

REPLACEMENT EXAMINER NOMINATION

Application to be completed by the principal supervisor when nominating either a **replacement examiner** (the original examiner is unable to re-examine the revised thesis), or **third examiner** (due to divergent results in relation to the re-examined thesis).

Prior to lodging this application, it is recommended the candidate and supervisor review [HDR Procedure 9 Submission, Examination and Classification](#) and the [Guidelines for Conflict of Interest](#) to ensure compliance of the examination process.

IMPORTANT: This form is to be emailed to researchexaminations@vu.edu.au **within one month of email notification.**

1. Candidate Details	
Name:	Student ID:
Degree:	Expected submission date:
Thesis Title:	
Institute:	
Principal Supervisor:	
Associate Supervisor/s:	

2. Candidate's Declaration

I hereby declare that the following information is true in every particular:

- I have discussed the nomination of examiners with my principal supervisor and I am aware of who will be examining my thesis
- I confirm there is no perceived or objective conflict of interest between myself, the nominated examiners and the University
- Whilst an enrolled candidate at the University, I will not contact the examiners during the examination process and thereafter until I have been classified by the University
- If contact is made with an examiner/s during this period, I understand and accept that the examination process will be null and void* and that such action may be assessed under the Code for the Responsible Conduct of Research

Candidate Name	Signature	Date

*a replacement nomination of examiner will need to be appointed

3. Principal Supervisor Declaration

Please indicate the examiner you are nominating:-

- Replacement Examiner (original examiner unable to re-examine the revised thesis)
- Third Examiner (due to divergent results in relation to the re-examined thesis)

I hereby declare that the following information is true in every particular:

- The contact details for the following nominated examiners are current and they have all indicated their willingness to undertake this task within the agreed timeframe.
- I have informed the examiners that the candidate has been notified of the nominated examiners.
- I confirm that there is no perceived or objective conflict of interest between myself, the nominated examiners and the University.
- I have advised the candidate that if they make contact with an examiner/s during the examination period, this examination will become null and void*
- I have advised the candidate that no contact is to be made with the examiners until after their thesis has been classified by the University.
- I will not contact the examiners during the examination process until the thesis has been classified by the University.
- If contact is made with an examiner/s during this period, I understand and accept that the examination process will be null and void* and that such action may be assessed under the Code for the Responsible Conduct of Research.

Confidential Information means all know-how, financial information, research proposals, data, interviews, research, ethical considerations and other information in whatever form including inventions, trade secrets, formulae, graphs, drawings, reports, designs, biological materials, samples, devices and models which are given to you or to which you are given access, in connection with the Services. The following is not Confidential Information:

- Information which is already in the public domain, or which becomes part of the public domain otherwise than as a result of your unauthorised disclosure;
- Information which is, or becomes available to you from a third party who may disclose such information to you on a non-confidential basis; and
- Information which you can prove was known by you prior to the date of the Services related disclosure.
- Is there any agreement that requires the thesis to be kept confidential? If **YES**, the examiner will be requested to sign a One-Way Confidentiality Deed Poll Agreement before the thesis can be released for examination?

Yes No

If **YES**, please state who the agreement is with _____

- I have attached a copy of the draft thesis abstract, including the thesis title

Principal Supervisor Name	Signature	Date

*a replacement nomination of examiner will need to be appointed

Please note, if any of the abovementioned is not declared, the application will be returned to the Principal Supervisor for completion

Replacement or Third Examiner

Please indicate the reasons why an additional/replacement examiner is required:

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Can the examiner provide the report within 6 weeks?

Yes

No

If **NO**, please provide a written agreement to the candidate as to when the report is expected to be received and attach a copy to this application

Hard copy theses

In line with Victoria University's commitment to Planetary Health, all examination documents will be issued electronically. If an examiner requests a hard copy of the thesis after receipt of their e-documents, the candidate will be responsible for the printing, binding and delivery of it to ORTQI at Footscray Park Campus.

Name:			
Current Position:			
Institution Name:			
Institution Department:			
City:		Country:	
Institution Email:			
Telephone:		Mobile:	

Reason for Selection: (Provide details and answer each section below)

<p>Highlight examiner's international standing in the relevant discipline/field</p>
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Examiner's research and research training expertise in relation to the specific project (Evidence provided in attached CV)

Number and Type of Candidates to Completion:

MasterResearch Degree	Doctor of Philosophy	Professional Doctorate (DBA, DEd)
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Number of Theses Examined:

MasterResearch Degree	Doctor of Philosophy	Professional Doctorate (DBA, DEd)
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4. Chair of Examiners Declaration

In the event that the Principal Supervisor is also the Research Institute Director or Deputy Director, the Dean, Graduate Research (or their nominee must sign and be appointed as the Chair of Examiners).

CoR Name	Signature	Date

5. Dean, Graduate Research Approval

The Dean, Graduate Research (or their nominee) approves examiners for all research candidates.

DGR Name	Signature	Date

Principal Supervisor Checklist

- Master Research Degrees - The examiner is external to the university, one of which is to be of international standing in their discipline/field.
 - PhD and Professional Doctorates - The examiner is external to the University and is an appropriately qualified expert of international standing in their discipline/field.
 - Examiner accepted the invitation to examine the thesis and is able to return their report within six weeks of receipt of thesis.
- Justification for the choice of examiner provided under Item No. 2: Nominated examiner details (including conflict of interest and international standing).
- A maximum of two pages per nominated examiner CV must be appended that demonstrates:
- Level of educational qualification which is appropriate to examine the candidate's thesis
 - Examiner associated with a university or research institution
 - Recent publications (or equivalent for creative works)
 - Not be Employed by the same Institution
 - Not be advised of the identity of the other nominated examiners

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.

Victoria University CRICOS Provider No. 00124K (Melbourne) and CRICOS Provider No. 02475D (Sydney). RTO Code: 3113.
ABN: 83 776 954 731