

Nomination of HDR Examiners

To be completed by Higher Degree by Research (HDR) Principal supervisors nominating the Examiners of an HDR thesis.

**Section 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.0** | **Student, Supervisor, and Thesis Details** | | | |
| **1.1** | **Student Name (first, last):** | <Student Name> | | |
| **1.2** | **UniSQ Student Number:** | <Student Number> | | |
| **1.3** | **Program:** | <Program> | | |
| **1.4** | **School/Centre/Faculty/Institute:** | <School/Centre/Faculty/Institute> | | |
| **1.5** | **Principal Supervisor:** | <Principal Supervisor> | | |
| **1.6** | **Associate Supervisor(s):** | <Associate Supervisor(s)> | | |
| **1.7** | **Thesis Title:** | <Thesis Title> | | |
| **1.8** | **Type of Thesis** *(select one)***:** | Standard  ☐ | Publication  ☐ | Creative Works  ☐ |

# Important Notes

* + 1. A minimum of three Examiners are to be nominated for all HDR theses.
    2. All Examiners nominated to examine a Doctoral-level thesis must be external to UniSQ.
    3. One of the three Examiners nominated to examine a Masters-level thesis may be internal to UniSQ.
    4. A thesis will be examined in the first instance by two qualified Examiners.
    5. Where significant discrepancies exist between the assessments of each Examiner, or if one of the nominated Examiners is either unable to examine, or is deemed unsuitable to examine, the thesis will be sent to a third Examiner.
    6. The supervisory team must declare any actual or perceived conflict of interest with nominated Examiners. See the ACGR Conflict of Interest in Examination Guidelines for information about what is considered a conflict of interests. The Dean (GRS) may reject a nominated Examiner with whom there is any conflict of interests.
    7. Nominations of Examiner must include sufficient information (normally a full CV or resume for each nominee) for the Dean (GRS) to make an informed assessment of the nominee’s suitability to examine the thesis.
    8. It is the responsibility of the Principal Supervisor to contact prospective Examiners to:
       - Determine their willingness and ability to examine the thesis and electronically submit a written report within six weeks of the thesis being sent to them; and availability to attend oral examination if required, using Zoom (for doctoral students);
       - Establish whether or not they have had any previous involvement or contact with the student;
    9. The thesis examination process at UniSQ is confidential. The identity of the nominated Examiners should not be revealed to the student. The student may request further information after the thesis has been examined and approved. Examiners can choose to remain anonymous.

**Section 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **2.0** | **Nominated Examiners** | | |
| **2.1** | **Examiner 1** | | |
| **2.1.1** | **Title:** | <Title> | |
| **2.1.2** | **First Name(s):** | <First Name(s)> | |
| **2.1.3** | **Family Name(s):** | <Family Name(s)> | |
| **2.1.4** | **Address:** | <Address> | |
| **2.1.5** | **Telephone Number:** | <Telephone Number> | |
| **2.1.6** | **Email Address:** | <Email Address> | |
| **2.1.7** | **Academic Qualifications:** | <Academic Qualifications> | |
| **2.1.8** | **Suitability:** | CV/Resume Attached  ☐ | Statement of Suitability  ☐ |
| <Statement of Suitability> | |
| **2.1.9** | **Any Actual or Perceived Conflict of Interest?** (See 1.9.6) | Yes  ☐ | No  ☐ |
| If yes, please detail/explain: | <Conflict of interests details> | |
| **2.2** | **Examiner 2** | | |
| **2.2.1** | **Title:** | <Title> | |
| **2.2.2** | **First Name(s):** | <First Name(s)> | |
| **2.2.3** | **Family Name(s):** | <Family Name(s)> | |
| **2.2.4** | **Address:** | <Address> | |
| **2.2.5** | **Telephone Number:** | <Telephone Number> | |
| **2.2.6** | **Email Address:** | <Email Address> | |
| **2.2.7** | **Academic Qualifications:** | <Academic Qualifications> | |
| **2.2.8** | **Suitability:** | CV/Resume Attached  ☐ | Statement of Suitability  ☐ |
| <Statement of Suitability> | |
| **2.2.9** | **Any Actual or Perceived Conflict of Interest?** (See 1.9.6) | Yes  ☐ | No  ☐ |
| If yes, please detail/explain: | <Conflict of interests details> | |
| **2.3** | **Examiner 3** | | |
| **2.3.1** | **Title:** | <Title> | |
| **2.3.2** | **First Name(s):** | <First Name(s)> | |
| **2.3.3** | **Family Name(s):** | <Family Name(s)> | |
| **2.3.4** | **Address:** | <Address> | |
| **2.3.5** | **Telephone Number:** | <Telephone Number> | |
| **2.3.6** | **Email Address:** | <Email Address> | |
| **2.3.7** | **Academic Qualifications:** | <Academic Qualifications> | |
| **2.3.8** | **Suitability:** | CV/Resume Attached  ☐ | Statement of Suitability  ☐ |
| <Statement of Suitability> | |
| **2.3.9** | **Any Actual or Perceived Conflict of Interest?** (See 1.9.6) | Yes  ☐ | No  ☐ |

|  |  |
| --- | --- |
| If yes, please detail/explain: | <Conflict of interests details> |

**Section 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **3.0** | **Industry Funding** | | |
| **3.1** | **Is this an industry-funded scholarship?** | Yes  ☐  (Proceed to 3.2) | No  ☐  (Proceed to 4.0) |
| **3.2** | **Are the Examiners required to sign a**  **confidentiality agreement prior to assessing the thesis?** | Yes  ☐ | No  ☐ |
| **3.3** | **Does the thesis need to be embargoed for longer than the standard 12 months?** | Yes  ☐  (Proceed to 3.4) | No  ☐  (Proceed to 4.0) |
| **3.4** | **How long does the thesis need to be**  **embargoed for?** | <Embargo details> | |

**Section 4**

|  |  |
| --- | --- |
| **4.0** | **Additional Comments (if any)** |
| <Additional comments> | |

**Section 5**

# 5.0 Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| I undertake that:   * The contact details I have provided for the nominated Examiners are correct and up to date; * The nominated Examiners have all indicated their willingness to undertake the task within the agreed timeframe (unless otherwise indicated in Section 3); * The identities of the nominated Examiners have not, and will not be, revealed to the student; * Any actual or perceived conflict of interest has been declared and;   I understand that nominated Examiners with whom there is an actual or perceived conflict of  interest may be rejected by the Dean (GRS) on those grounds, in which case I will be asked to nominate additional Examiners. | | | |
| **Name:** | <Principal Supervisor Name> | | |
| **Signed:** |  | **Date:** | Click or tap to enter a date. |

Please return the completed form to [grsadmin@unisq.edu.au](mailto:grsadmin@unisq.edu.au)