This form is for the nomination of examiners for the examination of an HDR thesis and must be submitted one month prior to thesis submission. Supervisors are to send the completed form to - [hdrexam@une.edu.au](mailto:hdrexam@une.edu.au). Completed forms will be forwarded to the next available Graduate Research Examinations Board (GREB) meeting or by flying minute. More information about this form is available in the [HDR Thesis Submission and Examination Policy](https://policies.une.edu.au/document/view-current.php?id=526).

Section 1: Candidate Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Candidate’ Name** |  | | | | |
| **Student Number** |  | | **Degree** | | Choose an item. |
| **School/Unit** | Choose an item. | | **Expected Submission Date** | | Click or tap to enter a date. |
| **Thesis Title** |  | | | | |
| **Variation to Standard Examination** (if applicable) | | | | Choose an item. | |
| **Note**: If the examination is for a cotutelle/joint PhD or exhibition/performance, please include details. A confidential examination should only be used in circumstances such as Intellectual Property/commercial-in-confidence, sensitivity of research/participants/etc., either culturally or legally or a pending patent, if in doubt please consult the GRS.  **Details of Variation:** | | | | | |
| **Thesis Format** | | Choose an item. | | | |

|  |  |
| --- | --- |
| **Supervisors -** Please list all current supervisors, starting with the principal supervisor and naming the co-supervisor(s) including any adjunct or honorary co-supervisors. | |
| **Name** | **UNE/ Other Institution** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Section 2: Nominated Examiners

All nominated examiners must be in accordance to the HDR Thesis Submission and Examination Policy, HDR Thesis Submission and Examination Procedure, [GREC Terms of Reference](https://policies.une.edu.au/document/view-current.php?id=449).

As stipulated in the HDR Thesis Submission and Examination Policy, it is the responsibility of the Principal Supervisor to ascertain that potential examiners, not including the Reserve Examiner, are willing and able to examine, and that their agreement to examine has been obtained prior to submitting this form for approval.

Examiners from countries listed in the [Autonomous Sanctions Act 2011](https://www.legislation.gov.au/Details/C2016C00247) should not normally be considered.

|  |  |
| --- | --- |
| **Degree** | **Examiner Specifics** |
| Doctoral | Three examiners plus a reserve must be nominated |
| Master by Research | Two examiners plus a reserve must be nominated |

**Doctor of Philosophy (Innovation) and Master of Philosophy (Innovation) candidates** – The Principal Supervisor nominates:

* First examiner, an academic with industry/profession experience (a boundary spanner).
* Second examiner, a suitably qualified industry professional.
* Third examiner, an academic (not required for Master).
* Reserve examiner should be an academic, ideally with industry/professional experience.

|  |  |  |
| --- | --- | --- |
| **Examiner 1** | | |
| **Title** | | Choose an item. | | **Other** |  |
| **Given or First Name(s)** | | |  | | |
| **Surname or Family Name** | | |  | | |
| **Institution** | | |  | | |
| **Position** | | |  | | |
| **Email Address** | | |  | | |
| **Link to Staff Profile/ORCID iD/ other URL listing publications or research** | | |  | | |
| **SUITABILITY OF NOMINEE. Please provide justification why this nominee is suitable as examiner. Include information about publications, research expertise, reputation, and experience relevant to the thesis (approximately 100 words).** | | | | | |
|  | | | | | |
| **Two publications demonstrating the relevance of the prospective examiner’s research to the thesis.** | | | | | |
| **1.** |  | | | | |
| **2.** |  | | | | |

|  |  |  |
| --- | --- | --- |
| **Examiner 2** | | |
| **Title** | | Choose an item. | | **Other** |  |
| **Given or First Name(s)** | | |  | | |
| **Surname or Family Name** | | |  | | |
| **Institution** | | |  | | |
| **Position** | | |  | | |
| **Email Address** | | |  | | |
| **Link to Staff Profile/ORCID iD/ other URL listing publications or research** | | |  | | |
| **SUITABILITY OF NOMINEE. Please provide justification why this nominee is suitable as examiner. Include information about publications, research expertise, reputation, and experience relevant to the thesis (approximately 100 words).** | | | | | |
|  | | | | | |
| **Two publications demonstrating the relevance of the prospective examiner’s research to the thesis.** | | | | | |
| **1.** |  | | | | |
| **2.** |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Examiner 3**  Not required for Research Master degrees | | | |
| **Title** | | Choose an item. | | | **Other** |  |
| **Given or First Name(s)** | | |  | | | |
| **Surname or Family Name** | | |  | | | |
| **Institution** | | |  | | | |
| **Position** | | |  | | | |
| **Email Address** | | |  | | | |
| **Link to Staff Profile/ORCID iD/ other URL listing publications or research** | | |  | | | |
| **SUITABILITY OF NOMINEE. Please provide justification why this nominee is suitable as examiner. Include information about publications, research expertise, reputation, and experience relevant to the thesis (approximately 100 words).** | | | | | | |
|  | | | | | | |
| **Two publications demonstrating the relevance of the prospective examiner’s research to the thesis.** | | | | | | |
| **1.** |  | | | | | |
| **2.** |  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reserve Examiner\***  \*Does not need to be contacted prior to submission of the thesis | | | |
| **Title** | | Choose an item. | | | **Other** |  |
| **Given or First Name(s)** | | |  | | | |
| **Surname or Family Name** | | |  | | | |
| **Institution** | | |  | | | |
| **Position** | | |  | | | |
| **Email Address** | | |  | | | |
| **Link to Staff Profile/ORCID iD/ other URL listing publications or research** | | |  | | | |
| **SUITABILITY OF NOMINEE. Please provide justification why this nominee is suitable as examiner. Include information about publications, research expertise, reputation, and experience relevant to the thesis (approximately 100 words).** | | | | | | |
|  | | | | | | |
| **Two publications demonstrating the relevance of the prospective examiner’s research to the thesis.** | | | | | | |
| **1.** |  | | | | | |
| **2.** |  | | | | | |

Section 3: Conflict of Interest Declaration

Declaring all actual, perceived, or potential conflicts of interest ensures that every thesis is examined independently and is free from any perception of bias or preferential treatment. Please refer to the UNE [Conflicts of Interest](https://policies.une.edu.au/document/view-current.php?id=1) Policy and the [ACGR Conflict of Interest in Examination Guidelines](https://www.acgr.edu.au/wp-content/uploads/2018/09/ACGR-Conflict-of-Interest-in-Examination-Guidelines.pdf) for examples of potential conflicts of interest that may arise between examiner and various parties including the candidate, the supervisor, the University, the subject matter and another examiner. A declared potential conflict of interest does not automatically preclude a nominee being approved as a thesis examiner. The nature and severity of any conflict(s) of interest will be considered.

**If you select any of these categories, please provide further details in the section below.**

|  |  |
| --- | --- |
|  | Examiner has published with the candidate or supervisor(s) in the past five years |
|  | Examiner has co-supervised with the supervisor(s) in the past five years |
|  | Examiner holds a current grant or has applied for a grant with one or more of the supervisors |
|  | Examiner has, or has had, a close personal or professional relationship with the candidate or supervisor(s) |
|  | Examiner is or has been an employee or graduate of the University of New England (incl. Adjunct, Honorary, or Emeritus) in the past five years |
|  | Examiner works in the same school/institution as another nominated examiner |
|  | Other |
| **\*If yes, provide a justification that the examiners should still be used given the Conflict of Interest.** | |
|  | |

Section 5: Supervisor Certification

|  |  |
| --- | --- |
| **Supervisor Certification** | |
|  | I have read and understood UNE’s [Conflicts of Interest](https://policies.une.edu.au/document/view-current.php?id=1) policy and confirm that I have no actual, potential, or perceived conflicts with any of the nominated examiners. |
|  | I have discussed UNE’s conflict of interest policy with all members of the supervisory team and the candidate and all have confirmed that they have no actual, potential, or perceived conflicts of interest with any of the nominated examiners, other than those detailed above. |
|  | The identities of the nominated examiners listed in Section 2 have not and will not be revealed to the candidate until released by the Graduate Research School. |
|  | The candidate has confirmed that they do not currently or previously have had a working, personal, legal, professional, social or business relationship or other conflict of interest with any potential examiner mentioned or discussed. |
|  | The candidate is aware that if they do contact any of the potential examiners during examination that the examiner will no longer be eligible to examine and the candidate may be in breach of the Code of Conduct for Research Rule. |
|  | The candidate has confirmed they will not contact any of the examiners mentioned in any prior discussion about examiner selection with the candidate. |
|  | The supervision team will not contact any of the examiners during the examination process unless clearance has been given by the Graduate Research School. |
|  | All examiners except the Reserve examiner have confirmed their availability to examine. |
|  | All of the candidate’s current supervisors have been consulted about the nominated examiners and agree that examiners listed on this form are the most suitable and qualified to examine the output. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| **Principal Supervisor** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |
|  |  |  |  |  |  |  |
|  | | | | | | |
| **HRD Coordinator**  **Or Head of School** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |