



NOMINATION OF EXAMINERS FORM FOR HDR THESES

PART A – Student’s Details

Given name			
Surname			
Student Number		Degree	
Country of Origin			
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 MUST 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 ✓)

Student 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 is 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	

Student's signature: _____

Date: ____ / ____ / ____

(✓)

PART C – Confidential Nomination of Examiners (by supervisor)

NOTE: Students 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	Dr	†	Professor	†	Assoc Professor	†	Other:
Postal Address							
Telephone	Country Code		Area Code		No.		
Country of origin							
Email Address							
Academic Qualifications							
Present Position							
1. This examiner requested the following format: electronic .pdf <input type="checkbox"/> printed copy <input type="checkbox"/>							
2. Information regarding the suitability of the examiner is attached: <input type="checkbox"/>							
3. Examiner has been informed that the written report must be in English <input type="checkbox"/>							

EXAMINER 2

Name	FIRST					LAST	
Title	Dr	†	Professor	†	Assoc Professor	†	Other:
Postal Address							
Telephone	Country Code		Area Code		No.		
Country of origin							
Email address							
Present position							
Academic qualifications							
1. This examiner requested the following format: electronic .pdf <input type="checkbox"/> printed copy <input type="checkbox"/>							
2. Information regarding the suitability of the examiner is attached: <input type="checkbox"/>							
3. Examiner has been informed that the written report must be in English <input type="checkbox"/>							

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 student'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. None of the examiners:	
a) has (or have had) a close personal or professional relationship with any of the student'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 student'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.	†
g) has examined a thesis put forward by the supervisors whose signatures appear below, in the 12 months prior to the signature date on this form.	†
h) is currently employed by an organisation where the student is currently seeking or has secured employment.	†
<p><i>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.</i></p>	
No:	Justification for Exception(s):

**Does not apply to Masters by Research internal examiners.*

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: ____ / ____ / ____

PART E – GRS Checklist (GRS Use only)

(✓)

The nominated examiners have themselves qualifications at least at the level of the student'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 students. At least one international examiner is nominated	

SMO Signature: _____

Date: ____ / ____ / ____