

STRICTLY CONFIDENTIAL
THESIS: NOMINATION OF EXAMINERS

TO: Head, School/Discipline of _____

FROM: Graduate Centre

DATE: _____

SUBJECT: **NOMINATION OF EXAMINERS**

The student whose name appears overleaf has notified me of his/her intention to submit his/her thesis on _____

1. Principal Supervisor and School/Discipline's Confirmation and Endorsement

Under current policy, before a thesis can be accepted for examination, the principal supervisor is required to certify (on the "Certification of Thesis for Examination" form) that s/he is satisfied with the technical presentation of the thesis, and it is, *prima facie*, worthy of examination. The Head of School/Discipline is required to endorse the Principal Supervisor's certification.

In the case of a lapsed candidature the Head of School/Discipline also endorses the Principal Supervisor's certification that the completed thesis has not departed from the field of study which was being pursued prior to the candidature lapse date.

2. Nomination of Examiners

Please indicate on the reverse side of this memo, the **FULL** names and addresses (including e-mail & fax number, if available) of at least four examiners in order of preference. Note that if any of the nominated examiners are from overseas, a street address is required, as couriers are unable to deliver parcels to a P O Box.

In the case of PhD and Professional Doctorate examination, all examiners should be external to this University. In the case of Masters examination, at least one examiner should be external to this University. For PhD, Professional Doctorate and Masters examination, at least one examiner should be employed by a tertiary institution. If any examiner(s) nominated are NOT employed by a tertiary institution, please provide information (under the "Comments" column overleaf) about the nominated examiner's current employment; research experience; experience as an examiner of *PhD/*Professional Doctorate/*Masters theses; and experience as a supervisor of *PhD/*Professional Doctorate/*Masters candidates.

If neither examiner is employed by a tertiary institution, the names (and supporting information) shall be considered by the relevant Higher Degrees Committee. The recommendation of the Higher Degrees Committee, together with all supporting information shall then be forwarded to the Research Education and Development Committee (REDC) for consideration and final decision.

Nominated examiners **MUST NOT** be from the same institution.

Please return the completed form to the Adelaide Graduate Centre as soon as possible and, in any case, by the date of submission.

3. Objection to Nomination of Particular Examiner(s)

(The following statement is applicable only when "ticked".)

The student has informed me that he/she objects to the appointment of _____

Please provide reasons (on a separate sheet of paper) for your choice of examiners where your choice conflicts with the student's objection.

4. Appointment of Examiners

In order to decrease the turnaround time of the examination process, you are encouraged to make contact (preferably by e-mail, telephone or fax) with the proposed examiners in order to obtain their agreement to examine the thesis. If you have obtained their agreement, please indicate this in the "Comments" box overleaf.

In the interests of maintaining the confidentiality of examiners and protecting the integrity of the examination process, examiners' names must not be released to the candidate before the completion of the examination process (ie. until the Research Education Development Committee has approved the result of the examination). Should an examiner indicate that he/she wishes to remain anonymous, his/her identity must never be revealed to the candidate. Similarly potential examiners details should not be made available to other examiners.

Thank you for your cooperation.

