



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.

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: Examiner details

General Information

Instructions to Supervisor

Request Summary

Candidature Summary

Examiner Nominations

Examiner Details - Supervisor Review

Review Summary

Decision Summary

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

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Please make sure you have nominated at least 2 examiners before submitting. Review comments provided from the Decision Summary page.

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

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Examiner Details - Supervisor Review

Please click **Save** in the right hand action menu to close this sub-form and add another continue with your request.

This is the end of student section.

=== Principal supervisor section ===

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

Yes No

Step 2.

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

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Pages

- General Information
- ✓ Instructions to Supervisor
- Request Summary
- Candidature Summary
- Examiner Nominations
- **Examiner Details - Supervisor Review**
- Review Summary
- Decision Summary

Principal supervisor section

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

Yes **Step 3.**
 No

Nominated date
13/03/2025

Please upload a completed [Examiner Research Risk Check List \(ERRCL\) form](#) and evidence of the thesis examiner's agreement to examine the thesis (e.g. email correspondence).

[ERRCL and Examiner Agreement.pdf](#) **Step 3A.**

Thesis format requested
-- Please Select --

Examiner qualifications

Highest qualification (degree)
PhD

Is the nominee at a tertiary institution or holds a research related position?
 Yes
 No

Holds qualifications at least at the level of the thesis being examined?
 Yes
 No

Does nominee have experience as an examiner?
 Yes
 No

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**.

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Principal supervisor conflict of interest declaration

Please refer to the [ACGR](#) for further guidance.
I declare:
 Yes, there is a conflict
 No, there is no conflict **Step 4.**

Principal supervisor additional comments

Please click **Save** in the right hand action menu to close this sub-form and add another potential examiner or continue with your request.

Actions

- Save**
- Submit to RO
- Withdraw Form
- RO Reviewer
- View History
- View Options

End of supervisor section.

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

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.

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

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.

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					

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.

Add Examiners

Search ...

Ecode
Q
000000001
103871
PER0091065
PER0091059
PER0091081

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0 item(s) selected

Add Selected Add External Person

Step B.

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.

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STEP C.

Student section

Examiner details

Preferred title

-- Please Select --

Preferred first name

Preferred middle name

Preferred last name

Preferred full name *

Examiner employment details

Current position *

Current institution

Examiner contact and profile details

Email address *

Examiner institutional profile URL (enter web link to institution profile of potential examiner) or ORCID

Student conflict of interest declarations for this examiner

Please refer to the [ACGR](#) for further guidance.

Do you have a perceived conflict of interest with this examiner? *

Yes

No

Added as potential examiner date

19/03/2025

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.

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Examiner details

Add

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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Please make sure you have nominated at least 2 examiners before submitting. Review comments provided from the **Decision Summary** page.

When you are satisfied, please click on **'Submit RO'** from the right-hand menu. If there are multiple Research Officers in your faculty, the system will ask you to click on **'RO Reviewer'** and delete unwanted staff before you can submit the form.

I am signing this form on behalf of the supervisory panel and declare that my request is in accordance with the relevant [rules and related policies, procedures and guidelines](#).

I agree

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.

ResearchMaster

Home Course Variations Search 143876: Mr. Edward Henry York

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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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Supervisor summary

I declare that my request is in accordance with the relevant [rules and related policies, procedures and guidelines](#).

I agree

Actions

- View
- Submit to RO**
- Withdraw Form
- RO Reviewer
- View History
- Reports

The completed form will go to:

- RO
- RAO
- GR

