



# NOMINATION OF EXAMINERS

## Guidelines for Schools

**Please read the following guidelines before completing the Nomination of Examiners form. To prevent delays in the examination process, the completed form should be returned to the Adelaide Graduate Centre as soon as possible and by the date of thesis submission at the latest.**

### 1. Examiner Eligibility

When nominating prospective examiners, the School must ensure that the eligibility requirements are met AND that any known conflicts of interest, as per the [Australian Council of Graduate Research Conflict of Interest Guidelines](#) are documented on the Nomination of Examiners form.

Nominated examiners must:

- normally be active in research/scholarship to ensure that their knowledge of the student's field is current;
- have empathy with the theoretical framework the student has used during their research;
- not have acted in a supervisory capacity, or be co-authors on any papers arising from the student's doctoral or master's research, or have otherwise been involved in the development of the student's research;
- not be employed by the same institution;
- not be advised of the identity of the other nominated examiners, or have their identities revealed to the student. Examiners have the right to request anonymity and if their identities are revealed the examination will be invalidated and new examiners will be appointed. After the examination has concluded students will only be advised of the identities of examiners who have consented to having their names revealed;
- not be a Titleholder of The University of Adelaide, except if being appointed as the internal examiner for a Master by Research thesis examination;
- in the case of a PhD examination all be external to this University (staff members and titleholders are ineligible);
- in the case of a Master's examination, at least one examiner must be external to this University;
- be employed by a tertiary institution. If any nominated examiners are NOT employed by a tertiary institution, information about their employment, research, supervisory and examination experience must be attached to the Nomination of Examiners form. This information will 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;
- Declare any actual or perceived conflicts of interest with the student or the supervisor(s) as specified in the [Australian Council of Graduate Research Conflict of Interest Guidelines](#).

### 2. Objection to Nomination of an Examiner(s)

Students have the right to lodge an objection to the appointment of a particular examiner(s) on the notification of intention to submit form. Any such objection does not serve as a veto; if, on academic grounds, the School wishes to recommend the appointment of an examiner to whom the student objects, a case must be made in writing to the Research Education and Development Committee for the appointment to proceed. The final decision rests with the Committee.

### 3. Appointment of Examiners

In order to expedite the examination process, you are expected to make contact (preferably by e-mail or telephone) with the proposed examiners in order to ascertain any potential conflicts of interest, obtain their agreement to examine the thesis, discuss the submission time-frame, obtain the required contact details, and advise that the thesis will be made available to them electronically.

If the examiner is from a Sanctioned Country, you will need to advise them that the University is unable to pay them for their service in compliance with Government regulations. This is true even if the examiner has an offshore bank account.

To protect the integrity of the examination process, School/Discipline based staff must not have any direct contact with examiners whilst the examination is in progress. Any correspondence or enquiries considered essential to the examination must be made via the Dean of Graduate Studies, by telephone (8313 6911) or email ([ddog@adelaide.edu.au](mailto:ddog@adelaide.edu.au)).

Direct contact between the School/supervisor(s) and examiner(s) during the examination will result in the current examination being set aside. New examiner(s) will be required.

### 4. Payment of Examiners

Examiners are paid according to the recommended fee of Universities Australia. However it should be noted that examiners cannot be paid if from a Sanctioned Country.

### 5. Provision of Examiner Details

When completing the Nomination of Examiners form, please provide the full names and addresses for a minimum of three examiners in order of appointment preference. **At least the first two examiners should have been contacted and have confirmed their willingness to examine.** All address details must be provided for identification and auditing purposes even though an electronic copy of the thesis will be examined.

- If examiner 1 or 2 cannot be appointed or is unavailable, the next examiner on the list will be invited to examine without further contact with the School;
- If a third examiner is required, the next available examiner on the list will be invited to examine;
- If an arbitrator or adjudicator is required during the examination process, the Graduate Centre will request nominations.

To prevent the creation of a duplicate record in the Core Business System, it is helpful for the Graduate Centre to know if the examiner has a prior association with the University that would have resulted in an ID being previously created. Accordingly, please indicate if the nominees are former or current University of Adelaide Staff Members (including casual)/Titleholders/Students.

The standard examination time for a University of Adelaide thesis is 4 weeks. If you have ascertained that an examiner will require more time, please indicate this on the form.

**The University of Adelaide Graduate Centre will provide examiners with a digital thesis to examine.** Making the thesis and examination documentation available for download electronically enables examiners to access the thesis wherever they are in the world via a secure website, whilst reducing the time, risk and cost involved in postage of a thesis. In exceptional cases a printed version of the thesis can be sent to an examiner upon request and in such cases you will need to alert the examiner that the student will be required to submit an additional print copy where such a request is approved.

Thank you for your co-operation.

Return the completed form to the

Adelaide Graduate Centre  
graduate.centre@adelaide.edu.au



THE UNIVERSITY  
of ADELAIDE

# Nomination of Examiners Form

This form should be completed after reading the University's Nomination of Examiners' Guidelines and the Australian Council of Graduate Research's Conflict of Interest Guidelines. The thesis will be made available to all examiners electronically.

## Student Details

Student Name	
Student ID	
School/Discipline	
Program	

The student is enrolled under a jointly-awarded degree agreement (e.g. the Cotutelle)

Yes  No

If "Yes", please indicate the name of the institution which will be co-ordinating the examination process. This is normally the home institution.

## Examiner Details

**If any nominated examiners are NOT employed by a tertiary institution, information about their employment, research, supervisory and examination experience MUST be attached to this form.**

**Note** All address details must be provided for identification and auditing purposes even though an electronic copy of the thesis will be examined.

Incomplete information will delay the examination process.

## Examiner 1

Title		Given Name(s)		Last Name	
Address 1					
Address 2					
Address 3					
Address 4					
City/suburb		State		Post Code	
County/District				Country	
Work Phone				Mobile	
Email					
Tertiary Institution affiliation (if not listed in address)					

Current/previous University of Adelaide staff member/ titleholder/ student?

Yes  No  Don't know

The examiner has been invited and agrees to receive the thesis electronically for examination

Yes  No Comments: \_\_\_\_\_

Required examination time?

Standard (4 weeks)  Non Standard Specify time \_\_\_\_\_

**Comment (including any actual or perceived conflict of interest that may influence the appointment)**

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### Examiner 2

Title		Given Name(s)		Last Name	
Address 1					
Address 2					
Address 3					
Address 4					
City/suburb		State		Post Code	
County/District				Country	
Work Phone				Mobile	
Email					
Tertiary Institution affiliation (if not listed in address)					

Current/previous University of Adelaide staff member/ titleholder/ student?

Yes  No  Don't know

The examiner has been invited and agrees to receive the thesis electronically for examination

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

Required examination time?

Standard (4 weeks)  Non Standard Specify time \_\_\_\_\_

**Comment (including any actual or perceived conflict of interest that may influence the appointment)**

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### Examiner 3

Title		Given Name(s)		Last Name	
Address 1					
Address 2					
Address 3					
Address 4					
City/suburb		State		Post Code	
County/District				Country	
Work Phone				Mobile	
Email					
Tertiary Institution affiliation (if not listed in address)					

Current/previous University of Adelaide staff member/ titleholder/ student?

Yes  No  Don't know

The examiner has been invited and agrees to receive the thesis electronically for examination

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

Required examination time?

Standard (4 weeks)  Non Standard Specify time \_\_\_\_\_

**Comment (including any actual or perceived conflict of interest that may influence the appointment)**

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#### Examiner 4

Title		Given Name(s)		Last Name	
Address 1					
Address 2					
Address 3					
Address 4					
City/suburb		State		Post Code	
County/District				Country	
Work Phone				Mobile	
Email					
Tertiary Institution affiliation (if not listed in address)					

Current/previous University of Adelaide staff member/ titleholder/ student?

Yes  No  Don't know

The examiner has been invited and agrees to receive the thesis electronically for examination

Yes  No  Don't know  
Comments: \_\_\_\_\_

Required examination time?

Standard (4 weeks)  Non Standard Specify time \_\_\_\_\_

Comment (including any actual or perceived conflict of interest that may influence the appointment)

#### Certification by Head of School/Discipline or Postgraduate Co-ordinator

Please note that if the Head is also one of the supervisor(s), the Postgraduate Coordinator must complete the certification. If the Postgraduate Coordinator is one of the supervisors, then the Head or Deputy Head must provide the certification. If both Head and Postgraduate Coordinator are supervisors, then the Deputy Head must provide the certification. If the Deputy Head is also a supervisor, the certification should be provided by another senior academic staff member.

Are any of the examiners from a sanctioned country? <http://dfat.gov.au/international-relations/security/sanctions/sanctions-regimes/pages/sanctions-regimes.aspx>

Yes  No

If yes which examiner/s \_\_\_\_\_

If yes, have you advised the examiner that they will not receive an honorarium payment?

Yes  No

I certify that the nominated examiners are eligible, according to the criteria specified in the Nomination of Examiners' Guidelines, to examine the student's thesis.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Recommendation by Higher Degrees Committee

- I endorse the School/Discipline's nomination of examiner(s) not employed by tertiary institution(s)
- I do not endorse the School/Discipline's nomination of examiner(s) not employed by tertiary institution(s) and my recommendation and comments follow below

### Recommendation and/or comments by the Convenor of the Higher Degrees Committee

.....  
**Convenor, Faculty Higher Degrees Committee** **Date**

### Decision by Research Education and Development Committee

- I approve the recommendation of the Higher Degrees Committee
- I do not approve the recommendation of the Higher Degrees Committee and my decision and comments follow below.
- I do not approve the recommendation of the Higher Degrees Committee and refer the matter to the Student Matters Sub-committee

### Decision and comments by the Dean of Graduate Studies

.....  
**Dean of Graduate Studies** **Date**

For Office Use Only - General	
Examiner details entered onto the system? Yes/No	Comment: