

**Student's Surname:**

- Note:**
- The coordinating supervisor must use this form to recommend the appointment of examiners to the Chair of Examination. Recommendations are then approved by the HDR Examination Subcommittee (for doctoral degrees) or the faculty committee (for masters by research degrees) *prior* to the examination process commencing. It is expected that supervisors have been in contact with each nominated examiner prior to a nomination being made.
  - Please type answers on this form. Handwritten forms will not be accepted.
  - Nomination of examiners should be made *at least 4 weeks prior* to submission of thesis.

## Student Details

**SID:** **Student's Name:** **Degree:**

**Thesis title:**

**Faculty:** **School/Department:**  
**Anticipated date of thesis submission:** **Supervisor:**

## COORDINATING SUPERVISOR: Written Justification

As required, please provide your written justification for the nomination of examiner/s here:

### WHEN TO PROVIDE WRITTEN JUSTIFICATION

The Thesis and Examination of Higher Degrees by Research 2015 [Policy](#) and [Procedures](#) require that further information be provided by the supervisor for the nomination of examiners who:

1. Are **not affiliated with a university or degree-granting institution**. Justification should detail the examiner's expertise, and provide other relevant information which might include previous experience assessing theses, journal articles or other relevant experience; or any links to degree-granting institutions.
2. Are **retired** (Emeritus, Adjunct or Honorary appointments). Justification should demonstrate that examiners are **research active**. A short list (up to 4) of recent publications (from the last 5 years) is sufficient to demonstrate research activity.
3. Have **no previous experience** examining higher degree by research theses. Justification should include details of examiners' experience assessing the work of others, whether this be for masters or honours level theses, journal articles, or any other relevant experience.
4. Are **not of obvious academic standing**. That is, the examiner does not hold a qualification equivalent to the level being examined, or is not actively involved in the regular output of research. Justification should include details of the examiner's relevant expertise, professional experience and where applicable, details of recent publications and/or a confirmation of whether the examiner has previously examined higher degree by research theses.
5. There is an actual, potential or perceived **conflict of interest**.

### POLICY REQUIREMENTS

1. Examiners must be nominated at least 4 weeks before the submission of the thesis.
2. The supervisor must provide a signed conflict of interest declaration for each examiner. This is embedded in the updated appointment of examiners form.
3. If the student has expressed a preference for certain examiners, this must be attached in writing.
4. The supervisor may nominate a reserve examiner.
5. Theses are provided to examiners electronically. If an examiner requires a hard-copy, this must be arranged with the HDR Administration Centre.
6. The examiners must agree that the contents of the thesis, including any intellectual property rights contained in the thesis, remain strictly confidential and to use the thesis only for the purposes of performing the examination.
7. The thesis may be sent to the examiners only when the examiners have been approved by the HDR Examination Subcommittee (for doctoral degrees) or the Faculty Committee (for masters by research degrees).

**Examiner Criteria** (Based on Item 15 of the Thesis and Examination 2015 Policy, p. 12-13. Available [here](#).)

8. Only one internal examiner.
9. Only one from any given university or institution,
10. At least one examiner from a university or degree-granting institution.
11. Examiner must be **research active**, or hold equivalent professional experience. This information must be included in the appointment of examiners form.
12. Examiner must **have experience** of or be familiar with the supervision and examination of research theses in Australia or internationally. This information must be included in the appointment of examiners form.
13. Examiner should have a **qualification** appropriate to the discipline, either equivalent to the level being examined or equivalent professional/research experience. This information must be included in the appointment of examiners form.
14. Examiners must be free from bias, for or against the candidate or supervisor/s and be **free from actual, potential or perceived conflicts of interest**. This information must be included in the appointment of examiners form.
15. A person cannot be an examiner if they:
  - a. have had involvement in the student's research;
  - b. are a co-author on any part of the work;
  - c. have a past or current close personal relationship with the student or supervisor;
  - d. have had substantial contact with the student or supervisor in any other circumstance which might jeopardise the independence, or the perceived independence of the examination;
  - e. have supervised the student at any time;
  - f. have been a research student of the supervisor within the last ten years.

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**Examiner Details**

The student has provided written notice of preferences regarding examiners (attached)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Further information has been attached to this form for examiners with a 'no' tick box below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The supervisor asserts that they have contacted the nominated examiners to inform them of the intention to nominate prior to this form being put forward for consideration.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Examiner 1				Examiner 2			
Name (including title)								
Academic Qualification								
Current position title								
Institution (Name and Organisational Unit where relevant)								
Postal Address								
email								
telephone								
<b>Is the examiner:</b>	If 'no', provide a written justification on p. 1.							
Currently active in research?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Affiliated with a degree-granting institution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Does the examiner:</b>	If 'no', provide a written justification on p. 1.							
Have previous experience as examiner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hold an equivalent title to that being examined?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Conflict of Interest. Has/Does the examiner:</b>	If 'yes', provide a written justification on p. 1.							
had any involvement in the student's research?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
been a co-author on any part of the work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
have a past or current close personal relationship with the student or member of the supervisory team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
supervised the student at any time or been a research student of the supervisor within the last ten year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
had substantial contact with the student or supervisor(s) in any other circumstance which might jeopardise the independence, or the perceived independence of the examination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This could include circumstances in which the supervisors(s) and the examiner were co-applicants on grant proposals, have co-published or worked in the same academic unit within the last 5 years.								

	Examiner 3				Examiner 4			
Name (including title)								
Academic Qualification								
Current position title								
Institution (Name and Organisational Unit where relevant)								
Postal Address								
email								
telephone								
<b>Is the examiner:</b>	If 'no', provide a written justification on p. 1.							
Currently active in research?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Affiliated with a degree-granting institution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Does the examiner:</b>	If 'no', provide a written justification on p. 1.							
Have previous experience as examiner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hold an equivalent title to that being examined?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Conflict of Interest. Has/Does the examiner:</b>	If 'yes', provide a written justification on p. 1.							
had any involvement in the student's research?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
been a co-author on any part of the work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
have a past or current close personal relationship with the student or member of the supervisory team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
supervised the student at any time or been a research student of the supervisor within the last ten year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
had substantial contact with the student or supervisor(s) in any other circumstance which might jeopardise the independence, or the perceived independence of the examination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This could include circumstances in which the supervisors(s) and the examiner were co-applicants on grant proposals, have co-published or worked in the same academic unit within the last 5 years.								



Student's Surname:

**Delegate Authority Approvals**

**DELEGATE AUTHORITY**

Date:

**Supervisor:** I declare that the information provided on this form is true and accurate to the best of my knowledge.  
*All Masters and Doctorate*

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Signed

**DELEGATE AUTHORITY**

Date:

Endorsed by/on behalf of **Chair of Examination**  
*All Masters and Doctorate*

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Signed

**DELEGATE AUTHORITY**

Date:

Approved by/on behalf of

**Faculty Committee** (*All Masters*)  
The Associate Dean (Research Training) may have the delegation to approve the AoE on behalf of the faculty postgraduate committee.

Or the **HDR Examinations Sub-Committee** (*All Doctorate*)

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Signed