

**School of Business & Tourism**

**Pre-thesis submission guidelines**

**Approval of examiners** – it is a School requirement that recommended nominated examiners be sought at least 3 months before submission. Candidates may discuss potential examiners with their supervisors as it is likely that they are in the best position to make recommendations about examiners; however, the final list of approved examiners **must not** be made known to the candidate.

- The supervisor is responsible for contacting potential examiners. You may use the 'letter to potential examiners' template as a guide. This can be found on the [School HDR webpage](#) and HDR candidate blackboard workgroup.
- Please select the appropriate '[Submission of Recommended Examiners](#)' form for PhD and Masters or Professional Doctorate Candidates. It is important to download the most up-to-date form from the website. Outdated forms will not be reviewed and will be returned directly to the Principal Supervisor/Co-ordinating Supervisor.
  - All fields must be completed, even if the response is 'N/A' or '0'.
  - The 'Relevant Expertise' section must be completed. The HDRC will not accept 'see CV'.
  - The 'Research Publications' section must be completed. Please try to achieve a basic level of consistency in the formatting of these publications. The HDRC will not accept 'see CV'.
  - Postal or courier addresses are provided for sending thesis copies.
  - URL addresses for examiners CVs are provided for those where CVs are not attached.
  - Number of candidates previously examined or supervised must be provided.
  - A 200-word abstract is provided with the documentation.
  - Please save the form under the correct file name, e.g., JONES\_Examiners\_20140818
- AGAIN, please ensure that all the fields have been completed. Insufficient information and incomplete forms will be returned.
- Please address the email to the SDHDR via [hdr.sbat@scu.edu.au](mailto:hdr.sbat@scu.edu.au). Do not send directly to the SDHDR.
- Once reviewed and approved by the SDHDR, the form will be forwarded to the HDRC for consideration.
- PhD/Masters by Research and DBA candidates will normally have the process expedited and reviewed by the Chair HDRC unless there are contentious circumstances.
- The Research Training Unit (RTU) will advise the SDHDR/DBA Director and supervisors of the outcome.