

### Refer to the guidelines on the last page for this document prior to completing

- It is expected that all examiners have been contacted by a supervisor (typically Principal Supervisor) and have agreed to examine the thesis prior to their nomination. Candidates should not contact examiners prior to or during the examination process.
- Nomination of Examiners is required to be submitted 3 months prior to Thesis Submission.
- Our standard examination process is to send examiners an electronic copy of the thesis. If a hard copy of the thesis is requested by an examiner, please notify [researchassessments@ecu.edu.au](mailto:researchassessments@ecu.edu.au).
- Completed Nomination of Examiners form should be forwarded to Integrity [Integrity@ecu.edu.au](mailto:Integrity@ecu.edu.au) and GRS [grs@ecu.edu.au](mailto:grs@ecu.edu.au)

| CANDIDATE DETAILS            |  |                           |  |
|------------------------------|--|---------------------------|--|
| Candidate Given Name(s):     |  |                           |  |
| Family Name:                 |  |                           |  |
| Student Number:              |  | Phone Number:             |  |
| Thesis Title:                |  |                           |  |
| Principal Supervisor:        |  |                           |  |
| Expected Date of Submission: |  | Course Commencement Date: |  |
| School /Teaching Area:       |  |                           |  |

| Does the thesis involve:   |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Research funded by Australian Department of Defence.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• Research captured within the <a href="#">Defence and Strategic Goods List</a></li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Any sensitive information or work which may require restricted access, such as confidential or commercial in confidence information.</li> </ul> |  |
| <p><i>If yes to any of above, a confidentiality agreement and/or additional review prior to the approval of examiners may be required.</i></p>   |  |

### EXAMINERS INFORMATION *(to be completed by Principal Supervisor)*

| Examiner 1                           |        |
|--------------------------------------|--------|
| Title:                               | Other: |
| Name:                                |        |
| Institution:                         |        |
| Citizenship:<br>(list all countries) | -      |



|  |               |            |               |
|--|---------------|------------|---------------|
| Contact Number:  | Country Code: | Area Code: | Phone Number: |
| Please provide an <b>alternative</b> telephone contact number (e.g., Executive Assistant or Administrative Support Officer) to assist with distribution of the thesis and follow up of examination reports:  |               |            |               |
| <b>Alternative</b> Contact Number:   | Country Code: | Area Code: | Phone Number: |
| Email Address<br>(thesis will be emailed):   |               |            |               |
| Alternative Email Address<br>(optional):   |               |            |               |
| Academic Qualifications:   |               |            |               |
| Present Position:  |               |            |               |
| ORCID ID (if available):   |               |            |               |
| Staff Web Profile  |               |            |               |
| Please provide a brief fact paragraph outlining the suitability of the examiner:   |               |            |               |
|  |               |            |               |
| Please outline any potential or perceived conflicts this examiner may have with the candidate, supervisors, University or other that may impact the examination of this thesis (please see <a href="#">Australian Council of Graduate Research (ACGR) Guidelines</a> for some, but not all, possible Conflicts of Interest and refer to ECU's <a href="#">Conflict of Interest Policy</a> ). |               |            |               |
|  |               |            |               |

| <b>Reserve Examiner (Optional)</b>  |        |
|---|--------|
| It is not essential to nominate a reserve examiner at this stage. If one is required at a later date, the supervisor will be requested to make contact, check his/her availability, and provide all relevant details to Graduate Research Services at <a href="mailto:grs@ecu.edu.au">mailto:grs@ecu.edu.au</a> . |        |
| Title:  | Other: |
| Name:   |        |



A Panel Chair must be nominated to convene the Oral Examination component of the examination. Please refer to [Chairing an Oral Exam](#) webpage for the full list of ECU Panel Chairs. It is expected that all panel chair nominees have been contacted to confirm their general availability approximately 10 weeks after thesis submission, and agreement to act as Chair.

|          |                 |
|----------|-----------------|
| Title:   | Other:          |
| Name:    |                 |
| Contact: | (Email):        |
|          | (Phone Number): |

### Oral Examination Panel Chair (Nominee 2)

A Panel Chair must be nominated to convene the Oral Examination component of the examination. Please refer to [Chairing an Oral Exam](#) webpage for the full list of ECU Panel Chairs. It is expected that all panel chair nominees have been contacted to confirm their general availability approximately 10 weeks after thesis submission, and agreement to act as Chair.

|          |                 |
|----------|-----------------|
| Title:   | Other:          |
| Name:    |                 |
| Contact: | (Email):        |
|          | (Phone Number): |

### Research Abstract

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

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

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

Candidates should prepare their abstract in consultation with their supervisors.

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

## Principal Supervisor and Candidate Declaration

We, the Candidate and Principal Supervisor, declare that:

- We and all other supervisors have reviewed the [Australian Council of Graduate Research \(ACGR\) Guidelines](#) and have declared any perceived or potential conflicts of interest with these examiners and their institutions in accordance with ECU's [Conflict of Interest Policy](#).
- The nominated examiners (and Panel Chair, if relevant) are free from conflicts of interest that may influence the examination of this Candidate's thesis.
- There will be no communication between us and the examiners during the examination process that could compromise the integrity of the process.
- The examiners (and Panel Chair, if relevant) have been nominated by the Principal Supervisor in consultation with the Candidate.
- We approve the thesis abstract provided above.

|   |           |      |
|---|-----------|------|
| Principal Supervisor Comments (optional): |           |      |
| Principal Supervisor Name                 | Signature | Date |
| Candidate Comments (optional):            |           |      |
| Candidate Name                            | Signature | Date |

## Candidate Declaration Regarding Ethics and Research Data

|                      |   |
|----------------------|---|
| YES                  | I have complied with the conditions of ethics approval, and where appropriate, I have submitted a Final Ethics Report for my project.   |
| YES                  | The research data obtained for the degree will be treated in accordance with the Data Management Plan and relevant policies relating to Research Data and Records Management. |
| Candidate Signature: | DATE:   |

## Associate Dean Research Declaration

I, declare that:

- I have reviewed any perceived or potential conflicts of interest between the candidate, supervisors, panel chair and examiners.
- The nominated examiners (and Panel Chair, if relevant) are free from conflict of interest that may influence the examination of this Candidates thesis.
- I approve the thesis abstract provided above.

|                          |           |      |
|--------------------------|-----------|------|
| ADR Comments (optional): |           |      |
| Associate Dean Research  | 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:

- Master's Degree (Research), at least two examiners, none of whom will be a member of the academic staff of the University.
- Doctoral Degree not requiring an oral examination, at least three examiners, none of whom will be a member of the academic staff of the University.
- Doctoral Degree requiring an oral examination, at least two examiners, none of whom will be a member of the academic staff of the University.

Please refer to [Postgraduate Research Training](#), clause 4.7 Thesis Examination.

### 2. CRITERIA FOR SELECTING PANEL MEMBERS

The examination panel should have a combination of expertise and experience to provide appropriate feedback and a detailed examination report to both the Candidate and University. 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 a 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 relevant field.
- **Research Activity:** Be an active researcher in the general discipline area of the thesis (as demonstrated with a brief CV which should include 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.

### 3. INDEPENDENCE

Examiners must:

- Be free from real and/or perceived bias with respect to the Candidate, supervisor, and the University (see ECU's [Conflict of Interest Policy](#) and the [Australian Council of Graduate Research \(ACGR\) Guidelines](#)).
- Be independent of the Candidate and supervisor.
- Be independent of other examiners. In exceptional circumstances, a case may be made by the supervisor to appoint two examiners from the same institution.

Supervisors and Candidates must:

- Declare any personal interests with the examiner and the institution where the examiner is employed, including financial, employment (including honorary and adjunct appointments) and other affiliations. Conflicts of interest must be declared in accordance with the University Conflicts of Interest Policy and a copy of the Conflicts of Interest Disclosure form must be attached to this Nomination form.

### 4. APPROVAL OF EXAMINERS

Thesis examiners are approved by the Associate Dean Research of each School or Teaching Area. Supervisors must not provide the thesis to the proposed examiner before the examiner's appointment has been approved.

Supervisors must demonstrate that the above criteria have been considered in their selection of proposed examiners. In order to assist the Associate Dean Research in the decision-making process, the Principal Supervisor must submit the Nomination of Examiner form together with a detailed fact paragraph for each proposed examiner.

The fact paragraph should outline:

- The relevance of each nominee to the particular field and the examination process. For example, examiners may have relevant specific expertise or possess more general knowledge and able to provide an overview of the thesis.

This should be indicated in the fact paragraph.

- A list of the nominees' key and/or recent publications that indicate research activity and discipline expertise.

The fact paragraph may also include:

- The nominees' experience in examining theses, publishing, supervision, and gaining research grants.
- Other relevant details, such as professional memberships and relevant industry experience.

An ORCID ID, staff web profile, or brief CV (or staff web profile) should be included (2-3 pages) for each nominated examiner as evidence against claims in the fact paragraph. Forms that are incomplete or do not meet the above criteria will be returned to the supervisor.

## **5. INTERNATIONAL COMPLIANCE REVIEWS**

The University must comply with legislative and other requirements when engaging with foreign individuals and entities. Examples of these requirements include sanctions, defense trade controls, foreign arrangement and foreign influence reporting, Indonesian research permits and foreign interference procedures. The ECU International Compliance Review process has been developed to ensure that, when the University engages with foreign nationals or entities, the relevant compliance and other risks are considered, and that appropriate action is taken to address the compliance obligations and mitigate any identified risks. Supervisors and other relevant staff may be required to assist with the completion of the International Compliance Review process in relation to the appointment of examiners. Information about International Compliance Reviews can be found [here](#).