



# The University of Sydney

## Degree of Doctor of Philosophy

### Appointment of Examiners

Please read the notes on the reverse of this form before completing the details below. If this form is being completed in handwriting please print clearly and use black ink. Please attach additional pages if required.

<b>SID:</b>	<b>Candidate:</b>
<b>Thesis title:</b>	
<b>Faculty:</b>	<b>School/Department:</b>
<b>Anticipated date of thesis submission:</b>	<b>Supervisor:</b>

If this is a **resubmitted thesis** *see note 6 overleaf* and tick box.

**Recommendation of the Head of Department or School for the appointment of examiners.**

Tick to indicate willingness to examine	Tick to indicate willingness to examine electronically	Tick to indicate willingness to conduct an oral examination
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(1)	<b>Name:</b> <b>Position/Title:</b> <b>Institution:</b> <b>Postal address:</b> <b>Telephone number:</b> <b>Fax number:</b> <b>Email address:</b>	Examiner has a doctorate?       <input type="checkbox"/> Y/N	<input type="checkbox"/>       <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>	If no, please provide information to support the appointment of the examiner
(2)	<b>Name:</b> <b>Position/Title:</b> <b>Institution:</b> <b>Postal address:</b> <b>Telephone number:</b> <b>Fax number:</b> <b>Email address:</b>	Examiner has a doctorate?       <input type="checkbox"/> Y/N	<input type="checkbox"/>       <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>	If no, please provide information to support the appointment of the examiner
(3)	<b>Name:</b> <b>Position/Title:</b> <b>Institution:</b> <b>Postal address:</b> <b>Telephone number:</b> <b>Fax number:</b> <b>Email address:</b>	Examiner has a doctorate?       <input type="checkbox"/> Y/N	<input type="checkbox"/>       <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>	If no, please provide information to support the appointment of the examiner

If any of the examiners are unable to act, indicate two alternative examiners:

(4)	<b>Name:</b> <b>Position/Title:</b> <b>Institution:</b> <b>Postal address:</b> <b>Telephone number:</b> <b>Fax number:</b> <b>Email address:</b>	Examiner has a doctorate?       <input type="checkbox"/> Y/N	<input type="checkbox"/>       <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>	If no, please provide information to support the appointment of the examiner
(5)	<b>Name:</b> <b>Position/Title:</b> <b>Institution:</b> <b>Postal address:</b> <b>Telephone number:</b> <b>Fax number:</b> <b>Email address:</b>	Examiner has a doctorate?       <input type="checkbox"/> Y/N	<input type="checkbox"/>       <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>	If no, please provide information to support the appointment of the examiner

Note that the range of examiners and the mode of examination are expected to be discussed with the candidate (see notes over page).

If an unusual choice of examiner is made, provide a written justification:

Approved by the Head of Department/School		Signed		Date
Approved by/on behalf of the Board/Committee of Postgraduate Studies of the Faculty.		Signed		Date (of meeting if applicable)
Noted by the PhD Award Sub-Committee		Signed		Date of meeting



The Resolutions of Senate relating to the degree of Doctor of Philosophy provide for a Faculty to appoint three examiners of a thesis submitted for the degree, at least two of whom shall be external, and for the appointment to be reported to the Academic Board. The Academic Board has delegated its powers and responsibilities with respect to graduate studies matters to the Graduate Studies Committee, who in turn has established the **PhD Award Sub-Committee** to act on its behalf in the consideration of examiners appointed by Faculties.

Heads of departments/schools are required to use this form in recommending the appointment of examiners to the Faculty concerned. Approved recommendations will then be forwarded to the PhD Award Sub-Committee.

It is expected that heads of departments/schools, in recommending the appointment of examiners, are expected to have consulted the supervisor and should take steps to ensure that examiners are free from bias, for or against the candidate or supervisor. This consultation should include a general discussion of a wide range of possible examiners with the candidate by the supervisor and/or head of department/school. Which may be initiated by the candidate or the supervisor or the head of department/school.

Candidates may in addition, advise the names of persons they do not wish to see appointed as examiners giving their reasons in writing.

The consultation process however, should not result in the candidate being given the names of his/her examiners and care must be taken not to jeopardise the integrity and independence of the examination process.

In order to reduce delays it is desirable to contact examiners in advance of their appointments to see if they are willing and able to act within the time frame expected. Provision is also made on the form for the nomination of a fourth or fifth person as an alternative examiner should one or more of the recommended examiners decline to act or later withdraw.

The following specific points should be noted.

1. **The examiners should be known to be familiar with the supervision/examination of research theses.** Full details of the examiners must be included including the title, position held and home institution (and address of the institution) of each examiner. Recommendation for examiners who are not persons of obvious academic standing must be supported with justifying statements and documentation.
2. **Examiners should normally be still active in research/scholarship** thus ensuring that their knowledge of the field is current. **Recommendations for the appointment as examiner of someone who has retired** should be supported with a justifying statement including how long it has been since the person retired.
3. At least **two** examiners shall be external to the University.
4. The Academic Board **does not** allow a **supervisor** to be appointed **as examiner**. Normally a person should **not** be recommended for appointment as an examiner if he or she is the **head of the department** or academic unit for the candidate concerned. If this is considered academically necessary a justifying statement should be provided.
5. The University is concerned to minimise delay in the examining process. If any **significant delay** (more than **four weeks**) has occurred between the date of submission of the thesis and this recommendation for the appointment of examiners, heads of departments are asked to explain the circumstances.
6. When a PhD thesis is being presented for **re-examination** normally the original examiners should be re-appointed provided they are available unless, in the opinion of the Faculty concerned, the examiners have required modifications of the thesis that the Faculty deems to be unnecessary or undesirable or there appears to be academic reasons for not appointing any or all of the original examiners.