



APPOINTMENT OF EXAMINERS FOR HIGHER DEGREE BY RESEARCH THESIS

IMPORTANT NOTE TO SUPERVISORS: Please read the guidelines overleaf before completing the form. Detailed advice on selection and appointment of examiners is in the Gold Book *Part 7 Examination of Higher Degree by Research Theses Policy* at <http://www.canberra.edu.au/research-students/goldbook>

Candidate's Name:		Student ID number:	
Final Thesis Title:			
		FoR Code:	
Course:	Faculty/Research Centre:	SEO Code:	
Chair of Supervisory Panel:			
Supervisor Contact Details:			
Number of Proposed Examiners:	<i>Please circle</i>	2 examiners	2 with 3 rd as reserve
		3 examiners	

RECOMMENDED EXAMINERS

Examiner 1		Initial approach made and agreeable to being nominated as examiner? Yes/No
Name		
Position held		
Dept/Faculty		
Institution		Tel:
Mailing Address		Fax:
City/Country/ Post Code		Email:

Examiner 2		Initial approach made and agreeable to being nominated as examiner? Yes/No
Name		
Position held		
Dept/Faculty		
Institution		Tel:
Mailing Address		Fax:
City/Country/ Post Code		Email:

Examiner 3		Initial approach made and agreeable to being nominated as examiner? Yes/No
Name		
Position held		
Dept/Faculty		
Institution		Tel:
Mailing Address		Fax:
City/Country/ Post Code		Email:

Chair of Supervisory Panel:

Name:

Signed

Date:

Faculty/ Research Centre ADR/HDR Representative Approval:

Name:

Signed

Date:

Guidelines for the Appointment of Examiners for a Higher Degree by Research thesis

The following guidelines are based on the Gold Book *Part 7 Examination of Higher Degree by Research Theses Policy, 2009* at <http://www.canberra.edu.au/research-students/goldbook>

The *Higher Degree by Research Academic Delegations Schedule* can be found at: https://guard.canberra.edu.au/policy/policy.php?pol_id=3164

Please note: The candidate **MUST** be consulted on the choice of examiners. While the final choice rests with the University, it is not expected that the chair of the supervisory panel would nominate an examiner the candidate does not want. The supervisor should consult the Faculty/Research Centre Associate Dean of Research (or delegate eg. HDR Representative) if there are any such issues relating to the proposed appointments. The final selection of examiners **must not** be communicated to the candidate before or during examination. Names may be released by the Research Students' Office after the process is complete (ie when course completion has been recommended) with the agreement of the examiners.

Selection and Appointment of Examiners

1. Each research thesis is examined by a minimum of two examiners, external to the University. Three examiners may be appointed.
2. At least one examiner should be a member of academic staff at a tertiary institution.
3. A person who has been on the supervisory panel or who has provided substantial advice to the candidate during preparation of the thesis will not be appointed as an examiner for that candidate's thesis.
4. An examiner would normally be expected to hold a research degree at the level sought by the candidate.
5. The selection of examiners is of critical importance to the fairness of the examination and the candidate's future career. Examiners should be chosen for their particular knowledge of the academic area and thesis topic and, where applicable, the professional area of the thesis. It is expected that the examiners will bring complementary expertise and skills to their examination of the thesis.
6. The examiners should be in general agreement with the candidate's approach to the topic and methodology adopted. Persons whose methodological or theoretical positions are incompatible with the candidate's approach should not be nominated.
7. University policy requires that the candidate be consulted on the choice of examiners, as per the *Intent to Submit a Thesis for Examination Form* at <http://www.canberra.edu.au/research-students/goldbook/appendices>

8. **The chair of the supervisory panel is responsible for providing the following information as supporting evidence for each proposed examiner:**
 - (a) compiling a list of suitable examiners well before the thesis is submitted
 - (b) consulting the candidate on possible choices of examiners
 - (c) discussing possible examiners with members of the supervisory panel
 - (d) approaching prospective examiners to ascertain suitability, willingness and availability to examine the thesis, and explicitly to ask about the possibility of conflict of interest. (Note: Examiners should be asked to confirm they can complete their report within **two months**, in line with University policy)
 - (e) inviting selected persons to examine, subject to Faculty/Research Centre approval
 - (f) obtaining curriculum vitae and evidence of suitability of selected examiners for Faculty/Research Centre approval
 - (g) keeping the final nominations and appointments confidential.

9. **The chair of the supervisory panel must provide** the following documentation for Faculty/Research Centre approval:
 - (a) completed *Appointment of Examiners* form
 - (b) a brief statement (1-2 sentences) on appropriateness of each examiner for this particular thesis
 - (c) assurance that the prospective examiners have been asked about possible conflicts of interest
 - (d) a statement of any significant contact the proposed examiners may have had with the candidate
 - (e) a statement on each examiner's previous experience as examiner and/or research supervisor if not indicated in the curriculum vitae
 - (f) a brief up-to-date curriculum vitae (1-2 pages) on each examiner including contact details, present position, qualifications, recent research and professional activities, and selected publications

The Field of Research (FoR) classification code and the Socio-Economic Objective (SEO) classification code which best reflects the candidate's thesis should be provided. The six digit codes may be found at: <http://www.arc.gov.au/applicants/codes.htm>

APPOINTMENT OF EXAMINERS FOR RESEARCH THESIS

Supporting Evidence Checklist to be submitted with Appointment Form

Complete and return the *Appointment of Examiners* form to the Research Students' Office at 1B206 or email to postgrad.research@canberra.edu.au

Examiner 1	
(a) Provide a brief statement on the appropriateness of this examiner for the particular topic of the candidate's thesis	
(b) Have you explicitly confirmed with the examiner that she/he is not aware of any conflict of interest with the candidate, supervisor or project? Yes/No	
(c) Provide a statement on the examiner's previous experience as an examiner and/or research supervisor if not indicated in the curriculum vitae	
(d) Provide a statement of any contact the proposed examiners may have had with the candidate, eg as an adviser or critic of drafts	
(e) Provide a curriculum vitae including contact details, present position, qualifications, recent research and professional activities and selected publications.	<i>To be attached</i>

Examiner 2	
(a) Provide a brief statement on the appropriateness of this examiner for the particular topic of the candidate's thesis	
(b) Have you explicitly confirmed with the examiner that she/he is not aware of any conflict of interest with the candidate, supervisor or project? Yes/No	
(c) Provide a statement on the examiner's previous experience as an examiner and/or research supervisor if not indicated in the curriculum vitae	
(d) Provide a statement of any contact the proposed examiners may have had with the candidate, eg as an adviser or critic of drafts	
(e) Provide a curriculum vitae including contact details, present position, qualifications, recent research and professional activities and selected publications.	<i>To be attached</i>

Examiner 3	
(a) Provide a brief statement on the appropriateness of this examiner for the particular topic of the candidate's thesis	
(b) Have you explicitly confirmed with the examiner that she/he is not aware of any conflict of interest with the candidate, supervisor or project? Yes/No	
(c) Provide a statement on the examiner's previous experience as an examiner and/or research supervisor if not indicated in the curriculum vitae	
(d) Provide a statement of any contact the proposed examiners may have had with the candidate, eg as an adviser or critic of drafts	
(e) Provide a curriculum vitae including contact details, present position, qualifications, recent research and professional activities and selected publications.	<i>To be attached</i>