

NOMINATION OF EXAMINERS FORM HIGHER DEGREE RESEARCH THESES



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

PART A - HIGHER DEGREE RESEARCH (HDR) CANDIDATE DETAILS

Given name		
Family name		
Student number		
Degree		
Email address		
Academic Unit		
Faculty		
Principal Supervisor		
Co-supervisor/s		
Thesis title		
Are you a scholarship holder?	YES	NO
If yes, name of award		

PLEASE NOTE:

Examiners **NEED TO** be independent and without bias, therefore any nominated examiners not meeting **ALL** of the criteria specified on this form should not be selected.

The examination process may take several months and the Graduate Research School must be able to contact you in that time. Please make sure all your contact details are kept up to date on SOLS.

PART B - NAMES OF POTENTIAL EXAMINERS

NAME	QUALIFICATIONS	CURRENT POSITION/INSTITUTION

(Tick ✓)

HDR Candidate Certification	
The suitability of the examiners nominated has been discussed with me and agreed upon.	
During the examination process, I agree not to contact any of the examiners on this list, or in any way discuss or raise this issue with them.	
I do not have, and have not had, a close personal and/or business relationship of other conflict of interest with any of the nominated examiners.	
None of the examiners are employed by an organisation where I am employed or have secured employment.	
I agree to supply hard copies of my final thesis if required by my supervisor and/or Faculty/Academic Unit.	

Candidate signature: _____

Date: ____/____/____

PART C – CONFIDENTIAL NOMINATION OF EXAMINERS (BY SUPERVISOR)

NOTE: HDR Candidates are not entitled to know the identity of the final examiners nominated in part C until the examination process has been completed.

EXAMINER 1

Name	First:				Last:				
Title (please tick)	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Prof	<input type="checkbox"/>	A/Prof	<input type="checkbox"/>	Other:	
Institution									
Department									
Postal Address									
Telephone	Country Code			Area Code			No.		
Country (location)									
Email Address									
Academic Qualifications									
1.	This examiner requested the following format (please tick):				<input type="checkbox"/>	electronic .pdf	<input type="checkbox"/>	<input type="checkbox"/>	printed copy
2.	Information regarding the suitability of the examiner is attached								
3.	Examiner has been informed that the written report must be in English								

EXAMINER 2

Name	First:				Last:				
Title (please tick)	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Prof	<input type="checkbox"/>	A/Prof	<input type="checkbox"/>	Other:	
Institution									
Department									
Postal Address									
Telephone	Country Code			Area Code			No.		
Country (location)									
Email Address									
Academic Qualifications									
1.	This examiner requested the following format (please tick):				<input type="checkbox"/>	electronic .pdf	<input type="checkbox"/>	<input type="checkbox"/>	printed copy
2.	Information regarding the suitability of the examiner is attached								
3.	Examiner has been informed that the written report must be in English								

PART D – CERTIFICATION BY SUPERVISOR(S) AND HPS

(Tick please ✓)

1. The supervisors agree that the thesis is properly presented and prima-facie worthy of submission.	
2. The supervisors have viewed a Turnitin report on the thesis and believe that the thesis contains no plagiarised Material # <i>permission from the GRS can be obtained to not submit confidential information to Turnitin.</i>	
3. Any coursework required for this HDR Candidate’s degree has been satisfactorily completed.	
4. The nominated examiners’ knowledge in the field of study is unchallengeable and they are of acknowledged high repute.	
5. For doctoral candidates, no two examiners are resident in the same country.	
6. For doctoral theses at least one examiner must be an International.	
7. For masters by research degrees, both selected examiners shall be external to the University of Wollongong and no two examiners shall be from the same institution.	
8. This examiner is eligible to examine two research theses for this supervisor in a 12 month period, only one of which can be a doctoral degree. The 12 month period is calculated from the date the nomination of examiner form is submitted to the GRS. This selection complies with that rule.	
9. None of the examiners:	
a) has/have had a close personal or professional relationship with any of the HDR Candidate’s supervisors	
b) has been an employee of the University of Wollongong in the last 5 years.	
c) has graduated with a higher degree from the University of Wollongong in the last 5 years.	
d) has engaged in collaborative research with any of the HDR Candidate’s supervisors during the last 5 years.	
e) has seen or been involved with drafts of the thesis.	
f) has been involved in direct supervision or as part of a supervisory panel in the research and thesis preparation.	
h) is currently employed by an organisation where the HDR Candidate is currently seeking or has secured employment.	

In exceptional circumstances the TEC can consider waiving this rule regarding choice of examiners. The HPS must make a case in writing below (expand or add additional pages if required), whenever such a waiver is proposed. This justification must contain specific reasons as to why the variation is being sought and why there is no option for an alternative examiner to be selected. The request will be reviewed by the Chair and Deputy Chair of the TEC and their decision relayed through the Graduate School of Research. It should be an expectation that requests for a waiver are only granted rarely and where a strong written case has been provided.

No:	Justification for Exception(s):

We the undersigned certify that:

- i. All the information provided on this form is true and correct and complies with the guidelines noted in section D above; and
- ii. We agree that any changes that must be made to the thesis as a result of the examination process, including a thesis produced in compilation format using journal articles, will be made to the main body of the thesis itself.

Principal Supervisor signature: _____ Date: ____/____/____

Co-Principal Supervisor signature: _____ Date: ____/____/____

HPS signature: _____ Date: ____/____/____

HPS Name (please print): _____

PART E - GRS CHECKLIST (GRS USE ONLY)

	<i>(Tick please ✓)</i>
The nominated examiners have themselves qualifications at least at the level of the candidate's thesis	
No two nominated external examiners are from the same institution	
For doctoral candidates, no two examiners are resident in the same country	
For doctoral candidates. At least one international examiner is nominated	
For coursework degrees, appropriate credit points have been completed	

TEO signature: _____

Date: ____/____/____