Master by Research and Doctoral Exhibition Examination

STUDENT NUMBER:		CONTACT PHONE NUMBER:	
CANDIDATE SURNAME:		CANDIDATE GIVEN NAME/S:	
THESIS TITLE:			
PRINCIPAL SUPERVISOR:		EXPECTED DATE OF EXEGESIS SUBMISSION:	
COURSE LEVEL:	<input type="checkbox"/> MBR	<input type="checkbox"/> PhD	

- It is expected that the nomination of all examiners has been approved by the Associate Dean of Research and that all examiners have been contacted and have agreed to examine the exhibition prior to their nomination.
- This form is to be used for national examiners only.
- Travel will be approved for:
  - 1 x Master by Research examiner (i.e. one national and one Perth based examiner)
  - 2 x PhD (i.e. two national and one Perth based examiner)
- Please submit this document by email to SAH Administration: [admin.sah@ecu.edu.au](mailto:admin.sah@ecu.edu.au) for SAH Associate Dean of Research approval.

**EXAMINER 1 (for MBR and PhD):**

TITLE:	
NAME:	
INSTITUTION:	
CONTACT NUMBER:	Work: Home: Mobile:
EMAIL ADDRESS:	
POSTAL ADDRESS:	
Exhibition examination dates:	

Venue:	
Flight details:	
Accommodation details (two night maximum)	
CabCharge Digital Passes provided (max 6)	

**EXAMINER 2 (for PhD only):**

TITLE:	
NAME:	
INSTITUTION:	
CONTACT NUMBER:	Work: Home: Mobile:
EMAIL ADDRESS:	
POSTAL ADDRESS:	
Exhibition examination dates:	
Venue:	
Flight details:	
Accommodation details (two night maximum)	
CabCharge Digital Passes provided (max 6)	

**Nomination Endorsement:**

NOMINATIONS ENDORSED – ASSOCIATE DEAN RESEARCH SIGNATURE:		DATE:	
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