



The University of Western Australia
Graduate Research and Scholarships Office

NOMINATION OF THESIS EXAMINERS

Information on examination procedures is available from <http://www.postgraduate.uwa.edu.au/home/> or from the Graduate Research and Scholarships Office. Please type the information below, or provide a separate, printed submission, including the information as outlined below. The completed form and a **copy of the thesis abstract** should be submitted to the Graduate Research and Scholarships Office, Hackett Hall at least **three weeks** prior to the intended thesis submission date.

[GRS OFFICE USE ONLY]

DATE REC'D GRSO:	ENTERED ON CALLISTA SMS:
DGRS RECOMMENDATION: APPROVED/ NOTAPPROVED / FURTHER INFORMATION	DGRS SIGNATURE: DATE:

(1) STUDENT DETAILS

Surname:		Student ID:	
Given Name(s):		Submission Date: (approximate or actual)	
School (s):			
Name of Degree:			
Component:	Thesis / Exhibition / Recital / Creative Writing (please circle)		
Supervisor(s):			
Thesis Title:			
Other Title: (if applicable)			

(2) DETAILS OF NOMINATED EXAMINERS AND SUPPORTING DOCUMENTATION

Please supply a full mailing addresses for each examiner. **DO NOT PROVIDE PO BOX ADDRESSES.** (Couriers will not deliver a thesis to a PO Box number so a complete street address is required to ensure that the thesis arrives at its destination). (It is also important that you supply full details of e-mail addresses, facsimile and telephone numbers to ensure that the examination process proceeds as efficiently as possible).

Include a full justification for the nomination of each examiner, addressing issues of expertise, relevance and independence.

Please provide a list of recent or key publications for each nominated examiners (maximum 2 pages).

(3) IMPORTANT NOTES FOR HEADS OF SCHOOLS/GRADUATE RESEARCH COORDINATORS

For the **degree Doctor of Philosophy** the names of **three** examiners and a reserve fourth examiner are required, **two of whom shall be external to the state of Western Australia.** None (except in *exceptional* circumstances) may be current employees of The University of Western Australia. (refer Extract from the University General Rules for Academic Courses – Division 1 – General Provisions for Research Higher Degrees (by thesis))

For the **degree of Master by Research** (by thesis) the names of **two** examiners and a reserve third examiner are required, **at least one of whom shall be external to Western Australia.** (refer Extract from the University General Rules for Academic Courses – Division 1 – General Provisions for Research Higher Degrees (by thesis))

Students must be informed who the nominated examiners are in advance of an examination but must not communicate with them on any issues related to the examination of the thesis. (refer Extract from the University General Rules for Academic Courses – Division 1 – General Provisions for Research Higher Degrees (by thesis))

Examiners should not have a prior working relationship with the student and should be well-known scholars, active in the field of the thesis. (refer Extract from the University General Rules for Academic Courses – Division 1 – General Provisions for Research Higher Degrees (by thesis))

The Board of the Graduate Research School allows examiners 6 weeks to complete a report. The Honorarium is currently the AVCC recommended amount (PhD AUS\$383, Masters AUS\$217). The payment for examining a thesis or the creative component of degrees with both a thesis and creative component is \$100. (refer Extract from the University General Rules for Academic Courses – Division 1 – General Provisions for Research Higher Degrees (by thesis))

1. Name:

Correspondence Street Address:

Telephone:

Facsimile:

Email:

Justification:

2. Name:

Correspondence Street Address:

Telephone:

Facsimile:

Email:

Justification:

Third examiner required for PhD Examinations ONLY

3. Name:

Correspondence Street Address:

Telephone:

Facsimile:

Email:

Justification:

4. (RESERVE) Name

Correspondence Street Address:

Telephone:

Facsimile:

Email:

Justification:

(4) PLEASE NOTE THAT BY TICKING THE APPROPRIATE BOX AND SIGNING THIS FORM YOU MAKE THE FOLLOWING DECLARATION:

I have been consulted about the examiners nominated by the Head of School and agree to their nomination

OR

I have been consulted about the examiners nominated by the Head of School and have reservations about their nomination as detailed in the attached note to the Dean of the Graduate Research School

Signature of the Student:

Date:

(5) PLEASE TICK AND NOTE THAT YOUR SIGNATURE ON THIS FORM MAKES THE FOLLOWING DECLARATIONS:

All of the students supervisors have been consulted about the nominated examiners and agree to their nomination

The nominated examiners have been invited by the School and have agreed to undertake the examination. I have notified all examiners about UWA's policy of full release of examiners' names and reports.

A list of recent or key publications is ATTACHED for each nominated examiner.

Either this student

(a) has no issues of confidentiality which will affect the examination or Library access to the thesis

OR

(b) the supervisor and/or student has/have **already** notified the Graduate Research and Scholarships Office **in writing** of any confidentiality issues by submitting a "**Restricted Access Form**" which can be found at <http://www.postgraduate.uwa.edu.au/forms>

Signature of the Coordinating Supervisor:

Date:

Coordinating Supervisor Name: (Please print)

(6) GRADUATE RESEARCH COORDINATOR/ HEAD OF SCHOOL AUTHORISATION:

Authorised by Head of School/Graduate
Research Coordinator:

Date:

Head of School/Graduate Research Coordinator
Name: (Please print)

Extract from the University General Rules for Academic Courses - Division 1 – General Provisions for Research Higher Degrees (by thesis)

Nomination and Appointment of Examiners and Examination

- 3.1.47 Prior to the submission of a thesis the appropriate head of school and supervisor(s) must submit to the Board—
(a) for the degree Doctor of Philosophy, the names of three examiners and a reserve fourth examiner; or,
(b) for the degree of master by research (by thesis), the names of two examiners and a reserve third examiner.
- 3.1.48 (1) Except as set out in (2), the Board, following submission of a thesis for examination, must appoint—
(a) for the degree of Doctor of Philosophy, three examiners who must not be current employees of The University of Western Australia and of whom two must be external to the State of Western Australia;
(b) for the degree of master by research (by thesis), two examiners, at least one of whom must be external to the State of Western Australia.
(2) In exceptional circumstances the Board may approve arrangements other than those prescribed (1)(a) and (b).
- 3.1.49 A person who has supervised a candidate for a higher degree programme at this or another institution must not be appointed as an examiner for that candidate's thesis or work.
- 3.1.50 (1) For a thesis submitted in accordance with the provisions of Rule 3.1.37(3), the appropriate head of school, prior to submitting names of examiners to the Board for approval, will be required to informally invite the nominated examiners for a thesis and ensure their willingness and availability to examine within the time frame for examination determined by the Board, which may seek such other advice as it thinks desirable, including a detailed report from the candidate's supervisor(s).
(2) For a thesis submitted in accordance with the provisions of Rule 3.1.37(4), the appointment of examiners will be undertaken by the Board which will seek advice as it thinks necessary and/or desirable.
- 3.1.51 (1) The names of examiners will not be withheld from candidates.
(2) Candidates, supervisors and heads of school must not discuss any aspect of an examination with examiners during the examination process.
- 3.1.52 (1) Except as set out in (2) and in the rules for specific master's degrees, examiners must not, before submitting their independent reports, consult or otherwise communicate with each other or anyone connected with the preparation of the thesis.
(2) The Board may ask examiners to consult or otherwise communicate with each other before, or after, receipt of their individual reports.
- 3.1.53 Before a thesis is classified, the Board may require a candidate to—
(a) sit a written examination in subjects related to the thesis and/or;
(b) undertake an oral examination by video-conferencing, tele-conferencing or any other mode of communication approved by the Board in subjects related to the thesis.
- 3.1.54 To classify a thesis, the Board may require a candidate and/or supervisor, after submission of a thesis and before or after receipt of examiners' reports, to provide it with further information, and/or comment and explanation concerning any aspect of the thesis.

A template of this form is available at <http://www.postgraduate.uwa.edu.au/home/heads/nomination> CRICOS Provider No.00126G