

OFFICE FOR RESEARCHER TRAINING, QUALITY & INTEGRITY

Nomination of Examiners

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 at least two months prior to the anticipated submission date.

1. Candidate's Details

Candidate's name:	<input type="text"/>	Student ID	<input type="text"/>
Degree:	<input type="text"/>	Expected submission date:	<input type="text"/>
Thesis Title:	<input type="text"/>		
Institute:	<input type="text"/>		
Principal Supervisor:	<input type="text"/>		
Associate Supervisor/s:	<input type="text"/>		

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*

<input type="text"/>	<input type="text"/>	<input type="text"/>
Candidate Name	Candidate Signature	Date

*a replacement nomination of examiner will need to be appointed

3. Principal Supervisor Declaration

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

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 which requires the thesis to be kept confidential?

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

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Principal Supervisors 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.

Examiner 1

Does the examiner require a hard copy of the thesis?

Yes No

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

Name/title:

Current position:

Name of Institution:

Institution Email:

Telephone: Mob:

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

Highlight Examiner's International Standing in the relevant Discipline/Field.

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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Examiner 2

Does the examiner require a hardcopy of the thesis?

Yes

No

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

Name/title:

Current position:

Name of
Institution:

Institution Email:

Telephone:

Mob:

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

Highlight Examiner's International Standing in the relevant Discipline/Field.

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:

Master Research Degree

Doctor of Philosophy

Professional Doctorate (DBA, DEd)

Number of Theses Examined:

Master Research Degree

Doctor of Philosophy

Professional Doctorate (DBA, DEd)

PhD and Master Research Degrees Creative Projects only

Reserve examiner:

**If nominating examiners for a Masters by Research or PhD creative project, you will be required to nominate a reserve examiner. Please email researchexaminations@vu.edu.au for further details.*

Does the examiner require a hardcopy of the thesis?

Yes No

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

Name/title:

Current position:

Name of Institution:

Institution Email:

Telephone: Mob:

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

Highlight Examiner's International Standing in the relevant Discipline/Field.

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:

Master ResearchDegree	Doctor of Philosophy	Professional Doctorate (DBA, DEd)
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Number of Theses Examined:

Master Research 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).

Chair of Examiners Name	Signature	Date

5. Dean, Graduate Research Approval

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

Name	Signature	Date

Principal Supervisor Checklist

<input type="checkbox"/>	Two examiners external to the University required for Master Research Degree candidates, Two examiners external to the university required for PhD and Research Professional Doctorates who are appropriately qualified experts and of international standing in their discipline/field.
<input type="checkbox"/>	Three examiners external to the university (two plus a reserve) are required for Master Research Degree and Doctoral Thesis by Creative Project.
<input type="checkbox"/>	<u>Doctoral</u> : both examiners must be appropriately qualified experts normally of international standing in their discipline/field.
<input type="checkbox"/>	<u>Master Research Degrees</u> examiners nominated must be appropriately qualified experts, at least ONE of whom must be of international standing in their discipline/field.
<input type="checkbox"/>	Examiners accepted the invitation to examine the thesis and are able to return their examiners report within 6 weeks of thesis receipt.
A maximum of two pages per nominated examiner CV must be appended that demonstrates:	
<input type="checkbox"/>	Level of educational qualification which is appropriate to examine the candidate's thesis
<input type="checkbox"/>	Examiner associated with a university or research institution
<input type="checkbox"/>	Recent publications (or equivalent for creative works)
<input type="checkbox"/>	Not be Employed by the same Institution
<input type="checkbox"/>	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