

# 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](mailto:researchexaminations@vu.edu.au) **at least two (2) months** prior to the anticipated submission date. The [Foreign Influence Transparency Scheme - Thesis Examiner](#) form must accompany this application for each nominated examiner.

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



**Examiner 1**

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 Graduate Research School 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)**

**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**

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

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

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

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**Reserve Examiner – PhD and Master (Research) Degrees by Creative Projects only**

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

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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 Associate Director, the Dean, Graduate Research (or their nominee) must sign and be appointed as the 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.
<input type="checkbox"/>	Examiner completed and returned the Foreign Influence Transparency Scheme- Thesis Examiner
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](http://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](http://vu.edu.au/privacy).

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ABN: 83 776 954 731