

NOMINATION OF EXAMINERS CHECKLIST FOR PRINCIPAL SUPERVISORS

IMPORTANT: Prior to lodging the Nomination of Examiners form, it is recommended the supervisor reviews and completes the following checklist to ensure compliance of process in accordance with [*Victoria University's Higher Degree by Research Procedure 9 Submission, Examination and Classification.](#)

This is a self-assessment tool only and isn't required to be submitted with the Nomination of Examiners.

SECTION A.

Principal Supervisor Name:

Candidate Name and ID:

Intended Submission Date:

SECTION B. NUMBER OF EXAMINERS REQUIRED

Traditional, Creative Project (no live component) and with Publication theses

Two (2) appropriately qualified experts of international standing in their discipline/field.

or

Thesis by Creative Project (with a live performance and exhibition)

Three (3) appropriately qualified experts of international standing in their discipline (two plus a reserve).

* Reference section 6 part Part D - PhD and Research Masters: Nomination of Examiners (21)

SECTION C. REQUIREMENTS FOR POTENTIAL EXAMINERS

Necessary requirements in order to qualify as a potential examiner:

Two (2) experts of international standing in their discipline/field (eg 1 domestic and 1 **international)

** if unable to provide an international examiner, a written justification is required.

Examiners cannot be from the same institution

External to Victoria University

Associated with a University or research Institution

Have demonstrated current research expertise relevant to the thesis

No conflict of interest in relation to the candidate, supervisors and University, in accordance with the official Victoria University [Conflict of Interest in Thesis Examination Guidelines](#) at the time of nomination and throughout the examination process;

Reference section 6 part Part D - PhD and Research Masters: Nomination of Examiners (22)

SECTION D. COMMUNICATIONS

Candidate may provide a list of suggested examiners

Supervisor to nominate suitable examiners (which may, or may not include candidate suggestions)

Principal Supervisor is responsible for contacting potential examiners

Principal Supervisor to inform candidate of their proposed examiners to safeguard against any conflict of interest

Candidate and supervisor are not to make contact with the examiner/s during the examination period

The University is committed to Planetary Health and will not print hard copies of theses. If requested by an examiner, the candidate is responsible to provide ORTQI with a temporary bound copy of their thesis. The candidate is also responsible to ensure the submitted hardcopy is the same version as the submitted electronic copy.

**Reference section 6 part Part D - PhD and Research Masters: Nomination of Examiners (24 & 25)*

Supervisor communication with potential examiners

Contact potential examiner/s

Are the examiners available to assess the thesis at the expected time of submission?

Can the examiners provide a report within a six-week time frame?

Are the examiners willing to re-examine the thesis if a 'deferred' recommendation is submitted?

Have the examiners been advised and agree to examine the thesis on a confidential basis?

If known at the time of nomination that an examiner is unable to provide their report within a six-week period, but the Principal Supervisor wishes to proceed with the nomination, the candidate must be informed of the expected delay. In addition, the Supervisor is to receive the candidate's written agreement to the delay. This should be provided with the nomination documentation to researchexaminations@vu.edu.au.

Request a current CV and list of publications

Request number of theses (and type of research degree) previously examined

Advise examiners they will be paid an honorarium in accordance with [Universities Australia's guidelines](#).

- Doctoral Degrees = \$498.00 (2021 Rate)
- Master Degrees = \$280.00 (2021 Rate)

**Reference section 6 Part D – PHD and Research Masters: Nomination of Examiners (27 - 30)*

SECTION E. SUBMISSION OF NOMINATION OF EXAMINERS

The [Nomination of Examiners form](#), dated and signed by Candidate and Supervisor

A copy of thesis abstract is attached

Provide information about each examiner that demonstrates their research and research training expertise in relation to the specific project, as well as their international standing in the field .

Identify and declare any major, or minor potential conflicts of interest in accordance with the [University Conflict of Interest](#) in Thesis Examination Guidelines

The candidate is aware of the identity of the examiners (as per the [Nomination of Examiners application](#))

The candidate has had no contact with the nominated examiners during the nomination process

The candidate and the supervisors will not contact the examiners during the examination process and thereafter, until their thesis has been classified by the University. If contact is made during the examination process, the examiner/s will be null and void (as per the Nomination of Examiners application)

If a replacement examiner is required after the thesis has initially been released for examination, a [Nomination of a Replacement Examiner](#) form will need to be submitted.

Submit Nomination of Examiners application to researchexaminations@vu.edu.au

***Reference section 6 Part D – PHD and Research Masters: Nomination of Examiner (31 - 35)**

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy.

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

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