

GUIDELINES FOR EXAMINERS

Traditional or Publication Format



General Information

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

- Thesis (Adobe PDF or link to multiple files)
- Examiner Report Form

Theses that exceed the email storage limit, or that contain multiple digital files will be sent as a OneDrive link.

Thesis Length

The HDR thesis word count should not normally exceed the word limits below, though discipline-specific standards may vary:

- 80,000 to 100,000 words for a Doctoral degree
- 40,000 to 50,000 words for a Masters degree

Honorarium Payment & Setup

Examiners are remunerated as follows:

- Doctoral degree: AUD\$390
- Masters by Research degree: AUD\$221

Examiners are required to complete the online [UNE Student and Staff Finance Registration form](#) before submitting their examination report to ensure timely payment processing.

Instructions:

Complete the online UNE Student and Staff Registration form:

1. Applicant Type (select) – Community Member
Reason for Request (type) – HDR Examiner
2. Bank Account Location (select)
3. Personal Contact Details – complete
4. Bank Details – complete and upload supporting document
5. UNE Contact
UNE Staff contact name – Graduate Research School
UNE Staff email address – grs-exam@une.edu.au

Click the “Next Page” button

You will receive an email from our Finance Department once your registration is complete. This email will include your supplier number, which is required for payment processing.

Important: When submitting your examination report, please include your supplier number in the body of the email to ensure timely payment.

More Information

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

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Time for Examination

Examiners are allocated six (6) weeks to complete the thesis examination, unless an alternative timeframe has been agreed upon in advance. If an examiner requires additional time, they should contact the Graduate Research School as soon as possible to request an extension. The Graduate Research School can administratively approve extensions of up to four (4) weeks.

Conflicts of interest

Conflicts of interest are carefully considered during the examiner selection process. Should an examiner identify any actual or perceived conflict of interest in relation to the examination, they are required to notify the Graduate Research School as soon as possible.

Questions During Examination

Examiners must not contact the candidate or their supervisor(s) regarding any aspect of the thesis under examination. This is essential to maintain examination integrity and independence.

All questions, clarifications, or concerns must be directed to the Graduate Research School at grs-exam@une.edu.au.

Examiner's Report

Each examiner is asked to submit a completed Examiner Report form to the Graduate Research School addressing the following criteria and a recommended outcome:

- The degree to which the candidate shows sufficient familiarity with, and understanding of, the relevant literature and/or professional context of practice;
- The degree to which the thesis provides a sufficiently comprehensive investigation of the topic;
- The degree to which the methods and technique adopted are appropriate to the subject matter and are they applied suitably;
- The extent to which the results are set out clearly and logically and accompanied by adequate exposition and interpretation;
- The extent to which the conclusions and implications are developed appropriately and linked clearly to the nature and content of the research framework and finding;
- The degree to which the literary quality and general presentation of the thesis are of a suitably high standard; and
- Doctoral Only - The degree to which the thesis as a whole constitutes a substantive original contribution to knowledge in the subject area with which it deals.

Examiners may include additional comments 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, strength of argument, nuanced insights, etc.).

Release of Examiner Reports

Once an examination outcome has been determined, copies of examiners' reports will be made available to candidate, supervisor(s), and all relevant parties.

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Examiner Anonymity

Examiners may request anonymity on the Examiner Report form. By selecting this, the Graduate Research School will not release the examiner's name or institution to the candidate.

Confidential Disposal

The thesis and all related examination materials are confidential and must not be disclosed to any third party. Upon completion of the examination, examiners must either destroy all hard copy materials or permanently delete all electronic files from their computer storage systems

Examiner's Recommendation and Outcome

The Examiner Report Form includes various outcome options. However, only the outcomes relevant to the specific degree type being examined will be presented to the examiner

Award	<p>The thesis meets all required standards and the degree can be awarded as presented. There are no errors or omissions requiring amendment or further examination. The candidate may make typographical corrections as specified by the examiner prior to final submission of the thesis for award</p>
Amendments	<p>The thesis requires amendments, additions, or revisions as specified by the examiner. The candidate can be awarded the degree subject to making the specified amendments, which must be reviewed and verified by the Principal Supervisor and the Head of School or delegate. The candidate has up to six (6) months to submit their amended thesis.</p> <p>Some Examiner Report forms distinguish between minor and major amendments with different timeframes. Minor amendments involve revisions that do not materially affect the thesis argument and outcomes and must be completed within three (3) months. Major amendments involve significant structural changes, substantial additions, or major rewriting and must be completed within six (6) months. In both cases, amendments must be reviewed and verified by the Principal Supervisor and the Head of School or delegate before the degree can be awarded</p>
Re-Examination	<p>The thesis does not yet meet the required standards and cannot be awarded without substantial revision and re-examination. The thesis requires significant structural and/or content changes that cannot be adequately overseen by the supervision team alone. The candidate must complete a further period of research and/or writing of up to twelve (12) months and submit a revised thesis that addresses all concerns raised in the examination reports.</p> <p>The revised thesis will be sent to the original examiners for re-assessment if they are available; otherwise, replacement examiners will be sourced and approved by the Graduate Research Committee. All re-examiners will be provided with copies of the original examination reports to ensure continuity in the assessment process. A revised thesis may only be submitted for re-examination once.</p>

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Non-Award/Fail	<p>The thesis has substantive, irredeemable flaws in scholarship, research or argumentation that render it inadequate for the award of a higher degree by research.</p> <p>Non-Award/Fail is normally only available following a revise and resubmit outcome. Please refer to the Examiner Report form for possible examination outcomes.</p> <p>Note: This option is not always available during primary examination.</p>
Award Master by Research Degree (Doctoral Only)	<p>The candidate has not demonstrated a contribution to knowledge of sufficient significance or originality for a Doctoral degree but meets the standard expected for a Masters by Research degree. The candidate may be required to undertake revisions as specified in the examination reports prior to the award of the Masters by Research degree.</p> <p>This outcome is only available for Doctoral thesis examinations. Please refer to the Examiner Report form for all possible examination outcomes relevant to the degree being examined.</p>

Examiners Consult to Achieve Consensus (Re-examination Outcome)

Following revision and resubmission, the Graduate Research Committee considers all examiners' reports and recommendations. Where divergent examiner recommendations prevent a clear outcome, the Graduate Research School may facilitate a consultation process. Examiners will be asked to review de-identified reports from their co-examiners and consult to reach consensus on a final outcome.

Thesis by Publication & Authorship of Publication

Candidates must be the primary or equal co-author of all published/publishable works included in their thesis by publication. There are two presentation formats permitted by UNE:

1. Published/publishable works integrated within thesis chapters
2. Published/publishable works included in appendices only

Published work refers to manuscripts accepted or published by a publisher; publishable work refers to manuscripts submitted but not yet accepted.

Co-authorship declaration forms must be included at the end of each relevant chapter or chapter referencing appendix materials

- Combined Statement of Authors' Contribution & Originality Form.