

## SUBMISSION OF RECOMMENDED EXAMINERS

This form is used by Principal Supervisors of PhD, Masters by Research and Professional Doctorate Candidates to recommend potential Examiners for an HDR Candidate's thesis to the Dean, Graduate School.

Please note the following information regarding Examiner recommendations:

Criteria for the selection of examiners:

1. Two primary examiners and one reserve examiner are required to be nominated for all PhD, Professional Doctorate and Masters by Thesis candidates.
2. The following general principles will apply in the selection of examiners:
  - Examiners must be independent and free from real or perceived bias, either for or against the candidate, the supervisor or the University, in accordance with the Australian Council of Graduate Research (ACGR) Conflict of Interest Guidelines (available on the [Graduate School website](#)). Any potential or perceived conflicts must be declared by the Principal Supervisor on the Submission of Recommended Examiners form.
  - Examiners must hold a qualification equivalent to, or higher than the degree for which the thesis is being examined, or possess equivalent professional experience, and are expected to apply accepted contemporary international standards in their assessment of the research.
3. Examiners must be experts of international standing in the discipline and will be research active (as demonstrated by recent peer-reviewed publications or equivalent discipline relevant outputs), thus ensuring that their knowledge of the field or area of professional practice is current.
4. Examiners and the reserve examiner must all be independent from each other and not from the same institution.
5. Examiners must have empathy with the theoretical framework used by the candidate.
6. Procedures for the appointment of examiners is available as **Appendix 1**.

**ATTENTION MAC USERS:**

**This form will be corrupted if opened in Preview.  
Please use Adobe Acrobat Reader to view and complete form.**

### CANDIDATE DETAILS

Family Name:

Given name:

Student ID:

Faculty:

Enrolled in:

Principal Supervisor:

Co-Supervisor(s):

Title of thesis:

Has the student signed a Confidentiality Agreement with respect to this thesis?

YES

NO

If YES, prior to examination, each Examiner **MUST** sign a Confidentiality Deed



Preference:                      Electronic                      Hardcopy                      Both

Title:                      Family Name:                      Given Name:

Telephone:                      Email:

Street Address: (please no PO Boxes):

URL for CV if not included as hard copy:

Examiner’s Highest Qualification:

Summary of Expertise *Relevant* to the Thesis:

Identify 3-5 publications or other research outputs authored by this proposed examiner and of relevance to the thesis:

Number of supervised HDR candidates                      PhD                      Masters                      Prof Doc

Number of previously examined HDR theses                      PhD                      Masters                      Prof Doc

Has this proposed Examiner published in the field of the thesis?                      YES                      NO

*If YES, these details must be included in the proposed Examiner’s CV*

Is there potential for conflict of interest or a perceived conflict of interest?                      YES                      NO

*If YES, please describe the relationship:*

If required, is the proposed Examiner willing to sign a Confidentiality Deed?                      YES                      NO

**PROPOSED RESERVE EXAMINER 3**

Preference:                      Electronic                      Hardcopy                      Both

Title:                      Family Name:                      Given Name:

Telephone:                      Email:

Street Address: (please no PO Boxes):

URL for CV if not included as hard copy:

Examiner's Highest Qualification:

Summary of Expertise *Relevant* to the Thesis:

I identify 3-5 publications or other research outputs authored by this proposed examiner and of relevance to the thesis:

Number of supervised HDR candidates	PhD	Masters	Prof Doc
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Number of previously examined HDR theses	PhD	Masters	Prof Doc
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Has this proposed Examiner published in the field of the thesis?	YES	NO
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*If YES, these details must be included in the proposed Examiner's CV*

Is there potential for conflict of interest or a perceived conflict of interest?	YES	NO
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*If YES, please describe the relationship:*

If required, is the proposed Examiner willing to sign a Confidentiality Deed?	YES	NO
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**SIGNATURES**

By signing this form the Principal Supervisor confirms that they have followed the steps in Appendix 1.

Principal Supervisor Name:

Date:

Signature:

Director Higher Degrees Research Name:

Date:

Signature:

## APPENDIX 1. Procedures for the appointment of examiners

- 1) The recommendation of Examiners is confidential and must not be communicated to the Candidate at any time.
- 2) In order to avoid delays in the examination process, at least two months before the submission of the thesis, the Principal Supervisor will:
  - a. consult with the candidate on any objections the candidate may have to potential examiners. Any such objections will be taken into account in the process of selection of examiners;
  - b. consult with the co-supervisors and Director of Higher Degree Research and Training (DHDRT) regarding potentially suitable examiners and any possible conflicts of interest. MAJOR conflicts of interest would normally preclude the involvement of the proposed examiner. In the case of MINOR conflicts of interest, it is up to the Principal Supervisor to make a case as to why the proposed examiner is still appropriate – this information will be passed by the DHDRT to the Dean, Graduate School for a decision;
  - c. provide a list of suggested examiners via email to the DHDRT with associated URL's /CV/publications, along with the thesis title and summary.
- 3) The DHDRT will then:
  - a. Independently check for potential conflicts of interest (e.g. current and previous institutional affiliations, co-authored papers etc);
  - b. scrutinise the suitability of the proposed examiners based on qualifications, expertise and relevance to the project;
  - c. if necessary, raise any concerns with the supervisor and discuss potential alternatives.
- 4) Once there is an in-principle agreement about the suitability of examiners between the supervisors and DHDRT, the Principal Supervisor can approach the potential examiners to establish their willingness and availability to examine the thesis. When contacting the potential examiners, Principal Supervisors should preferably use the template letter provided by the Graduate School. The following information must be provided:
  - a. the name of the Candidate and an indication of the predicted date of thesis submission;
  - b. the thesis title and summary/abstract;
  - c. an indication of the expected timeframe for examination (8 weeks);
  - d. reference to the conflict of interest guidelines;
  - e. if applicable, an indication of whether they are being recommended as a reserve examiner and the importance of this role.
- 5) The Principal Supervisor also should obtain the following information from potential examiners for administrative purposes:
  - a. the best email address to contact them on for the examination process;
  - b. telephone contact number;
  - c. the number of Higher Degree Research students at a the Masters, PhD, and Professional Doctorate levels which they have supervised;
  - d. the number of Higher Degree Research theses at a the Masters, PhD, and Professional Doctorate levels which they have examined;
  - e. if relevant the details of any perceived conflict of interest between themselves and the Candidate;
  - f. whether they prefer to examine a hard copy or an electronic copy of the thesis and a physical address for hard copies if relevant (no PO Boxes).
- 6) Once the required number of examiners have been secured, the Principal Supervisor should fill out the Recommendation of Examiners form.
- 7) After considering the examiners that have been formally nominated by the Principal Supervisor, the DHDRT will make the recommendation to the Dean, Graduate School. In order to approve the recommended examiners, the Dean must be provided with the Recommendation of Examiners form and supporting information from the Principal Supervisor including:
  - a. thesis summary/abstract;
  - b. CV or URL link to CV for all the proposed examiners;
  - c. Details of at least 3-5 research publications from each examiner and an explanation of their relevant expertise in relation to the thesis;
  - d. An explanation of any perceived conflicts of interest.
- 8) After the examiners have been approved by the Dean, Graduate School, their details will be recorded and stored until the thesis has been submitted and approved for examination by the supervisory team and DHDRT.
- 9) Examiners will be made familiar with the requirements of the University, AQF standards for the degree and the essential parts of the Course Rules governing the particular degree.
- 10) After the thesis has been submitted, all subsequent liaison with the examiners will be made by the Graduate School. Principal Supervisors are not to contact the examiners under any circumstances and if the examiners contact the supervisors, their enquiries should be immediately referred to the DHDRT and Graduate School.
- 11) In order to preserve the integrity and independence of the examination process, the identity of examiners will not be revealed to candidates until the examination process has been completed and not then if an examiner has requested to remain anonymous.