The University of Western Australia
Graduate Research School

NOMINATION OF THESIS EXAMINERS

Information on examination procedures is available from http://www.postgraduate.uwa.edu.au/examiners or from the Graduate Research School. Please type the information below, or provide a separate, printed submission, including the information as outlined below. The completed form and a copy of the thesis abstract should be submitted to the Graduate Research School, Hackett Hall, M358 at least three weeks prior to the intended thesis submission date.

[GRS OFFICE USE ONLY]

DATE REC’D GRS: ENTERED ON CALLISTA SMS:

Dean, GRS RECOMMENDATION: Dean, GRS SIGNATURE:
☐ APPROVED ☐ NOTAPPROVED ☐ FURTHER INFORMATION DATE:

(1) STUDENT DETAILS

Surname: Title: Student ID:
Given Names: Submission Date: (approximate or actual)

Schools:
Name of Degree:
Component: Thesis / Exhibition / Recital / Creative Writing (please circle)
Supervisors: (List ALL supervisors)*

Thesis Title:

*For external Supervisors please provide a list of all publications for the past five years or URL to complete list

(2) DETAILS OF NOMINATED EXAMINERS AND SUPPORTING DOCUMENTATION

- Examiners will be sent the thesis in electronic (PDF) format
- Please supply a full mailing addresses for each examiner. DO NOT PROVIDE PO BOX ADDRESSES. (Couriers will not deliver a thesis to a PO Box number so a complete street address is required to ensure that the thesis arrives at its destination). (This is in case if the electronic file is corrupt, GRS will send the thesis to the examiners by courier instead)
- Include a full justification for the nomination of each examiner, addressing issues of expertise and relevance.
- Please attach a list of all publications for the past five years for each nominated examiner. (where this list will exceed 3 pages, please provide URL for complete list)

(3) IMPORTANT NOTES FOR GRADUATE RESEARCH COORDINATORS

- For the degree Doctor of Philosophy the names of three examiners and a reserve fourth examiner are required, two of whom shall be external to the state of Western Australia. None (except in exceptional circumstances) may be current employees of The University of Western Australia. (refer Doctor of Philosophy rules)

For the degree Master by Research (by thesis) the names of two examiners and a reserve third examiner are required, at least one of whom shall be external to Western Australia. (refer Master’s Degree by Research Rules for courses administered by the Board of the Graduate Research School)

- Students must be informed who the nominated examiners are in advance of an examination but must not communicate with them on any issues related to the examination of the thesis. (refer Doctor of Philosophy Rules OR refer Master’s Degree by Research Rules for courses administered by the Board of the Graduate Research School)

- Examiners should not have a prior working relationship with the student and should be well-known scholars, active in the field of the thesis.

- The Board of the Graduate Research School allows examiners 6 weeks to complete a report. The Honorarium is currently the Universities Australia recommended amount (PhD AUS$462, Masters AUS$260). The payment for examining a thesis or the creative component of degrees with both a thesis and creative component is an additional of $100.
1. **Name and title (in full):**
   - Telephone:
   - Facsimile:
   - Email:
   - Correspondence Street Address (strictly no PO Box address):

   **Justification:**

2. **Name and title (in full):**
   - Telephone:
   - Facsimile:
   - Email:
   - Correspondence Street Address (strictly no PO Box address):

   **Justification:**

3. **Name and title (in full):**
   - Telephone:
   - Facsimile:
   - Email:
   - Correspondence Street Address (strictly no PO Box address):

   **Justification:**

4. **(RESERVE) Name and title (in full):**
   - Telephone:
   - Facsimile:
   - Email:
   - Correspondence Street Address (strictly no PO Box address):

   **Justification:**

A template of this document is available at [http://www.postgraduate.uwa.edu.au/forms CRICOS Provider No. 00126G](http://www.postgraduate.uwa.edu.au/forms CRICOS Provider No. 00126G)
P:\scholars\THESES EXAM\Forms\Update\Nomination_of_Examiners_Form.rtf
(4) **PLEASE NOTE THAT BY TICKING THE APPROPRIATE BOX AND SIGNING THIS FORM YOU MAKE THE FOLLOWING DECLARATION:**

- I have been consulted about the examiners nominated by the Graduate Research Coordinator and agree to their nomination

- OR

- I have been consulted about the examiners nominated by the Graduate Research Coordinator/s and have reservations about their nomination as detailed in the attached note to the Dean of the Graduate Research School

  Student signature:  
  Date:

(5) **PLEASE TICK AND NOTE THAT YOUR SIGNATURE ON THIS FORM MAKES THE FOLLOWING DECLARATIONS:**

- All of the student’s supervisors have been consulted about the nominated examiners and agree to their nomination

- The nominated examiners have been invited by the School and have agreed to undertake the examination. I have notified all examiners about UWA’s policy of full release of examiners’ names and reports.

- A list of recent publications is ATTACHED for each nominated examiner.

- I confirm that the nominated examiners comply with the eligibilities as listed in the Conflict of Interest and Independence of Examiners Policy ([http://www.postgraduate.uwa.edu.au/students/policies/examiner-independence](http://www.postgraduate.uwa.edu.au/students/policies/examiner-independence))

  AND

- (a) I am satisfied that there is no potential for a **perceived or actual conflict of interest** in the nomination of these examiners

- OR

- (b) I declare that there is a potential for a **perceived or actual conflict of interest** pertaining to the nominated examiner/s. A statement addressing this is attached.

**Either this student**

- (a) has no issues of confidentiality which will affect the examination of the thesis

- OR

- (b) the supervisor and/or student has/have **already** notified the Graduate Research School in writing of any confidentiality issues with the thesis by submitting an “Application for Restricted Access/Confidential Examination of a Thesis” form

<table>
<thead>
<tr>
<th>Coordinating Supervisor signature: (and please print title and name)</th>
<th>Date:</th>
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<tr>
<td>Coordinating Supervisor signature: (Joint School if applicable) (and please print title and name)</td>
<td>Date:</td>
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(6) **GRADUATE RESEARCH COORDINATOR AUTHORISATION:**

<table>
<thead>
<tr>
<th>Graduate Research Coordinator signature: (and please print title and name)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Research Coordinator signature: (Joint School if applicable) (and please print title and name)</td>
<td>Date:</td>
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Nomination and Appointment of Examiners and Examination - PhD

53. Prior to the submission of a thesis the appropriate head of school and supervisor(s) must submit to the Board the names of three examiners and a reserve fourth examiner.

54.(1) Except as set out in (2), the Board, following submission of a thesis for examination, must appoint three examiners who must not be current employees of The University of Western Australia and of whom two must be external to the State of Western Australia.

(2) In exceptional circumstances the Board may approve arrangements other than those prescribed in (1).

55. A person who has supervised a student for a higher degree program at this or another institution must not be appointed as an examiner for that student's thesis or work.

56.(1) For a thesis submitted in accordance with the provisions of Rule 45(3), the appropriate head of school, prior to submitting names of examiners to the Board for approval, is required to informally invite the nominated examiners for the thesis and ensure their willingness and availability to examine within the timeframe for examination determined by the Board, which may seek such other advice as it thinks desirable, including a detailed report from the student's supervisor(s).

(2) For a thesis submitted in accordance with the provisions of Rule 45(4), the appointment of examiners is undertaken by the Board which seeks advice as it thinks necessary and/or desirable.

57.(1) The names of examiners are not withheld from students.

(2) Students, supervisors and heads of school must not discuss any aspect of an examination with examiners during the examination process.

58.(1) Except as set out in (2), examiners must not, before submitting their independent reports, consult or otherwise communicate with each other or anyone connected with the preparation of the thesis.

(2) The Board may ask examiners to consult or otherwise communicate with each other before, or after, receipt of their individual reports.

59. Before a thesis is classified, the Board may require a student to—

(a) sit a written examination in subjects related to the thesis and/or

(b) undertake an oral examination by video-conferencing, teleconferencing or any other mode of communication approved by the Board in subjects related to the thesis.

60. To classify a thesis, the Board may require a student and/or supervisor, after submission of a thesis and before or after receipt of examiners' reports, to provide it with further information, and/or comment and explanation concerning any aspect of the thesis.

Nomination and Appointment of Examiners and Examination - Master's Degree by Research Rules for courses administered by the Board of the Graduate Research School

52. Prior to the submission of a thesis the appropriate head of school and supervisor(s) must submit to the Board the names of two examiners and a reserve third examiner.

53.(1) Except as set out in (2), the Board, following submission of a thesis for examination, must appoint two examiners, at least one of whom must be external to the State of Western Australia.

(2) In exceptional circumstances the Board may approve arrangements other than those prescribed in (1).

54. A person who has supervised a student for a higher degree program at this or another institution must not be appointed as an examiner for that student's thesis or work.

55.(1) For a thesis submitted in accordance with the provisions of Rule 42(3), the appropriate head of school, prior to submitting names of examiners to the Board for approval, is required to informally invite the nominated examiners for the thesis and ensure their willingness and availability to examine within the timeframe for examination determined by the Board, which may seek such other advice as it thinks desirable, including a detailed report from the student's supervisor(s).

(2) For a thesis submitted in accordance with the provisions of Rule 42(4), the appointment of examiners is undertaken by the Board which will seek advice as it thinks necessary and/or desirable.

56.(1) The names of examiners are not withheld from students.

(2) Students, supervisors and heads of school must not discuss any aspect of an examination with examiners during the examination process.

57.(1) Except as set out in (2) and in the rules for specific master's degrees, examiners must not, before submitting their independent reports, consult or otherwise communicate with each other or anyone connected with the preparation of the thesis.

(2) The Board may ask examiners to consult or otherwise communicate with each other before, or after, receipt of their individual reports.

58. Before a thesis is classified, the Board may require a student to—

(a) sit a written examination in subjects related to the thesis and/or

(b) undertake an oral examination by video-conferencing, teleconferencing or any other mode of communication approved by the Board in subjects related to the thesis.

59. To classify a thesis, the Board may require a student and/or supervisor, after submission of a thesis and before or after receipt of examiners' reports, to provide it with further information, and/or comment and explanation concerning any aspect of the thesis.

A template of this form is available at http://www.postgraduate.uwa.edu.au/schools/nominating CRICOS Provider No.00126G