

NOMINATION OF EXAMINERS FOR RESEARCH THESIS INSTRUCTIONS



MACQUARIE
University
SYDNEY · AUSTRALIA

You are asked to provide the names of at least 5 prospective examiners for a PhD and at least 4 for a Masters. A thesis abstract must also be included with the form.

You are asked to supply information about examiners. These include evidence of their suitability for examining the thesis; record of previous HDR examination experience, and a list of publications. This information is used to make sure the examiners you propose conform to the Macquarie University Thesis Examination Policy. The policy is to be found at: http://www.mq.edu.au/policy/docs/hdr_thesis/policy.html

Before submitting this form, you MUST make sure you have supplied enough information for a complete evaluation to be made of the examiner's suitability. If insufficient evidence is provided, the form will be returned to you. If you supply a weblink, please make sure the link is live and it contains the required information relevant to the criteria.

HDRO and the Dean HDR's Office will use the material you provide to make sure the examination panel conforms to the following criteria:

- Examiners are to be appointed who are national and/or international experts in the HDR thesis field, with academic appointments in the field of research, with relevant high quality research publications, and whose assessment will be respected nationally and internationally
- Examiners are to have had no role in the supervision or preparation of the thesis
- One examiner is to be international (to guarantee conformity to the international standard of Macquarie's HDR program) and one based in Australia (to guarantee conformity to national standard and style)
- At least two examiners of a PhD and one of a Masters shall have HDR thesis examination experience
- Examiners cannot have been fulltime, part-time or casual employees of MQ in the last 5 years
- Examiners shall not have graduated with a Macquarie University PhD in the last 10 years
- Examiners shall not have been HDR students under the supervision of the supervisor, either at Macquarie University or elsewhere
- Examiners shall not have co-published or co-edited or conducted any research with the candidate
- Examiners shall not have co-published or co-edited with any member of the supervision panel in the last 5 years

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SECTION A: LIST OF POTENTIAL EXAMINERS (to be completed by the principal supervisor in consultation with the candidate) (NOTE: A copy of the Thesis Abstract (draft) must be attached)

i. CANDIDATE DETAILS - (PLEASE TYPE OR PRINT ALL DETAILS CLEARLY)

Family Name		Other Names		
Student No	Degree	Faculty	Department	Proposed submission date
Thesis Title				
Title and Name of Principal Supervisor		Title and Name of Associate Supervisor(s) and External Supervisor(s)		

ii. EXAMINER DETAILS - (PLEASE TYPE OR PRINT ALL DETAILS CLEARLY)

Examiner Name Title & Position held	Reason for suitability indicating research background, relevance to thesis topic and justification for appointment. (include URL or attach CV) – URL/CV must contain a list of publications	Thesis exam experience Yes/No	Total number of Thesis examined (Approximate)
1.			
2.			
3.			
4.			
5.			
6.			

iii. DECLARATION BY THE CANDIDATE AND CERTIFICATION BY THE SUPERVISOR

I hereby declare that:

- I have been consulted in the nomination of examiners;
- I am satisfied that proper procedures have been followed;
- I agree that the list of potential examiners can go forward;
- I agree not to contact potential examiners until the whole examination process has been completed;
- There are no areas of disagreement (otherwise, please attach necessary documentation).

Candidate's Signature		Date	
Supervisor's Signature		Date	

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SECTION B: RECOMMENDATION TO THE HIGHER DEGREE RESEARCH COMMITTEE

(to be completed by the principal supervisor in consultation with the Head of Department AND Associate Dean (HDR) of Faculty)

v. EXAMINER'S CONTACT DETAILS

Examiner Name, Title & Position held	Current contact details – <u>FULL MAILING ADDRESS</u> (incl. Phone/Fax/ and Email) All international addresses must be physical delivery addresses PO BOX WILL NOT BE ACCEPTED FOR INTERSTATE OR INTERNATIONAL EXAMINERS
1.	
PRINCIPAL EXAMINER	
2.	
PRINCIPAL EXAMINER	
3.	
PRINCIPAL EXAMINER	
4.	
RESERVED EXAMINER	

vi. CERTIFICATION BY THE PRINCIPAL SUPERVISOR AND THE HEAD OF DEPARTMENT

I hereby certify that:

- I have ensured that the required number of examiners (three plus one reserve for Doctorate, two plus one reserve for Masters) is willing to serve;
- I have informed the examiners of the University's policy and the University's practice on anonymity, thesis title and the nature of the research and other relevant academic information;
- I have not provided other personal information about the candidate to the nominated examiners.
- I hereby declare that to the best of my knowledge, all information about real/potential/perceived conflicts of interest has been disclosed. - Please attach a brief outline of the conflict of interests (if applicable)

Supervisor's Signature	Date	
Head of Department's Signature	Date	

vii. CERTIFICATION BY THE ASSOCIATE DEAN (HDR) OF FACULTY

I hereby certify that to the best of my knowledge

- the candidate is satisfied with the procedures;
- any areas of disagreement have been resolved and are noted in the attached documentation;
- unless otherwise indicated and supported with appropriate justification, the recommended examiners are not or have not been members of staff of Macquarie University, nor have they been involved in supervision or preparation of this thesis and have not acted in the capacity of external associate supervisor at any time.

Associate Dean (HDR)'s Signature	Date	
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