**Part 1: Recommendation of Examiners Guidelines and Checklist**

**Important Note:** Please ensure that the checklist below is completed prior to submission of this form to the Office of Research and Innovation. **Incomplete forms will not be considered by the Board of Graduate Studies**. They will be returned to the Principal Supervisor for completion.

* Correct number of Examiners has been recommended:
	+ PhD and Research Professional Doctorate: 3 Examiners and 1 Reserve Examiner (total 4)
	+ Masters by Research: 2 Examiners and 1 Reserve Examiner (total 3)
* International Examiner has been included
* No Internal Examiners (or staff who have recently left CDU) have been recommended
* Each of the recommended Examiners meets the guidelines for Selection of Examiners as set out in the *HDR Examination Procedures* (<https://www.cdu.edu.au/governance/doclibrary/pro-028.pdf>):

• An Examiner shall normally hold a degree that is at least the equivalent of that for which he or she is appointed to examine a Candidate.

• An Examiner shall have a proven track record of research and/or scholarship in a field of study relevant to the subject matter on which the Thesis to be examined is based.

• An Examiner shall be active in research and/or scholarship at the time of acting as an Examiner.

• An Examiner shall be experienced in supervising and/or examining HDR candidates.

• An Examiner *must not be an employee* of the University at the time of appointment as an Examiner.

• The use of International Examiners is *strongly* encouraged. The exclusion of International Examiners from selection must be justified to the Board of Graduate Studies.

• The use of Internal Examiners is discouraged and should only be recommended in exceptional circumstances. If an Internal Examiner is recommended, a detailed justification must be submitted to the Board of Graduate Studies.

• An Examiner shall not have interests in common with the Candidate, the Principal Supervisor or the thesis project which could result in a conflict of interests or bias during the examination process.

• The Candidate may indicate in writing to the College Dean/Delegate, giving reasons, any person or persons who, in the opinion of the Candidate, would be inappropriate as Examiners.

• The view of a Candidate about an Examiner shall be openly considered by the College Dean or Delegate and referred to the DVCRI if a resolution is not reached.

* Each of the recommended Examiners has accepted the Principal Supervisor’s informal invitation to examine the Thesis.
* A CV has been attached for each of the recommended Examiners.
* Full Street Address and email address has been provided for each of the recommended Examiners.
* The Candidate has had the opportunity to provide the Supervisory Panel with a list of potential and potentially inappropriate examiners.
* The Candidate’s list of potentially inappropriate examiners and the justification for their nomination is attached to this form (If Applicable).
* The Principal Supervisor has signed in the appropriate place on the bottom of the form.

**Part 2: Recommendation of Examiners**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Number** |  | **Postal Address** |  |
| **Surname** |  | **Number and Street** **(or PO Box)** |  |
| **Given Names** |  |  |  |
| **Preferred Name** |  |  |  |
| **College** |  | **Suburb/Town** |  |
| **Principal Supervisor** |  | **State** |  | **Postcode** |  |  |  |  |
| **Associate Supervisors** |  | **Country****(if outside Australia)** |  |
|  |  | **Email** |  |
|  |  | **Submission Date****(D D M M Y Y Y Y)** |  |  |  |  |  |  |  |  |
|  |  |  |  |
| **Thesis Title** |  |
| **Course** | * **Doctor of Philosophy**
 | * **Professional Doctorate**
 | * **Masters by Research**
 |
| **This thesis satisfies** | * **Partial OR**
 | * **Full requirements of the degree**
 |
|  |  |  |  |
| **RECOMMENDED EXAMINERS**The following are recommended, and have been informally approached, to act as examiners for the above-named candidate:*(Provide details to explain the suitability of the nominees as examiners for the thesis)* |
| **Examiner’s Name** | **Full STREET address, contact numbers and email address** | **Position Held** | **Has informally accepted the Supervisor’s invitation** |
| **1** |  |  | * Yes
 |
| **Qualification:*** PhD
* Masters by Research

**CV Attached (Required)*** Yes
 | **Details of Suitability** *(provide evidence that the nominated Examiner meets the Guidelines)* |

|  |
| --- |
| **ENDORSEMENTS:** |
|  |  | **Name** | **Date** | **Signature** |
| **College Dean or Delegate:** | **Supported: 🞏Yes 🞏No** |  |  |  |
| **Note:** |  |
|  |  |  |  |
| **OFFICE USE ONLY**  |  |  |  |
| **CALLISTA** | **Updated 🞏** | **Student Notified 🞏** | **Date** | **Initials** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2** |  |  | * Yes
 |
| **Qualification:*** PhD
* Masters by Research

**CV Attached (Required)*** Yes
 | **Details of Suitability** *(provide evidence that the nominated Examiner meets the Guidelines)* |
| **3** |  |  | * Yes
 |
| **Qualification:*** PhD
* Masters by Research

**CV Attached (Required)*** Yes
 | **Details of Suitability** *(provide evidence that the nominated Examiner meets the Guidelines)* |
| **4** |  |  | * Yes
 |
| **Qualification:*** PhD
* Masters by Research

**CV Attached (Required)*** Yes
 | **Details of Suitability** *(provide evidence that the nominated Examiner meets the Guidelines)* |

|  |  |  |
| --- | --- | --- |
| **PRINCIPAL SUPERVISOR’S CONFIRMATION** |  |  |
|  | * All sections of the checklist on page 1 one have been appropriately covered.
* The Candidate has had the opportunity to provide details of any inappropriate examiners and this has been taken into consideration. (If the candidate provided details of any inappropriate examiners, please attach that information to this form when you submit it)
* All nominated Examiners have accepted an informal invitation to examine this thesis.
* All nominated Examiners meet the requirements as outlined in the Guidelines on page 1 and indicated in each examiner’s Details of Suitability.
* All required contact details have been provided, including CV, street address and email address for each nominated Examiner.
 |
| **Supervisor’s Signature:** |  | **Date:** |  |
|  |  |  |  |