



ADDITIONAL EXAMINER - NOMINATION FORM

1. To be submitted to the Faculty Student Advice Officer (for Masters by Research students) and the Postgraduate Research Coordinator, Office for Postgraduate Research for doctoral students as soon as it becomes evident that an additional examiner is required.
2. This form must be accompanied by a memo from the supervisor explaining why a new examiner is required (eg. Current examiner no longer available or taking too long to return report, appointment for re-examining the thesis).
3. The supervisor must check with the nominated examiner regarding any previous involvement between the student and examiner, and provide a statement that a) there has been no previous contact between the examiner and candidate, or b) detailing the nature of any prior involvement between a candidate and the nominated examiner.
4. A maximum of two pages per nominated examiner can be appended summarising recent publications and information regarding experience in research and research training.
5. The candidate's abstract must be submitted in conjunction with this form.

Please note that the nomination and final approved examiners are confidential and should not under any circumstances be discussed with students. When completing this form, it is essential that complete current details are included (post office boxes are not acceptable for international examiners). Please type or use black pen and print.

The following examiner is nominated for the examination of the thesis titled:

(thesis title)

.....

by (student name): ID:

to be submitted for the degree of (degree title):

Anticipated date of submission:

School/Centre:

1. **Name/title:**

Current position/location:

Postal address:

.....

Phone: Fax:

Email:

Name of Principal Supervisor:

In signing this form, I believe the contact details for the abovementioned nominated examiners are current and that they have indicated their willingness to undertake this task within the agreed timeframe.

Signature: Date:

Name of Associate Supervisor:

Name of Chair of Examiners:

Please refer to the Guidelines for Chair of Examiners available at www.vu.edu.au/postgrad for further information. In the event that the Principal Supervisor is also the Head of School/Centre, the Executive Dean/Associate Dean (R&RT) (or their nominee) must sign and be appointed as the Chair of Examiners.

Signature: Date:

Signed: (Appropriate Officer *)..... Date

*The Faculty Postgraduate Research Committee formally approves all Masters by Research and Doctoral examiners.

Updated Jan 2012