



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.

ResearchMaster | Home | Course Variations Search | 13532306: Mr Cong Tao

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

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

Pages: General Information, Instructions to Supervisor, Request Summary, Candidature Summary, Examiner Nominations, **Examiner Details**, Review Summary, Decision Summary

You should see **Yes** under **Nominated** for those you have nominated. When you are satisfied, please select **Submit to RO** from the right hand menu.

If there is an error in the list, please contact the student by email and amend the list, as there is no option to return this form to the student. Or click Withdraw Form and the student must start a new form.

Examiner details

| Nominated examiner | Examiner no.  | Nominated | Approved | Appointed | Processed |
|--------------------|---------------|-----------|----------|-----------|-----------|
| A/Prof John Doe    | Not Specified |           |          |           |           |
| A/Prof Paul Hogan  | Not Specified |           |          |           |           |
| Dr Julie D Choi    | Not Specified |           |          |           |           |

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

ResearchMaster | Home | Course Variations Search | 143876: Mr Edward Henry York

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

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

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

**ResearchMaster** | Home | Course Variations Search | 13532306: Mr Cong Tao

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

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

**Pages**

- General Information
- Instructions to Supervisor
- Request Summary
- Candidature Summary
- Examiner Nominations
- Examiner Details**
- 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  
31/03/2022

Please upload evidence of agreement, e.g. email correspondence

No file  
Select file or Drop file here

Thesis format requested  
-- Please select --

**=== Examiner qualifications ===**

Highest qualification (degree)

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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Has expertise in research field?

☒ Yes

☐ No

Expertise details

Please upload supporting documentation (eg. CV)

No file  
Select file or Drop file here

**=== 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

Principal supervisor additional comments

**Actions**

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

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

**ResearchMaster** | Home | Course Variations Search | 13532306: Mr Cong Tao

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

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**Pages**

- General Information
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- Review Summary
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**=== 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**

## 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.

ResearchMaster Home Course Variations Search 13532306: Mr Cong Tao

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

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

Pages You should see **Yes** under **Nominated** for those you have nominated. When you are satisfied, please select **Submit to RO** from the right hand menu.

If there is an error in the list, please contact the student by email and amend the list, as there is no option to return this form to the student. Or click Withdraw Form and the student must start a new form.

Examiner details

Add

| Nominated examiner | Examiner no.  | Nominated | Approved | Appointed | Processed | Status |  |
|--------------------|---------------|-----------|----------|-----------|-----------|--------|--|
| A/Prof John Doe    | Not Specified |           |          |           |           |        |  |
| A/Prof Paul Hogan  | Not Specified |           |          |           |           |        |  |
| Dr Julie D Choi    | Not Specified |           |          |           |           |        |  |

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Step B. 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

0000000001

103871

PER0091065

PER0091059

PER0091081

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0 item(s) selected

Add Selected Add External Person Add Existing

Step B.

ResearchMaster

HomeCourse Variations Search143876: Mr Edward Henry York

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

Status: Under ReviewEnrolment Status: ADM - AdmittedWorkflow State: [SUP] Supervisor Review

Pages

General Information

Instructions to Supervisor

Request Summary

Candidature Summary

Examiner Nominations

Examiner Details

Review Summary

Decision Summary

=== 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

22/03/2022

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

**ResearchMaster** | Home | Course Variations Search | 143876: Mr Edward Henry York

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

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

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**Pages**

- General Information
- Instructions to Supervisor
- Request Summary
- Candidate Summary
- Examiner Nominations
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- Review Summary
- Decision Summary

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As part of the examination process you must nominate at least 2 examiners. The list of potential examiners must have a minimum of 4 examiners. As part of

To nominate examiners, click on the name of the examiner you wish to nominate from the potential list below. This will open up the examiner record. Please nominating, you are not required to take any action. Please make sure you fill in **all** questions under each nominated examiner until you get to the 'RAO section', an

If you would like to nominate an examiner who is not listed, please click the **Add** button in the table below. Ignore the list displayed in the pop-up window as found 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 'RAO section', an

You should see **Yes under Nominated** for those you have nominated. When you are satisfied, please select **Submit to RAO** from the right hand menu.

If there is an error in the list, please contact the student by email and amend the list, as there is no option to return this form to the student. Or click Withdr

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**Examiner details**

| Add                |   |               |           |          |      |
|--------------------|---|---------------|-----------|----------|------|
| Nominated examiner | 1 | Examiner no.  | Nominated | Approved | Appr |
| Dr Julie D Choi    |   | 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 RAO'** from the right-hand menu. If there are multiple Research Officers in your faculty, the system will ask you to click on **"RO Rev**

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

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

Status: Under Review Enrollment Status: ADM - Admitted Workflow State: (SUP) Supervisor Review

Pages

General Information

Instructions to Supervisor

Request Summary

Candidature Summary

Examiner Nominations

Examiner Details

Review Summary

Decision Summary

When clicked this form will go to your research office.

Actions

Save

Submit to RO

Withdraw Form

RO Reviewer

View History

Reports

| 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

The completed form will go to:

- RO
- RAO
- GRS