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**NOMINATION OF EXAMINERS FORM**

**Instructions for Candidates and Supervisor/s**

1. The candidate should complete Part A.
2. On consultation with the candidate, the supervisor/s should complete Part B. Full details must be provided for each potential examiner. Incomplete forms will be returned. Guidelines for the Selection of Examiners are contained overleaf.
3. The candidate and the supervisor/s should sign Part B to certify that the suitability of examiners has been discussed with the candidate.
4. Candidates are **not** entitled to know the identity of the final examiners until the examination process has been completed.
5. The supervisor/s should complete Part C and forward the form to the Head of Postgraduate Studies for approval. Head of Postgraduate Studies is a term used by the Research Student Centre to refer to the person responsible for examination matters in relation to postgraduate research students within a faculty. A list of such persons is attached below.
6. The Head of Postgraduate Studies signs the form and returns it to:

HDR Thesis & Student Progress Officer  
Research Student Centre  
Ground Floor, Building 20

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**IMPORTANT FOR CANDIDATES OF DOCTORAL DEGREES**

The Chancellor wishes to have your research briefly described at the graduation ceremony. So that a wide audience can understand the nature of your research, please provide a **15 word (maximum) description in plain English.**

*Please print -*

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## GUIDELINES FOR SELECTION OF EXAMINERS

1. *Examiners, external and internal, should be, so far as possible, at arm's length from the supervisor/s and candidate so as to ensure the maximum degree of objectivity.*

When examiners are nominated, the Head Postgraduate Studies (HPS) should specify the nature of any known relationship between the nominated examiners and the HPS, supervisor/s or student. (The Head of Postgraduate Studies is the person responsible for examination matters in relation to postgraduate research students within a faculty. A list of such persons is shown on the front page.) It could be difficult, both for the Thesis Examination Committee and the student, if a relationship not disclosed at the time of the appointment of examiners comes to light prior to, or even subsequent to, the completion of the examination process. Without good reason, external examiners should not be recently moved or retired members of staff, or affiliates of the relevant academic unit, nor recent research collaborators with the HPS, supervisor/s or student.

2. *Examiners should be qualified to examine.*

The expertise of the examiners in the field of study ought to be unchallengeable. The University does not encourage the use as examiners people who have not themselves qualified at the level of the thesis being sent to them. There may be justifiable exceptions to this rule of thumb, but it is incumbent on the HPS to make the case whenever such an exception is proposed.

3. *Examiners should be respected in their field.*

The University views the use of external examiners as being as much for the student's benefit as for preserving the integrity of its degrees. HPS should therefore seek to obtain examiners of acknowledged high repute.

4. *Other points to take into account are:*

- it is expected that a HPS will not nominate two external examiners from the one department or institution;
- it is expected that a HPS will not nominate two examiners from the country of origin of a candidate from overseas, without a compelling reason to do so;
- it is expected that any examiners nominated will be aware of the quality of thesis required for the relevant degree, particularly if the degree is not commonly offered in their own country;
- it is expected that HPS will not nominate examiners who have been involved in drafting or have seen drafts of the thesis.
- it is expected that the examination will remain confidential.