TO: Head, Department of __________________________

FROM: Graduate Studies Officer

DATE: __________________________

SUBJECT: NOMINATION OF EXAMINERS:- CANDIDATURE EXPIRED ON OR AFTER 1.1.1995

The student whose name appears overleaf has notified me of his/her intention to submit his/her thesis on ____________.

The student's candidature expired on ____________.

1. Department’s confirmation

Under current policy, before such a thesis can be accepted for examination, the department has to confirm that: (1) the completed thesis has been presented and is satisfactory to the Department; and (2) the completed thesis has not departed from the field of study which was being pursued before the candidature lapsed.

2. Nomination of examiners

Please nominate at least four examiners (if possible) in order of preference and forward their names to me as soon as possible. The FULL names (including the first and middle names, for Australian examiners only, for taxation purposes) and addresses (including fax numbers and e-mail, if available) should be provided. If a nominated examiner is from overseas, please provide a street address. The courier service provided, DHL, is unable to deliver parcels to a P O Box address.

In the case of PhD, all of the examiners should be external to this University. In the case of Master, the nomination of examiners shall be as specified by the relevant course rules. In all cases, at least one of the two examiners appointed must be employed by a tertiary institution. If any examiner(s) nominated are NOT employed by a tertiary institution, please provide information (under the “Comments” column overleaf) about the nominated examiner’s current employment; research experience; experience as an examiner of *PhD/*Master theses; and experience as a supervisor of *PhD/*Master candidates: If neither examiner is employed by a tertiary institution, then the names (and supporting information) shall be considered by the relevant Higher Degrees Committee/Postgraduate Studies Committee and approved by the Board of Research Education and Development before the thesis examination can proceed.

In order to shorten the turn-around time of the examination process, you are encouraged to make contact (preferably by e-mail, telephone or fax) with the proposed examiners in order to obtain their agreement to examine the thesis. If you have obtained their agreement, please indicate in the “Comments” box overleaf.

3. Submission after the candidature expiry date.

Under current University policy, a candidate may present the completed thesis to the Department for reading once only within two years from the date of expiry of candidature without financial penalty. A late fee of $500 for PhD and $250 for Master is applicable for any subsequent submission within the two year period and any submission after the two year period. In addition, approval of the Board of Research Education and Development is required for any submission outside the two year period. Please note that the late fee is intended to compensate departments for the anticipated additional resources expended in the reading of the completed thesis and in other related work. This ruling applies only to a candidature which expired on or after 1 January 1995. You are asked to indicate overleaf if you support this student’s thesis being accepted for examination and if you wish to have the late fee waived (if applicable).

4. Objection to Nomination of Particular Examiner(s)

(\(\text{The following statement is applicable only when “ticked”}\).) 

☐ The student has also informed me that he/she objects to the appointment of __________________________.

Please advance reasons (on a separate sheet of paper) for your choice of examiners if it conflicts with the student's objection.

In the interests of maintaining the confidentiality of examiners and protecting the integrity of the examination process, examiners’ names must not be released to the candidate before the completion of the examination process (ie. until the Board of Research Education and Development has approved the result of the examination). Should an examiner indicate that he/she wishes to remain anonymous, his/her identity must never be revealed to the candidate.

Thank you.

Graduate Studies Officer
Strictly Confidential

NOMINATION OF EXAMINERS
(Candidature expired on or after 1.1.1995)

<table>
<thead>
<tr>
<th>Name of Candidate:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree for which enrolled:</td>
<td>Candidature expiry date:</td>
</tr>
</tbody>
</table>

I confirm that the supervisor(s) have read the completed thesis presented to us by the above candidate and
- it has not departed from the field of study being pursued prior to the expiry of his/her candidature; and
- it is satisfactory to the Department and can be accepted for examination.

(The following is relevant only if the late fee is applicable. See notes under 3, overleaf. Please “4” the appropriate box.)

I recommend that the late fee
- [ ] be waived;
- [ ] not be waived; and I attach a statement giving the department’s reason(s) for this recommendation about the late fee.

In consultation with the supervisor(s), I nominate the following examiners in order of preference:

<table>
<thead>
<tr>
<th>Examiner’s name (including first and middle names for Australian examiners)</th>
<th>Address (including tel. &amp; fax. nos. &amp; e-mail addresses. If the nominated examiner is from overseas, please provide a street address to facilitate courier delivery.)</th>
<th>Comments (Current policy allows examiners 4 weeks to examine the thesis. If more time is required, please specify below.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This person has agreed to examine the thesis</td>
<td>YES [ ] NO [ ]</td>
<td>Please note that if the “no” box is ticked, Graduate Studies will issue a formal invitation. Other comments:</td>
</tr>
<tr>
<td>Reserve.</td>
<td>This person has agreed to examine the thesis</td>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Reserve.</td>
<td>This person has agreed to examine the thesis</td>
<td>YES [ ] NO [ ]</td>
</tr>
</tbody>
</table>

Head of Department’s Signature

Date

pc/29/05/2001/J2