

# GUIDELINES FOR EXAMINERS



## Section 1: General Information

The Graduate Research School will provide each examiner the following items examination:

- Thesis (Adobe PDF or link to multiple files)
- Examiner Report
- Information for HDR Examiners (as applicable)
- Honorarium Claim

The email will also include a link to the relevant course rules or handbook. Theses may contain multiple digital files, which will be sent as a OneDrive link.

### Thesis Length

The HDR thesis should not normally exceed 100,000 words for a Doctoral degree and should not normally exceed 50,000 for a Masters degree, considering discipline standards.

### Printed Copy

Should an examiner require a printed copy of the thesis, the request must be sent to the Graduate Research School on [hdrexam@une.edu.au](mailto:hdrexam@une.edu.au)

### More Information

More information about the examination process and requirements is available in the [HDR Thesis Submission and Examination Policy](#).

## Section 2: Time for Examination

Each examiner is given six (6) weeks to examine the HDR thesis unless an extension has already been agreed to. If during the examination this deadline is not possible, examiners are to contact the Graduate Research School as soon as possible to request an extension. Extension requests will be assessed on a case-by-case basis.

## Section 3: Conflicts of interest

During the selection of examiners all efforts would have been taken to avoid or manage any perceived or actual conflicts of interest. If an examiner identifies a conflict of interest in relation to the examination, the Graduate Research School must be notified.

## Section 4: Questions During Examination

All questions and/or concerns should be directed to the Graduate Research School by emailing [hdrexam@une.edu.au](mailto:hdrexam@une.edu.au).

We request that examiners do not contact either the supervisor(s) or candidates in relation to any material that is under examination. If an examiner requires clarification or has questions, these must be directed to the Graduate Research School.

## Section 5: Examiner's Report

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Each examiner is asked to submit a completed Examiner Report form to the Graduate Research School ([hdrexam@une.edu.au](mailto:hdrexam@une.edu.au)) addressing the criteria and a recommended outcome.

Each examiner is able to provide additional comments that merit comment but that aren't captured by the criteria (for example, relevance to policy or social contexts, potential implications of the work to other disciplinary or professional fields that the researcher may benefit from having highlighted, strength of argument, nuanced insights, elegance of writing, etc.).

## Section 6: Examiner Anonymity

Examiners may indicate to request anonymity on the Examiner Report form. By selecting this, the Graduate Research School will not release the examiner name or institution to the candidate once the examiner reports and outcome are released to the candidate, supervisor(s), and the Associate Dean, Research or delegate (for example HDR Coordinator).

## Section 7: Release of Examiner Reports

Once an examination outcome has been determined, copies of examiners' reports will be made available to candidate, supervisor(s), and the Associate Dean, Research or delegate (for example HDR Coordinator).

## Section 8: Annotated Thesis

To better assist the candidates, if examiner(s) wish to annotate the thesis, printed and/or digital format, this must be returned to the Graduate Research School for dissemination to the candidate.

## Section 9: Confidential Disposal

The thesis and all related items sent to the examiners are confidential documents and must not be disclosed.

All thesis and associated documents must be either destroyed or deleted from any computer storage system used by the examiner. If a printed thesis has been provided, this must either be returned to the Graduate Research School or confidentially destroyed.