



ADDITIONAL EXAMINER - NOMINATION FORM

Please note that the nomination and final approval of examiners is confidential and should not, under any circumstances, be discussed with research candidates. When completing this form, please ensure that current contact details are included (post office boxes are not acceptable for international examiners).

An additional examiner will need to be nominated in the event that one of the previously nominated examiners is no longer able to assess the thesis or to provide a majority ruling if there are divergent recommendations received from the two nominated examiners.

1. Candidate's details

Candidate's name: ID:

Degree: Expected submission date:

College/Institute/
Centre:

Principal Supervisor:

Associate Supervisor:

Please indicate the reasons why an additional examiner is required:

2. Nominated examiner details

Is the examiner willing to review an electronic copy of the thesis? **Yes** **No**

Name/title:

Current position/location:

Postal address:

Email:

Telephone: Mobile:

Justification for choice of examiner (including conflict of interest & international standing)

3. Principal Supervisor declaration

1. In signing this form, I believe the contact details for the above mentioned nominated examiners are current and that they have all indicated their willingness to undertake this task within the agreed timeframe.
2. I have read the **Victoria University Guidelines on Conflict of Interest in Thesis Examination** and declared, in the attached memo, any prior involvement with the examiners which could be perceived as a conflict of interest:
<http://www.vu.edu.au/research/graduate-research-studies/thesis-submission/thesis-examination>
3. **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 are not Confidential Information:
 - (a) 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;
 - (b) 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
 - (c) information which you can prove was known by you prior to the date of the Services related disclosure.

Is there any agreement which requires the thesis to be kept confidential?

*Yes

No

**If Yes, please attach details about the agreement.*

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Principal Supervisor's name

Signature

Date

4. Chair of Examiners' declaration

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

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Chair of Examiners' name

Signature

Date

5. Dean, Graduate Research approval

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

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Name

Signature

Date

Principal Supervisor checklist

The Principal Supervisor is asked to confirm:	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Masters by Research - The examiner is external to the University and one of the examiners (to assess the thesis) is of international standing in the discipline/field.			
PhD and Research Professional Doctorates - The examiner is external to the University and is an appropriately qualified expert of international standing in the discipline/field.			
The examiner accepted the invitation to examine the thesis and is able to return their examiners report within two months of thesis receipt.			
Justification for the choice of examiner provided under Point-2: Nominated examiner details (including conflict of interest and international standing).			
Principal Supervisor has responsibility to declare any potential conflicts of interest (as per the official University <i>Conflict of Interest in Thesis Examination</i> guidelines. http://www.vu.edu.au/research/graduate-research-studies/thesis-submission/thesis-examination)			
A maximum of two pages per nominated examiner CV must be appended that demonstrates: <ul style="list-style-type: none"> <input type="radio"/> Level of educational qualification which is appropriate to examine the candidate's thesis <input type="radio"/> Examiner associated with a university or research institution <input type="radio"/> Research and research training expertise in relation to the specific project eg: number of candidates supervised to completion and number of theses examined <input type="radio"/> Recent publications (or equivalent for creative works) <input type="radio"/> Their international standing in the field (one examiner of international standing required for Master by Research). 			
Principal Supervisor must provide a copy of the draft thesis abstract, including thesis title.			
<p><i>* Please note, it is the principal supervisor's responsibility to provide this documentation. If the application is incomplete then this may delay the appointment of examiners which may prolong the examination process and disadvantage the candidate and university.</i></p>			

Updated: May 2016s