

# Variation to Details / Nomination of Examiners

Doctor of Philosophy or Masters (by Research) Degree  
by Submission of Published Work by Staff of the University



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**Please see Part 5 "Rules" before completing this form**

**Please indicate the purpose/s for which approval is sought**

- Change of Thesis Title (see Part 2(a))       Nomination of Examiners (see Part 3)
- Nomination of Supplication Review Committee (see Part 2(b))       Change of Examiners (see Part 3)
- Change of Supplication Review Committee (see Part 2(b))

**Part 1: Applicant Details** **Applicant and/or Chair of Supplication Review Committee to Complete**

Student ID No. \_\_\_\_\_ Staff ID No. \_\_\_\_\_ Title  Mr  Ms  Other \_\_\_\_\_

Surname / Family Name \_\_\_\_\_ Given Names \_\_\_\_\_

Address for Correspondence \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Facsimile \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

Title of Course \_\_\_\_\_ Course Code \_\_\_\_\_

Enrolling Area \_\_\_\_\_ Faculty \_\_\_\_\_

What is the anticipated thesis submission date? \_\_\_\_\_

Please state the existing Thesis Title

**Existing Title:** \_\_\_\_\_

**Part 2: Change of Thesis Title and/or SRC** **Applicant and/or Chair of SRC to Complete**

(a) (i) Please state your proposed Thesis Title

**Proposed Title:** \_\_\_\_\_

AND/OR

- (b) (i) Nomination of Supplication Review Committee - Please state the proposed SRC; or
- (ii) Change of Supplication Review Committee - Please state the existing and proposed SRC.

	Existing	Proposed	Reason for Change
<b>Chairperson</b>			
<b>Member 1</b>			
<b>Member 2</b>			
<b>Member 3</b>			
<b>Member 4</b>			

**We endorse the recommendation for the following item/s**

- Change of Thesis Title (see Part 2(a))       Nomination of SRC (see Part 2(b))
- Change of SRC (see Part 2(b))

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Chair** (please print) \_\_\_\_\_

**Signature of Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

Please forward to the University Graduate Studies Committee for completion, or continue to Part 3 if Nominating/Changing Examiners.

1. Please nominate the examiners below, providing full contact details.

- Notes:
- 1. Confidentiality – The Nomination of Examiners is a confidential process. Their names should not be released to the applicant without their explicit permission (see Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research, Rule 12(g)) under Part 5).**
  - 2. Number of Examiners - For Masters candidates at least one examiner must be external to Curtin and any internal examiner must be external to the enrolling area in which the applicant is enrolled. For Doctoral candidates both examiners must be external to the University. Persons who are external to the University will not hold or have held an employment contract with the University within three months of nomination as an examiner or at any time during the examination process, nor will they be an Emeritus Professor of the University (see Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research, Section 12(a)(ii) under Part 5).**
  - 3. No nominated examiner shall have at any time been a member of the applicant's Supplication Review Committee.**

### Examiner 1

Full name & title \_\_\_\_\_  
 Street address \_\_\_\_\_  
 (include dept. \_\_\_\_\_  
 University, No. & \_\_\_\_\_  
 street, suburb, \_\_\_\_\_  
 postcode, country) \_\_\_\_\_

**Please note these are dispatched electronically, unless examiner advises preference for a hard copy.**

Phone \_\_\_\_\_  
 Include area code

Email \_\_\_\_\_

Highest Academic  
 Qualification & Awarding  
 Institution \_\_\_\_\_

Specific Reasons for  
 Selection \_\_\_\_\_  
 \_\_\_\_\_

### Examiner 2

Full name & title \_\_\_\_\_  
 Street address \_\_\_\_\_  
 (include dept. \_\_\_\_\_  
 University, No. & \_\_\_\_\_  
 street, suburb, \_\_\_\_\_  
 postcode, country) \_\_\_\_\_

**Please note these are dispatched electronically, unless examiner advises preference for a hard copy.**

Phone \_\_\_\_\_  
 Include area code

Email \_\_\_\_\_

Highest Academic  
 Qualification & Awarding  
 Institution \_\_\_\_\_

Specific Reasons for  
 Selection \_\_\_\_\_  
 \_\_\_\_\_

### Examiner 3

Full name & title \_\_\_\_\_  
 Street address \_\_\_\_\_  
 (include dept. \_\_\_\_\_  
 University, No. & \_\_\_\_\_  
 street, suburb, \_\_\_\_\_  
 postcode, country) \_\_\_\_\_

**Please note these are dispatched electronically, unless examiner advises preference for a hard copy.**

**Examiner 3 (continued)**

Phone \_\_\_\_\_  
*Include area code*

Email \_\_\_\_\_

Highest Academic Qualification & Awarding Institution \_\_\_\_\_

Specific Reasons for Selection \_\_\_\_\_  
\_\_\_\_\_

**Reserve Examiner (optional)**

Full name & title \_\_\_\_\_

Street address \_\_\_\_\_  
*(include dept. University, No. & street, suburb, postcode, country)*

**Please note these are dispatched electronically, unless examiner advises preference for a hard copy.**

Phone \_\_\_\_\_  
*Include area code*

Email \_\_\_\_\_

Highest Academic Qualification & Awarding Institution \_\_\_\_\_

Specific Reasons for Selection \_\_\_\_\_  
\_\_\_\_\_

**I endorse the recommendation for the following item/s**

- Nomination of Examiners (see Part 3)                       Change of Examiners (see Part 3)

**Confirmation and Signature**

*For nomination or change of examiners it is confirmed that:*

- (i) examiners have been nominated in accordance with Rule 19 of Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research;*
- (ii) all examiner details are correct; and*
- (iii) an informal approach has been made to the examiners and they have all agreed to examine the thesis.*

**Name of Chair** *(please print)* \_\_\_\_\_

**Signature of Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please forward completed form to the University Graduate Studies Committee.*

**Part 4: Decision** **University Graduate Studies Committee to Complete**

University Graduate Studies Committee decision:     Approved                       Not approved

Date of UGSC Meeting: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Signature of UGSC Secretary:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please forward copy of application to the Thesis Examinations Officer.*

**Doctoral Degrees** - *The following Sections have been extracted from Rule 10: Degree of Doctor by Research.*

**Masters by Research Degrees** – *The Sections of Rule 11: Degree of Master by Research read the same, except that the term 'Doctoral' is replaced by the term 'Master's (by Research)'.*

19. DOCTOR OF PHILOSOPHY DEGREE BY SUBMISSION OF PUBLISHED WORK BY STAFF OF THE UNIVERSITY \*

- (d) An application for the Doctor of Philosophy Degree under this Section shall be made as follows:
- (i) the applicant shall submit to the Associate Deputy Vice-Chancellor, Research Training a descriptive summary of the proposed body of published work for initial review. This shall include an overview of the anticipated structure of the thesis and a full list of the body of published work, or series of literary or creative works.
  - (ii) the Associate Deputy Vice-Chancellor, Research Training on the recommendation of the University Graduate Studies Committee shall form a PhD by Supplication Review Committee, chaired by the Associate Deputy Vice-Chancellor, Research Training (or nominee) and including two or more experts in the relevant discipline, which shall:
    - i. review the proposed body of published work and approve that it be put in the form of a thesis, providing that the requirements of Sections 19(a), (b) and (c) have been met;
    - ii. provide advice to the applicant regarding the preparation of the thesis; and
    - iii. if deemed appropriate, appoint a mentor to assist the candidate to prepare the thesis. The mentor shall meet the same criteria as supervisor (see Section 5(e)).

If, in the opinion of the Associate Deputy Vice-Chancellor, Research Training on the advice of the PhD by Supplication Review Committee and the University Graduate Studies Committee, Sections 19(a), (b) or (c) have not been met, advice shall be given to the applicant on the nature of the additional work required in order to proceed with the application.