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**NOMINATION OF EXAMINERS FORM**

**Instructions for Candidates and Supervisor/s**

1. The candidate should complete Part A.
2. The supervisor/s should complete Part B in consultation with the candidate. Full details must be provided for each potential examiner. Incomplete forms will be returned. Guidelines for the Selection of Examiners are contained overleaf.
3. Prior to submitting this form to the Research Student Centre, the supervisor must contact the nominated examiners to ascertain their willingness and availability to examine the thesis. **At this time the supervisor must also ascertain if the Examiner requires electronic copy or hard copy of the thesis for examination.**
4. The candidate and the supervisor/s should sign Part B to certify that the suitability of examiners has been discussed with the candidate.
5. Candidates are **not** entitled to know the identity of the final examiners nominated in Part C until the examination process has been completed.
6. 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.
7. 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 FOR 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 or proposed relationship (personal or professional) between the nominated examiners and the HPS, supervisor/s or student. 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. External examiners should not be members of staff who have left employment with the university within the last 5 years, or affiliates of the relevant academic unit, nor researchers who have undertaken research collaboration in the last 5 years with the HPS, supervisor/s or student. Examiners employed by an organisation where the candidate is currently seeking or has secured employment should also not be nominated.

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.

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.

*If it is felt that there are justifiable exceptions to rules 1-3 above, the HPS must make a case in writing and attach it to this form, whenever such an exception is proposed.*

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

- it is expected that a HPS will not nominate two external examiners from the one 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;
- where possible at least one international examiner should be nominated;
- 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.



## NOMINATION OF EXAMINERS FORM

### PART A - Candidate's Details

<b>Candidate's Name</b>	<b>Given</b>	<b>Surname</b>
<b>Student No.</b>		
<b>Degree</b>		
<b>Academic Unit</b>		
<b>Principal Supervisor</b>		
<b>Co-Supervisor/s</b>		
<b>Thesis Title</b>		

Are you a scholarship holder?                      YES/NO

If yes, name of award                      \_\_\_\_\_

Are you an Australian citizen or permanent resident?                      YES/NO

If No, what is your home country?                      \_\_\_\_\_

**Contact Details** (*Please note that the examination process may take several months and we need to be able to contact you during this time. Please ensure that you advise the Research Student Centre of any change of address during the examination of your thesis.*)

<b>Street</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>State</b>		<b>Country</b>	
<b>Telephone</b>	(h)		(w)
<b>Email</b>			
<b>DOCTORAL CANDIDATES – HAVE YOU COMPLETED THE RESEARCH DESCRIPTION ON PAGE 1 OF THIS FORM?</b>			

## PART B - Identification of Potential Examiners

In consultation with the candidate, the supervisor is requested to list the names of at least 4 potential examiners. Two examiners will be selected from this list by the supervisor.

NAME	ADDRESS	QUALIFICATIONS/ POSITION

### **CERTIFICATION:**

We the undersigned certify that:

1. Suitability of the above examiners has been discussed with the candidate;
2. During the examination process the candidate agrees not to contact any persons on this list of potential examiners, or in any way discuss or raise this issue with them;
3. We do not have, or have not had, a close personal and/or business relationship or other Conflict of Interest (COI)\* with any of the examiners; and
4. The examiner is not employed by an organisation where the candidate is currently seeking or has secured employment.

\_\_\_\_\_  
Candidate's signature

\_\_\_\_\_  
Supervisor's signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**\*As defined in the UOW Conflict of Interest Policy (refer:**  
<http://www.uow.edu.au/about/policy/UOW058674.html>

## PART C - Nomination of Examiners

### EXAMINER 1 - External/Internal

<b>Name</b>						<b>Title (Dr. Prof. Assoc. Prof)</b>
<b>Postal Address</b>						
<b>Telephone</b>	<b>Country Code</b>		<b>Area Code</b>		<b>No.</b>	
<b>Facsimile</b>	<b>Country Code</b>		<b>Area Code</b>		<b>No.</b>	
<b>Email Address</b>						
<b>Academic Qualifications</b>						
<b>Present Position</b>						
<p>1. Has the Examiner informally agreed to examine the thesis? <span style="float: right;">Yes <input type="checkbox"/></span>          If the thesis consists of more than 400 pages please advise the Examiner.</p> <p>2. Please provide information and/or CV on the credentials of the nominated examiner in relation to his/her suitability to perform the examination. (Attach a separate sheet)</p> <p>3. I have contacted examiners and they have agreed to examine the thesis in the following format:</p> <p>Electronic copy; or <span style="float: right;"><input type="checkbox"/></span></p> <p>Hardcopy <span style="float: right;"><input type="checkbox"/></span></p>						

### EXAMINER 2 - External/Internal

<b>Name</b>						<b>Title (Dr. Prof. Assoc. Prof)</b>
<b>Postal Address</b>						
<b>Telephone</b>	<b>Country Code</b>		<b>Area Code</b>		<b>No.</b>	
<b>Facsimile</b>	<b>Country Code</b>		<b>Area Code</b>		<b>No.</b>	
<b>Email Address</b>						
<b>Academic Qualifications</b>						
<b>Present Position</b>						
<p>1. Has the Examiner informally agreed to examine the thesis? <span style="float: right;">Yes <input type="checkbox"/></span>          If the thesis consists of more than 400 pages please advise the Examiner.</p> <p>2. Please provide information and/or CV on the credentials of the nominated examiner in relation to his/her suitability to perform the examination. (Attach a separate sheet)</p> <p>3. I have contacted examiners and they have agreed to examine the thesis in the following format:</p> <p>Electronic copy; or <span style="float: right;"><input type="checkbox"/></span></p> <p>Hardcopy <span style="float: right;"><input type="checkbox"/></span></p>						

**CERTIFICATION BY SUPERVISORS AND HPS**

***PLEASE NOTE: Examiners MUST be independent and without bias, therefore any nominated examiners not meeting ALL of the criteria below should not be selected.***

We the undersigned certify that:

1. We will **NOT** contact the examiners, or in any way discuss or raise this issue with them prior to the finalisation of the examination process;
2. The Examiner has **NOT** been an employee of the University of Wollongong in the last 5 years;
3. The Examiner has **NOT** graduated with a higher degree from the University of Wollongong in the last 5 years;
4. The Examiner has **NOT** engaged in collaborative research with any of the student's supervisors during the last 5 years;
5. The Examiner has **NOT** seen, or been involved in, drafts of the thesis; and
6. All Examiners (including INTERNAL examiners) have **NOT** been involved in direct supervision or as part of a supervisory panel, in the research and thesis preparation work of the candidate.
7. The examiners nominated have **NOT** examined a thesis put forward by the supervisors whose signatures appear below, in the 12 months prior to the signature date on this form.

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Postgraduate Studies' signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Research Student Centre (or delegate)

\_\_\_\_\_  
Date

**PLEASE NOTE THAT IF THE HEAD OF POSTGRADUATE STUDIES (HPS) IS ALSO THE SUPERVISOR, THE DEAN OR HEAD OF SCHOOL SHOULD SIGN AS HPS**