

## **University of Wollongong**

### **School of Medicine**

#### **Nomination of Examiners**

Two Examiners, one of whom may be external, who are familiar with the expectations of the School of Medicine Honours degree and who agree to their names being divulged to the student at the end of the assessment process, will be invited to mark a Research Proposal and/or an Honours thesis by the Honours Coordinator.

An external Examiner is defined as being external to the academic unit and may be external to the University.

Examiners must:

- have a degree equivalent to or higher than that being examined, and
- be currently research active and/or have a proven research record; and/or
- have previous successful experience in supervision or examination of Honours students.

The selection of Examiners is of critical importance. The Supervisor(s) and student must complete a Nomination of Examiners form (attached) which must be submitted to the Honours Coordinator by Week 2 of Spring session. Supervisors and students should jointly generate a list of, where possible, at least three Examiners, considering the Examiners understanding and position on the project topic, the methodology employed and their expertise and status in the field.

The final recommendation of two Examiners will be made from this list by the Supervisor and the Honours Coordinator and approved by the Head of School. If the list of names agreed upon between student and Supervisor is exhausted then the student must be consulted in drawing up a new list. A Supervisor cannot examine an Honours project that they have supervised. Should adjudications be necessary, a third Examiner will be selected by the Head of School using the original list as a reference.

#### **Contact with Examiners**

During the examination process, the students and Supervisors must not contact the Examiner about the assessment of the Honours project and vice versa. Additionally, the Examiner must not contact the other Examiner for the thesis. During this time, all communication between the Examiner and the University regarding the Honours project shall be directed through the Honours Coordinator, the Head of School of Medicine or, if the Honours Coordinator or Head of School of Medicine are the student's Supervisor, the Head of Postgraduate Studies.

## Nomination of Examiners for SHS400/SHS401 Honours Thesis

Student Name:	
Honours Project Title:	
Primary Supervisor's Name:	
Co-Supervisor(s) Name(s):	

<b>Potential Examiner 1</b>		
Title	Name	Position
Please provide information on why the Examiner is suitable to perform the examination		
Please detail the extent of input the proposed Examiner has had in the current thesis		

<b>Potential Examiner 2</b>		
Title	Name	Position
Please provide information on why the Examiner is suitable to perform the examination		
Please detail the extent of input the proposed Examiner has had in the current thesis		

<b>Potential Examiner 3</b>		
Title	Name	Position
Please provide information on why the Examiner is suitable to perform the examination		
Please detail the extent of input the proposed Examiner has had in the current thesis		

**CERTIFICATION:**

We recommend the above examiners for appointment

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Student signature (date)

Supervisor signature (date)