Please forward completed form to the Graduate Research School: [research.degrees@federation.edu.au](mailto:research.degrees@federation.edu.au).   
This form must be submitted 3 weeks prior to the [Release of Thesis](http://policy.federation.edu.au/forms/Release-of-thesis-form.docx) form which accompanies submission of the thesis.

# About this form: Recommendation of Examiners

This form is for use by the Principal Supervisor (on behalf of the supervisory team) of a Higher Degree by Research (HDR) candidate who is preparing to submit their thesis/exegesis for examination. It should be used to nominate three individuals, in order of preference, who are eligible to be appointed as examiners according to [Section 8 of the HDR Candidature Procedure](https://policy.federation.edu.au/research/policy/ch3.pdf) and the information presented below..

It is assumed that a member of the supervisory team has informally approached potential examiners before naming them on this form. Guidance regarding this is available in the [Toolkits for HDR Supervisors](https://federation.edu.au/__data/assets/pdf_file/0007/493279/Toolkit-for-supervisors-HDRCs-ADRs-FINAL.pdf) (Toolkit 6, Examination)

The Dean Graduate Research is responsible for reviewing and approving nominated examiners and in doing so, will take into account eligibility and [conflicts of interest](https://www.acgr.edu.au/wp-content/uploads/2022/08/Combined-ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-.pdf) (see below). The Dean Graduate Research will recommend two approved nominees as initial examiners. Where possible, these will be the first and second listed examiners on this form. The third approved nominee will be held in reserve in case an additional examiner is required.

# Selection of examiners

Examiners for Higher Degree by Research theses must be independent of and external to Federation University and may be from outside of Australia. At least one examiner should have experience in the examination or supervision of higher degree by research theses. All examiners must be actively associated with a university, institution of higher learning or research institution within the last 5 years. For more information about selection of thesis examiners, see [Appendix 1 of the ACGR Good Practice Guidelines for Disclosing and Managing Interests in Research](https://www.acgr.edu.au/wp-content/uploads/2022/08/Combined-ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-.pdf), [HDR Supervisor’s Toolkit (Chapter 6)](https://federation.edu.au/__data/assets/pdf_file/0007/493279/Toolkit-for-supervisors-HDRCs-ADRs-FINAL.pdf) and [Section 8, HDR Candidature Procedure](https://policy.federation.edu.au/research/policy/ch3.pdf)

**Examiners must:**

1. hold a Research Doctorate Degree (or equivalent to a Level 10 award under the [AQF](https://www.aqf.edu.au/aqf-qualifications)) in order to be appointed to an Examination Panel for either Masters by Research or Doctoral candidates. In exceptional circumstances, an examiner without a Research Doctorate may be acceptable, where it can be shown that they possess equivalent professional experience. The Dean Graduate Research must approve exceptions.
2. be external to the University. Current Emeritus Professors, adjuncts and honorary staff of the University are ineligible. Previous staff of the University may be eligible if at least five years has elapsed since their employment, and it is clear that they have not interacted with the candidate, members of the supervisory team and/or the work being examined.
3. be independent of the conduct of the candidate's research.
4. have current international standing in the discipline or field of research in which the candidate's research program has been conducted.
5. have empathy with the theoretical framework used by the candidate and, where a thesis incorporating published papers is to be submitted, sympathetic to this approach.
6. be without bias and real or perceived conflict of interest and sign a conflict-of-interest declaration.

An up-to-date curriculum vitae (CV) for each nominated examiner must be attached to this application. An email or other evidence from the nominee confirming acceptance of nomination as a potential examiner is required.

[**Conflict of Interest**](https://policy.federation.edu.au/research/policy/ch3.pdf)

[Conflict of interest](https://federation.edu.au/__data/assets/pdf_file/0011/354674/ACGR-Conflict-of-Interest-in-Examination-Guidelines.pdf) in the examination process may arise from any working, legal, business, or professional relationship within the last five years, or personal or social relationship between candidate or supervisor and examiner.

Distinctions are made between major and minor conflicts of interest. A major conflict of interest would preclude the appointment of a potential examiner. A minor conflict of interest should be declared but may not preclude the appointment of an examiner.

When choosing examiners, conflicts of interest should be assessed by the Supervisor and HDRC against the [Australian Council of Graduate Research(ACGR) Good Practice Guidelines for Managing interests in Graduate Research](http://www.acgr.edu.au/good-practice/best-practice/), with particular attention to [Appendix 1 of the ACGR Good Practice Guidelines for Disclosing and Managing Interests in Research](https://www.acgr.edu.au/wp-content/uploads/2022/08/Combined-ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-.pdf). The following points which are considered to result in major conflicts:

* Nominated examiner was a candidate of any member of the supervisory team within the past five years
* Nominated examiner has co-supervised with any member of the supervisory team in the past five years
* Nominated examiner holds a patent with any member of the supervisory team granted no more than eight years ago and which is still in force
* Nominated examiner had directly employed or was employed by any member of the supervisory team in the past five years
* Nominated examiner holds a current grant with any member of the supervisory team MAJOR
* Nominated examiner has co-authored a publication with any member of the supervisory team in the past five years MAJOR

Where a major conflict of interest exists, an examiner will not be approved.

|  |  |
| --- | --- |
| **Candidate details** | |
| Name |  |
| Student ID |  |
| Program |  |
| Research Centre |  |
| Principal Supervisor |  |
| Associate Supervisor/s |  |
| Co-Supervisor |  |
| Thesis Title |  |

# Nominated Examiner 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | | |
| Institution |  | | | | |
| Department/School |  | | | | |
| Phone |  | | | | |
| Email |  | | | | |
| Does this nominated examiner have, or could reasonably be perceived to have, a conflict of interest with the candidate or any member of the supervisory team? All conflicts of interest must be documented. Please refer to the [ACGR Appendix 1- Managing Interests in Graduate Research Matrix](https://www.acgr.edu.au/wp-content/uploads/2022/08/Combined-ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-.pdf) | | | | | |
| Yes | | No | | Not sure | |
| *If yes or not sure, please describe potential conflict of interest.* | | | | | |
| Supervision and examination experience of the nominated examiner | | | PhD | | Masters |
| Number of HDR candidates supervised to completion in the last five years by this nominated examiner | | |  | |  |
| Number of current HDR candidates currently under supervision by this nominated examiner | | |  | |  |
| Number of HDR theses previously examined by this nominated supervisor | | |  | |  |
|  | Suitability of the nominated examiner | | | | |
| Please provide a reasoned argument as to the suitability for nomination as examiner | | | | | |

Please attach the nominated examiner’s CV including the following information (Where this information is available via a web profile, it is sufficient to provide the link to the web profile):

* details of all academic appointments, and
* all publications with full authorship lists

# Nominated Examiner 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | | |
| Institution |  | | | | |
| Department/School |  | | | | |
| Phone |  | | | | |
| Email |  | | | | |
| Does this nominated examiner have, or could reasonably be perceived to have, a conflict of interest with the candidate or any member of the supervisory team? All conflicts of interest must be documented. Please refer to the [ACGR Appendix 1- Managing Interests in Graduate Research Matrix](https://www.acgr.edu.au/wp-content/uploads/2022/08/Combined-ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-.pdf) | | | | | |
| Yes | | No | | Not sure | |
| *If yes or not sure, please describe potential conflict of interest?* | | | | | |
| Supervision and examination experience of the nominated examiner | | | PhD | | Masters |
| Number of HDR candidates supervised to completion in the last five years by this nominated examiner | | |  | |  |
| Number of current HDR candidates currently under supervision by this nominated examiner | | |  | |  |
| Number of HDR theses previously examined by this nominated supervisor | | |  | |  |
| Suitability of the nominated examiner | | | | | |
|  | | | | | |

Please attach the nominated examiner’s CV including the following information (Where this information is available via a web profile, it is sufficient to provide the link to the web profile):

* details of all academic appointments, and
* all publications with full authorship lists

# Nominated Examiner 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | | |
| Institution |  | | | | |
| Department/School |  | | | | |
| Phone |  | | | | |
| Email |  | | | | |
| Does this nominated examiner have, or could reasonably be perceived to have, a conflict of interest with the candidate or any member of the supervisory team? All conflicts of interest must be documented. Please refer to the [ACGR Appendix 1- Managing Interests in Graduate Research Matrix](https://www.acgr.edu.au/wp-content/uploads/2022/08/Combined-ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-.pdf)**.** | | | | | |
| Yes | | No | | Not sure | |
| *If yes or not sure, please describe potential conflict of interest?* | | | | | |
| Supervision and examination experience of the nominated examiner | | | PhD | | Masters |
| Number of HDR candidates supervised to completion in the last five years by this nominated examiner | | |  | |  |
| Number of current HDR candidates currently under supervision by this nominated examiner | | |  | |  |
| Number of HDR theses previously examined by this nominated supervisor | | |  | |  |
| Suitability of the nominated examiner | | | | | |
|  | | | | | |

Please attach the nominated examiner’s CV including the following information (Where this information is available via a web profile, it is sufficient to provide the link to the web profile):

* details of all academic appointments, and
* all publications with full authorship lists

Declarations

**The appointment of the nominated examiners is recommended. They are without major conflict of interest and have agreed to examine the thesis / exegesis.**

X X

Principal Supervisor Date HDR Coordinator: Date:

X

Approval by the Dean, Graduate Research Date: