



Use this form is when you are approaching the examination of your thesis. You should fill this form in at least 2 months prior to submission, and should be done in consultation with your supervisory panel.

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

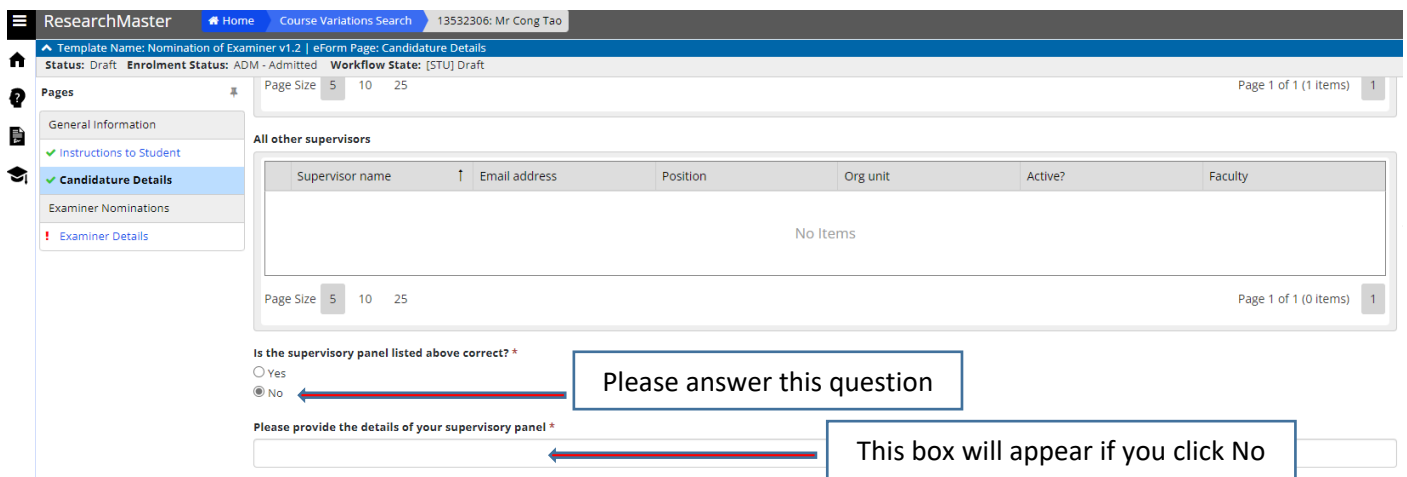
- A minimum of 4 potential examiners

The form is broken down into 2 sections:

- Candidature Details
- Examiner Details

Candidature Details are populated by the system. You should go through the details and ensure they are all up-to-date.

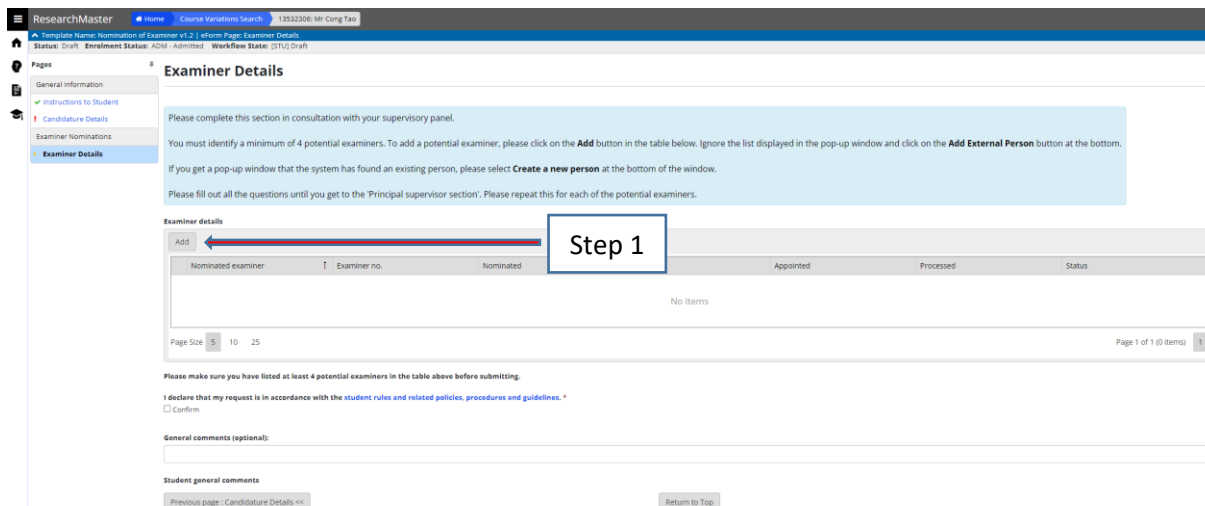
Towards the end of the page you will be asked if your supervisory panel is correct. If it is not please select No, and then provide the details of your supervisory panel in the text box that appears. Your faculty will be notified to initiate a change of supervisor process. This form will then close, you will be contacted by faculty to start a new form when you receive an outcome. The below screen is an example of what you see if select No.



Examiner Details requires you to identify a minimum of 4 potential examiners, and add them to a table within the page. This section should be filled out in consultation with your supervisory panel.

To add an examiner follow the below steps.

Step 1. Click on the **Add** button. A popup will open.





Step 2. Please click on the **Add External Person** button in the Add Examiner popup. This is an important step to update your potential examiners details.

Add Examiners

Search ...

Ecode

Q

000000001

103871

PER0091065

PER0091059

PER0091081

Page Size 5 10 25

0 Item(s) selected

Add Selected Add External Person

Step 2

Step 3. In Examiner Details there will be a blank record. Fill out the record until you reach the end of the student section.

ResearchMaster Home Course Variations Search 13532306: Mr Cong Tao

Template Name: Nomination of Examiner v1.2 | eForm Page: Examiner Details

Status: Draft Enrolment Status: ADM - Admitted Workflow State: [STU] Draft

Pages

- General Information
- Instructions to Student
- Candidature Details
- Examiner Nominations
- Examiner Details

Examiner details

Add

Nominated examiner	Examiner no.	Nominated	Approved

Add

=== 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

Step 3

Repeat steps 1-3 until you have added a minimum of 4 examiners.



Step 4. Check the confirm box under the declaration (see the below screen).

Step 5. To submit the form click the Submit button in the Actions panel on the top right side of the page

Examiner Details

Please complete this section in consultation with your supervisory panel.

You must identify a minimum of 4 potential examiners. To add a potential examiner, please click on the **Add** button in the table below. Ignore the list displayed in the pop-up window and click on the **Add External Person** button at the bottom.

If you get a pop-up window that the system has found an existing person, please select **Create a new person** at the bottom of the window.

Please fill out all the questions until you get to the 'Principal supervisor section'. Please repeat this for each of the potential examiners.

Examiner details

Add

Nominated examiner	Examiner no.	Nominated	Approved	Appointed	Processed	Status	N.
Prof Dr z z z							

Page Size 5 10 25 Page 1 of 1 (1 Items)

Please make sure you have listed at least 4 potential examiners in the table above before submitting.

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

Confirm

Step 5 →

Actions: Save, **Submit**, Delete Form, Reports

Step 4 ←

The completed form will go to:

- Your supervisor
- RO
- RAO
- GRS