

Nomination of Examiners For Master by Research and Doctoral Theses



- **Note: Refer to the guidelines on the last page for this document prior to completing**
- It is expected that all examiners have been contacted and have agreed to examine the thesis prior to their nomination.

Candidate's Details

Student No	<input type="text"/>						
Family Name	<input type="text"/>			Given Name/s	<input type="text"/>		
Phone Number	<input type="text"/>			<input type="text"/>			
Thesis Title	<input type="text"/>						

Principal Supervisor	<input type="text"/>			Expected date of submission	<input type="text"/>		
Course Level	<input type="checkbox"/> Prof Doc	<input type="checkbox"/> PHD	<input type="checkbox"/> MbR	School	<input type="text"/>		

Examiner 1

Title	<input type="checkbox"/> Professor	<input type="checkbox"/> A/Prof	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other:	<input type="text"/>
Name	<input type="text"/>						
Institution	<input type="text"/>						
Contact Number	<input type="text"/>		<input type="text"/>		<input type="text"/>		
	Country Code		Area Code		Phone Number		
Please provide an alternative telephone contact number (e.g. secretary) to assist with distribution of the thesis and follow up of examination reports:							
Alternative Contact Number	<input type="text"/>		<input type="text"/>		<input type="text"/>		
	Country Code		Area Code		Phone Number		
Email Address (thesis will be emailed). Indicate below if a printed version is required				<input type="text"/>			
Postal Address Street address required if an international examiner as thesis is sent by courier				<input type="text"/>			
Academic Qualifications				<input type="text"/>			
Present Position				<input type="text"/>			
Fact Paragraph (refer to guidelines 3.1 – 3.4 on last page); <input type="text"/>							
Thesis Format Preferred				<input type="checkbox"/> Emailed		<input type="checkbox"/> Printed	

Examiner 2						
Title	<input type="checkbox"/> Professor	<input type="checkbox"/> A/Prof	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other:
Name						
Institution						
Contact Number						
	Country Code	Area Code	Phone Number			
Please provide an alternative telephone contact number (e.g. secretary) to assist with distribution of the thesis and follow up of examination reports:						
Alternative Contact Number						
	Country Code	Area Code	Phone Number			
Email Address (thesis will be emailed). Indicate below if a printed version is required						
Postal Address Street address required if an international examiner as thesis is sent by courier						
Academic Qualifications						
Present Position						
Fact Paragraph (refer to guidelines 3.1 – 3.4 on last page);						
Thesis Format Preferred	<input type="checkbox"/> Emailed			<input type="checkbox"/> Printed		

Examiner 3						
Title	<input type="checkbox"/> Professor	<input type="checkbox"/> A/Prof	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other:
Name						
Institution						
Contact Number						
	Country Code	Area Code	Phone Number			
Please provide an alternative telephone contact number (e.g. secretary) to assist with distribution of the thesis and follow up of examination reports:						
Alternative Contact Number						
	Country Code	Area Code	Phone Number			
Email Address (thesis will be emailed). Indicate below if a printed version is required						
Postal Address Street address required if an international examiner as thesis is sent by courier						

Continued over page:

Academic Qualifications		
Present Position		
Fact Paragraph (refer to guidelines 3.1 – 3.4 on last page);		
Thesis Format Preferred	<input type="checkbox"/> Emailed	<input type="checkbox"/> Printed

Reserve Examiner (Optional)

It is not essential to nominate a reserve examiner at this stage. If one is required at a later date, then the supervisor will be requested to make contact, check his/her alibility and provide their details to Research Assessments.

Title	<input type="checkbox"/> Professor	<input type="checkbox"/> A/Prof	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other:	
Name							
Institution							
Contact Number							
	Country Code	Area Code	Phone Number				
Please provide an alternative telephone contact number (e.g. secretary) to assist with distribution of the thesis and follow up of examination reports:							
Alternative Contact Number							
	Country Code	Area Code	Phone Number				
Email Address (thesis will be emailed). Indicate below if a printed version is required							
Postal Address Street address required if an international examiner as thesis is sent by courier							
Academic Qualifications							
Present Position							
Fact Paragraph (refer to guidelines 3.1 – 3.4 on last page);							
Thesis Format Preferred	<input type="checkbox"/> Emailed	<input type="checkbox"/> Printed					

Thesis Components to be Assessed (Creative Research Candidates Only)

Note: A completed RESEARCH CREATIVE COMPONENT DETAILS form must be submitted with this form

<input type="checkbox"/> Creative Project	%	And exegesis	%	(Exegesis comprising at least 20% of the overall thesis)
---	---	--------------	---	--

OR

<input type="checkbox"/> Integrated whole

Principal Supervisor and Candidate Declaration

We declare that we, the Candidate and Principal Supervisor are completely independent of these nominated examiners and the nominated examiners will have no conflict of interest examining this Candidate's thesis.

As Candidate and Principal Supervisor, we agree that there will be no communication between us and the examiners during the examination process that could compromise the integrity of the process.

The examiners have been nominated by the Principal Supervisor in consultation with the Candidate.

Signature Principal Supervisor		Date	
Signature Candidate		Date	
Signature Nominations endorsed Associated Dean Research		Date	

Candidate Declaration regarding ethics and research data

<input type="checkbox"/> Yes	I have complied with the conditions of ethics approval and where appropriate, I have submitted a Final Ethics Report for my project.
------------------------------	--

<input type="checkbox"/> Yes	The research data obtained through the Candidate project will be treated in accordance with the <u>Policy on Research Data and Records Management</u>
------------------------------	--

Candidate Signature		Date	
---------------------	--	------	--

Research Abstract

The provision of an Australian Higher Education Graduation Statement (AHEGS) to all graduates is a Government requirement and must include an abstract if a research award.

A research abstract is a short summary of the research that was conducted. The summary should be fewer than 100 words, easy to understand, free of jargon and should convey the following information:

1. The reason for the research;
2. The main result/s;
3. The implications of the research for knowledge, industry or the community;
4. The impact of the research.

Candidates should prepare their abstract in consultation with their supervisor.

The approved Research Abstract must be included in the space below: (to be typed)

Research Abstract Confirmation

I confirm that I have reviewed and approved the abstract provided above:

Principal Supervisor's Name		Date Emailed	
Principal Supervisor's Signature		Date	

GUIDELINES

1. Number of Examiners

In accordance with the University Admission, Enrolment and Academic Progress Rules (Appointment of Examiners), the University shall appoint to examine a thesis:

- For a Masters Candidate – no fewer than two examiners, none of whom shall be a member of the academic staff of the university;
- For a Doctoral Candidate – unless the Academic Board otherwise determines, no fewer than 3 examiners, none of whom shall be a member of the academic staff of the university.

2. Criteria for Selecting Panel Members

The examination panel should have a combination of the expertise and experience in order to provide appropriate feedback and a detailed examination report to both the Candidate and the Graduate Research Committee (GRC) The following criteria should be considered when selecting potential examiners:

- **Availability** - Be available to mark the thesis within the recommended timeframe of six weeks from receipt of the thesis;
- **Qualifications** - Hold qualification equivalent or higher than the degree for which the thesis is being examined. In exceptional circumstances, a case may be made by the Supervisor that a proposed examiner without qualifications is of equivalent status within a field;
- **Research Activity** - Be an active researcher in the general area of the thesis (as demonstrated with a brief CV which includes a list of key and/or recent publications);
- **Expertise** - Must be an expert in their field, and be able to testify that the thesis being examined is appropriate for the level of the award;
- **Independence** -
 1. Be free from real or perceived bias with respect to the Candidate, Supervisor and the University;
 2. Be independent of the Candidate and Supervisor;
 3. Be independent of other examiners. In exceptional circumstances, a case may be made by the Supervisor to appoint two examiners from the same institution.

3. Approval of Examiners

Thesis examiners are approved by the Associate Dean Research of each School. Supervisors must demonstrate that the above criteria have been considered in selecting proposed examiners. In order to assist the Associate Dean Research in the decision making process, the Principal Supervisor will need to submit the nomination of examiner form, including a detailed fact paragraph for each proposed examiner.

The fact paragraph will need to outline:

- 3.1 The relevance of each nominee to the particular field and the examination process. For example, examiners may have expertise specific to the area, or be a more general examiner who is able to provide an overview of the thesis and this needs to be indicated in the fact paragraph;
- 3.2 A list of the nominee's key and/or recent publications that indicate research activity and discipline expertise; The fact paragraph may also include:
- 3.3 The nominee's experience in examining theses, in publishing, supervision, and in gaining research grants;
- 3.4 Other relevant details such as professional memberships and relevant industry experience.

A brief CV may be included (2-3 pages) for each nominated examiner as evidence against claims in the fact paragraph.

Forms that are incomplete or that do not meet the above criteria may be returned to the Supervisor by Research Assessments (SA).