The Nomination of Examiner form should be filled in by the student at least 2 months prior to submission, and should be done in consultation with their supervisory panel.

For this form you will need to provide the following information:

- A minimum of 2 examiners to be nominated (these can come from the potential list filled in by your student)

The form is broken down into 3 sections:

- Candidature Details
- Examiner Details
- Decision Summary

Candidature Details are populated by the system. This is for your information.

Examiner Details requires you to identify **a minimum of 2 nominated examiners** (Some faculties require 3 examiners, please refer to your faculties procedure).

Step 1. Click on the examiners you wish to nominate.

Step 2. When you click on the examiner their details will expand. Scroll down to the Principal supervisor section and answer the question.

Step 3. If you select Yes, several new questions will appear about the examiner. Please answer **all** questions.

NOTE: that for section 3A, you will need to complete the Examiner Research Risk Check List (ERRCL) form *and combine the completed form with evidence of the examiner's agreement into one document to upload it to this section.*

Step 4. The final question is the Principal supervisor conflict of interest declaration. Once you have completed this section click **Save.**

NOTE: If you do not wish to nominate an examiner please click No, as below, and provide an explanation.

Status: Under Review **Enrolment Status:** ADM - Admitted **Workflow State:** [SUP] Supervisor Review	

Pages

General Information

✔ Instructions to Supervisor

Request Summary

▸ Candidate Summary

Examiner Nominations

▸ **Examiner Details**

=== Principal supervisor section ===

I would like to nominate this person as an examiner and they have agreed to examine this thesis

○ Yes

◉ No ◀

Reason examiner was not nominated as an examiner of this thesis

In the **Decision Summary** you can check the table that all details are correct and that the correct examiners have been nominated.

Once you are satisfied click on the **Submit to RO** button in the Actions pane, on the upper right-hand side of the screen.

Decision Summary

When clicked this form will go to your research office. →

Nominated examiner	↑	Examiner no.	Nominated	Approved	Appointed	Processed	Status
▸ Dr Julie D Choi		Not Specified					

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Actions

Save

Submit to RO

Withdraw Form

RO Reviewer

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Reports

---- Supervisor summary ----

I declare that my request is in accordance with the relevant rules and related policies, procedures and guidelines.

☐ I agree

Nominating an examiner who is not listed

(Please skip this section if you are satisfied with the list of examiners provided by the student)

If you would like to nominate an examiner who is not listed you add them to a table within the page.

Step A. To add an examiner, click on the **Add** button. This will open a popup.

⌃ Template Name: Nomination Of Examiners V1.4 | EForm Page: Examiner Details - Supervisor Review

Status: Under Review **Enrolment Status:** ADM - Admitted **Workflow State:** [SUP] Supervisor Review

Pages

General Information

✔ Instructions to Supervisor

Request Summary

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Examiner Nominations

❗ **Examiner Details – Supervisor Review**

Review Summary

▸ Decision Summary

Examiner details

Add		◀		**Step A.**			

	Nominated e... ↑	Examiner no.	Nominated	Approved	Appointed	Processed	Status	
▸	Adj/Prof A B	Not Specified	No					🗑
▸	Distinguished P...	Not Specified						🗑
▸	Prof Albus Dum...	Not Specified	Yes					🗑
▸	Prof Luna the B...	Not Specified						🗑

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Step B. Please click on the **Add External Person** button in the Add Examiner popup. This is in an important step to update your potential examiners details.

Step C. In Examiner Details there will be a blank record for you to fill out. Please answer **all** questions in the blank record until you reach the end of the principal supervisor section then please refer to Steps 2-4 above.

Repeat steps A, B, and C until you have added the number of examiners required.

Once you have nominated the examiners click **I Agree** in below the table.

In the **Decision Summary** you can check the table that all details are correct and that the correct examiners have been nominated.

Once you are satisfied click on the **Submit to RO** button in the Actions pane, on the upper right-hand side of the screen.

The completed form will go to:

- RO
- RAO
- GR