

# NOMINATION OF EXAMINERS

## MASTER OF RESEARCH THESIS



### Information for MRes Supervisors

You are asked to discuss the examination process with the candidate at least two (2) months before the expected thesis submission date and give the candidate an opportunity to discuss the names of any persons the candidate does not wish to examine the thesis and ensure they are not nominated as an examiner.

You are asked to contact possible examiners to ascertain their availability to examine the thesis and provide the names of 3 prospective examiners for a Master of Research (MRes) thesis. A thesis abstract for each candidate must also be included with the form.

You are asked to supply information about examiners. This includes evidence of their suitability for examining the thesis; record of previous HDR examination experience, and a full list of publications. This information is used to ensure the examiners you propose conform to the [Macquarie University Thesis Examination Policy](#).

**Before submitting this form, you MUST make sure you have supplied enough information for a complete evaluation to be made of the examiner's suitability. If insufficient evidence is provided, the form will be returned to you. If you supply a weblink, please make sure the link is live and it contains the required information relevant to the criteria.**

The Faculty HDR Office will use the material you provide to make sure the examination panel conforms to the following criteria:

- Examiners are to be appointed who are national and/or international experts in an appropriate field, with appropriate academic appointments, with relevant high-quality research publications, and whose assessment will be respected nationally and internationally
- Examiners are to have had no role in the supervision or preparation of the thesis
- At least one examiner shall have HDR thesis examination experience
- Examiners cannot have been fulltime, part-time or casual employees of Macquarie University in the last 5 years
- Examiners shall not have graduated with a Macquarie University PhD in the last 10 years
- Examiners shall not have been HDR students under the supervision of the supervisor, either at Macquarie University or elsewhere
- Examiners shall not have co-published or co-edited or conducted any research with the candidate
- Examiners shall not have co-published or co-edited with any member of the supervision panel in the last 5 years
- Examiners must be research active according to Macquarie University's definition. ([Macquarie University's Research Active Definition](#))
- There will be no more than one examiner from any single institution appointed.

# NOMINATION OF EXAMINERS MASTER OF RESEARCH THESIS



This form is to be completed by the principal supervisor. A copy of the Thesis Abstract (draft) must be attached

## i. CANDIDATE DETAILS -(PLEASE TYPE OR PRINT ALL DETAILS CLEARLY)

Family Name	Other Names	
Student No	Faculty	Department
Thesis Title		
Title and Name of Principal Supervisor	Title and Name of Associate Supervisor(s) and External Supervisor(s)	

## ii. LIST OF POTENTIAL EXAMINERS' DETAILS - (PLEASE TYPE OR PRINT ALL DETAILS CLEARLY)

Examiner Name, Title & Position held and Contact Details ( <u>full</u> mailing address, phone number and email).  NOTE: PO BOX WILL NOT BE ACCEPTED FOR INTERSTATE OR INTERNATIONAL EXAMINERS	Reason for suitability indicating research background, relevance to thesis topic and justification for appointment. (include URL or attach CV) – URL/CV must contain a FULL list of publications	Thesis exam experience  Yes/No	Hard copy of thesis required  Yes/No
1.			
2.			
3. (RESERVE EXAMINER)			

## iii. CERTIFICATION BY THE PRINCIPAL SUPERVISOR AND THE HEAD OF DEPARTMENT

I hereby certify that:

- I have ensured that the first two nominated examiners are willing to serve;
- I have informed the examiners of the University's policy and the University's practice on anonymity, thesis title and the nature of the research and other relevant academic information;
- I have not provided other personal information about the candidate to the nominated examiners.
- I hereby declare that to the best of my knowledge, all information about real/potential/perceived conflicts of interest has been disclosed. - Please attach a brief outline of the conflict of interests (if applicable)
- Unless otherwise indicated and supported with appropriate justification, the recommended examiners are not or have not been members of staff of Macquarie University, nor have they been involved in supervision or preparation of this thesis and have not acted in the capacity of external associate supervisor at any time.
- If the candidate has named any person they do not wish to examine the thesis, that person has not been nominated as an examiner.

Supervisor's Signature		Date	
Head of Department's Signature (or nominee)		Date	

## iv. CERTIFICATION BY THE ASSOCIATE DEAN (HDR) OF FACULTY

- The examination panel conforms to all the requirements of the Macquarie University Thesis Examination Policy
- The examination panel is approved

Associate Dean (HDR)'s Signature (or Faculty MRes Director)		Date	
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