



# Nomination of Examiners

## Higher Degree by Research Students

Please read Part 5, "Rules and Guidelines", before completing this form.  
The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. Full privacy statement available at <http://global.curtin.edu.au/legal/privacy.cfm>

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

Nomination of Examiners (see Part 2)

Change of Examiners (see Part 2)

### Part 1: Supervisor/Chairperson must complete this section

Student ID Number  Title Mr Ms Other

If a Curtin Sarawak student, please also provide the Sarawak ID Number

Surname  Given Names

Title of Course  Course Code

Enrolling Area  Faculty

1. What is the Candidate's anticipated thesis submission date?  (DD/MM/YY)

2. Please state Candidate's approved Thesis Title:  
**IMPORTANT NOTE:** Any variations to a Candidate's Thesis Title and/or Thesis Committee must be completed prior to the Nomination of Examiners being processed by the Thesis Examinations Office. Please complete the Variation to Candidacy form:

### Part 2: Supervisor and/or Chairperson must complete this section

#### Nomination/Change of Examiners

Please nominate the examiners, providing delivery details and a current short CV. **Examiners will be sent the thesis in electronic (PDF) format**, unless they specifically request a hard copy. A supplement to the honorarium is automatically paid to enable examiners to print the thesis, if required.

- Notes:**
- Confidentiality – The Nomination of Examiners is a confidential process. Their names should not be released to the student without their explicit permission** (see Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research, Section 12(g)) under Part 6).
  - 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 student is enrolled. For Doctoral candidates both examiners must be external to the University.

**EXAMINER 1**

Surname / Family Name

Given Name/s

Title

Professor  A/Professor  Dr  Mr  Ms  Other \_\_\_\_\_

Address  
*(include dept. University,  
No. & street, suburb,  
postcode, country)*

Phone

*(Include area codes)*

E-Mail Address

**[MANDATORY]**

Highest Academic Qualification &

Awarding Institution

Specific Reasons for Selection

Examiner 1:  CV Attached

**Dispatch will be electronic**, unless hard copy is requested by examiner

Hard Copy preferred

**EXAMINER 2**

Surname / Family Name

Given Name/s

Title

Professor  A/Professor  Dr  Mr  Ms  Other \_\_\_\_\_

Address  
*(include dept. University,  
No. & street, suburb,  
postcode, country)*

Phone

*(Include area codes)*

E-Mail Address

**[MANDATORY]**

Highest Academic Qualification &

Awarding Institution

Specific Reasons for Selection

Examiner 2:  CV Attached

**Dispatch will be electronic**, unless hard copy is requested by examiner  Hard Copy preferred

**RESERVE EXAMINER (optional)**

Surname / Family  
Name

Given  
Name/s

Title  Professor  A/Professor  Dr  Mr  Ms  Other \_\_\_\_\_

Address  
(include dept. University,  
No. & street, suburb,  
postcode, country)

Phone

(Include area codes)

E-Mail Address

**[MANDATORY]**

Highest Academic Qualification &

Awarding Institution

Specific Reasons for Selection

Reserve Examiner:  CV Attached

**Dispatch will be electronic**, unless hard copy is requested by examiner  Hard Copy preferred

**Part 3: Supervisor and/or Chairperson and Head of Enrolling Area must complete this section**

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

Nomination of Examiners (see Part 2)

Change of Examiners (see Part 2)

**Confirmation and Signature**

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

(i) examiners have been nominated in accordance with Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research (see Part 6);

(ii) with regard to Conflict of Interest, as detailed in the Guidelines for Best Practice in Thesis Examination,  
 there is no real or perceived Conflict of Interest between the examiners and any member of the student's Thesis Committee; or

there is a real or perceived **MINOR** Conflict of Interest. Please see attached document for details of conflict.

there is a real or perceived **MAJOR** Conflict of Interest. Please see attached document for justification of use of the relevant examiner and the associated approval of use by the Associate Deputy Vice-Chancellor, Research Training.

(iii) all examiner details are correct; and

(iv) an informal approach has been made to the examiners and they have all agreed to examine the thesis.

**Name of  
Supervisor/Chair**

(please print)

**Signature of  
Supervisor/Chair**

**Date**

(DD/MM/YY)

*Please forward to Head of Enrolling Area for completion*

**Head of Enrolling Area**  
(or appropriate alternate)

(please print)

**Signature of  
Head of Enrolling Area**  
(or appropriate alternate)

**Date**

(DD/MM/YY)

*Please forward completed form to the Graduate Research School,  
Building 101, Level 1 or email to [GRS.CurrentStudents@curtin.edu.au](mailto:GRS.CurrentStudents@curtin.edu.au)*

#### **Part 4: Faculty must complete this section**

##### **Faculty Graduate Studies Committee Confirmation**

Please confirm that no nominated examiner has at any time been a member of the student's Thesis Committee or Interim Thesis Committee.  Confirmed

Comments:

Chair, FGSC Executive Decision:

**Date**

(DD/MM/YY)

**OR**

FGSC Meeting where recommendation considered:

**Date**

(DD/MM/YY)

**Outcome:**  (i) Approved; or » Forward copy of application to Thesis Examinations Officer

(ii) Not approved » Return application to Head of Enrolling Area or Chairperson

**Name**  
Please print

**Position**

**Signature**

**Date**

(DD/MM/YY)

## Part 5: Rules and Guidelines

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

### 12 Thesis Examining Panel

- (a) The Faculty Graduate Studies Committee shall, on the recommendation of the Head of Enrolling Area, appoint a Thesis Examining Panel, comprising:
  - (i) the Chairperson of the Thesis Committee (ex officio) acting as Chairperson; and
  - (ii) two Examiners both of whom shall be external to the University.
- (b) No person who is or has at any time been a member of a candidate's Interim Thesis Committee or Thesis Committee shall be eligible for appointment as an Examiner.
- (c) In recommending a Thesis Examining Panel, the Head of Enrolling Area shall take all reasonable steps to ensure that Examiners are free from bias with respect to the candidate, the Supervisor or the University, and shall preserve the integrity and independence of the examination process.
- (d) Examiners shall possess a Doctoral qualification or be deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study.
- (e) Examiners are requested to examine a thesis within six weeks of receipt. If any Examiner is unable to complete the examination within three months, the Head of Enrolling Area may recommend a replacement Examiner to the Faculty Graduate Studies Committee for approval.
- (f) The Associate Deputy Vice-Chancellor, Research Training may, upon recommendation by the Faculty Graduate Studies Committee, appoint a replacement Examiner, or Adjudicator as appropriate, in the following circumstances:
  - (i) where an Examiner, or Adjudicator, is unable to continue an examination for any reason;
  - (ii) where an Examiner, or Adjudicator, is unable to re-examine for any reason;
  - (iii) where an Examiner, or Adjudicator, demonstrates bias with respect to the candidate, the Supervisor or the University in their examination report.
- (g) Names of Examiners shall not be released unless the Examiner(s) specifically approves the release of his/her identity, subject to the provisions of the Freedom of Information Act. Only the Associate Deputy Vice-Chancellor, Research Training (or nominee), the Chairperson of the Faculty Graduate Studies Committee and the Chairperson of the Thesis Committee may communicate with the Examiners regarding the examination process while the thesis is under examination. Breaches of this Rule in relation to communication with Examiners will be referred to the Associate Deputy Vice-Chancellor, Research Training and may be interpreted as misconduct within the terms of the employment agreements and *Statute No. 10 – Student Disciplinary Statute*.

**Masters Degrees by Research** - *The above extracts from Rule 10: Degree of Doctor by Research are identical to Rule 11: Degree of Master by Research, with the following exceptions.*

### 12 Thesis Examining Panel

- (a) The Faculty Graduate Studies Committee shall, on the recommendation of the Head of Enrolling Area, appoint a Thesis Examining Panel, comprising:
  - (i) the Chairperson of the Thesis Committee (ex officio) acting as Chairperson; and
  - (ii) two Examiners, at least one of whom shall be external to the University. An internal examiner shall be external to the Enrolling Area in which the candidate is enrolled<sup>4</sup>.  
(<sup>4</sup> 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.)
- (d) Examiners shall possess at least a Masters qualification or be deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study.

### Guidelines for Best Practice in Thesis Examination

"Professional/personal relationships between examiners and candidates/supervisors/university have the potential to introduce bias and represent a perceived or actual conflict of interest."

Further information and examples of conflicts of interest are provided in the Guidelines available online at <http://research.curtin.edu.au/postgraduate/research-staff/>