

Examiner Nomination Form

For Higher Degree by Research students

Before completing this form, please read the Policy: [Nomination of Examiners for a Research Degree](#) and the [Australian Council of Graduate Research Good Practice Guidelines on Disclosing and Managing Interests in Graduate Research](#).

This form is to be completed by the principal supervisor in consultation with the other supervisors. While it is appropriate to discuss potential examiners with the student, the student must not be involved in the completion of this form and the final short list of nominated examiners must not be disclosed to the student. It is recommended that the completed form, including the supporting documentation is provided to the Research Office (E: hdr@nd.edu.au) at least three weeks prior to the thesis submission date.

The principal supervisor should contact potential examiners to check willingness and availability to examine the thesis. For Masters Degrees, there shall be two examiners, both of whom must be external to the University. For Doctorates, there shall be three examiners all of whom shall be external to the University and at least one of whom is normally resident overseas. Examiners should have a professional doctorate or PhD and have had experience in supervision and/or examination of the equivalent degree.

A current CV of each examiner that confirms details of the nominee's current appointment, research experience, publications and experience as both a supervisor and an examiner of theses, and international standing must be provided.

Where requirements are not met, further rationale for the nomination must be provided. The University aims for a six-week turnaround for completion of a report. The Honorarium available to examiners is currently the Universities Australia recommended amount: Doctorate AUD \$487; Masters by Research AUD \$274; Masters of Philosophy AUD \$274.

Student Information

Name:	Student ID:
Given Names:	Intended Submission Date:
Faculty:	
School:	
Campus:	
Name of Degree:	
Component: Tick all that apply	Thesis Thesis by publication Creative Writing Exhibition Recital
	Other Notes:
Supervisory team (please indicate who is the Principal supervisor):	
Thesis Title:	

Nominated Examiner Details

Examiner A

Name (in full, including title):

Qualifications
(please include year/s):

Justification: If the examiner does not have a professional doctorate or PhD degree:

The examiner has successfully supervised at least one HDR student to completion:

The examiner has previously examined a HDR thesis of the equivalent degree or higher:

If neither statement above is true, please provide justification for the examiner's inclusion:

Correspondence street address:

Phone:

Email:

Are there any perceived or actual conflict of interest issues based on the ACGR guidelines?:

Examiner notified that the Thesis will be sent as a PDF:

Nominated Examiner Details

Examiner B

Name (in full, including title):

Qualifications
(please include year/s):

Justification: If the examiner does not have a professional doctorate or PhD degree:

Experience in supervision and/or examination of the equivalent degree:

Correspondence street address:

Phone:

Email:

Justification for the nomination of the examiner:

Examiner notified that the Thesis will be sent as a PDF:

Reserve Examiner

Name (in full, including title):

Qualifications
(please include year/s):

Justification: If the examiner does not have a professional doctorate or PhD degree:

Experience in supervision and/or examination of the equivalent degree:

Correspondence street address:

Phone:

Email:

Justification for the nomination of the examiner:

Examiner notified that the Thesis will be sent as a PDF:

Principal Supervisor Declaration

All of the supervisors have been consulted about the nominated examiners and agree to their nomination.

The student had been consulted during the examiner nomination process.

The nominated examiners have been invited by the Principal Supervisor and have agreed to undertake the examination and the contact details are current.

The current contact details and CV is provided for each nominated examiner.

The nominated examiners comply with the ACGR Conflict of Interest Guidelines. Where there is a potential for an actual or perceived conflict of interest pertaining to the nominated examiners, a statement addressing this is attached.

The formatting and presentation of the research thesis meets the requirements set out in the Guideline: Presentation and Submission of Research Theses

I understand that the identity of the examiners must not be disclosed to the research student until the reports are ready for release. Research students and supervisory team must not make contact with the examiners in the examination period.

Principal Supervisor Name:

Principal Supervisor Signature:

Date:

Associate Dean Research Declaration

I endorse the contents of this form.

I am satisfied that there is no potential for a perceived or actual conflict of interest in the nomination of these examiners *OR*.

There is a potential for a perceived or actual conflict of interest pertaining to the nominated examiner/s. A statement addressing this is attached.

Associate Dean of
Research Name:

Associate Dean of
Research Signature:

Date:

Research Office Checklist *(Research Office Use Only)*

Examiner Eligibility Check

Y/N

Additional notes

Examiners have a Professional Doctorate or PhD.

Examiners have had experience in supervision and/or examination of the equivalent degree.

For doctoral students, at least one international examiner is nominated.

There is no potential for a perceived or actual conflict of interest in the nomination of these examiners.

A memo addressing justification of nomination and/or any potential issues has been provided.

Director of the Research Office Authorisation

Director of the Research Office Name:

Director of the Research Office Signature:

Date: