



Help guide Request New Examiner form (Supervisors)

Your Research Officer (RO) will send you a Request New Examiner form when you are required to nominate one/more examiner(s). The **Examiner Details** page contains information regarding the request.

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

- Details of the new examiner(s)

The form is broken down into 2 sections:

- Candidature Summary
- Examiner Details

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

You can nominate a new examiner(s) on the **Examiner Details** page. This page is broken into 3 sections, **List A, B, and C**.

At the top of the page, you will see details of the request.

The screenshot shows the 'Examiner Details' page in ResearchMaster. A red box highlights a message: 'Your Research Officer has requested you to nominate a new/additional examiner for the reasons below. There is a conflict for Prof a a'. A blue callout box on the right contains the text: 'This is the reason why a new examiner(s) has been requested'.

List A is the list of examiners that you and the student have previously listed.

The screenshot shows the 'List A - Examiners previously chosen' section. It includes a legend for the status of examiners and a table of previously nominated examiners.

The legend states: 'The list of examiners previously nominated is displayed here for your information only. Description of the status below:'

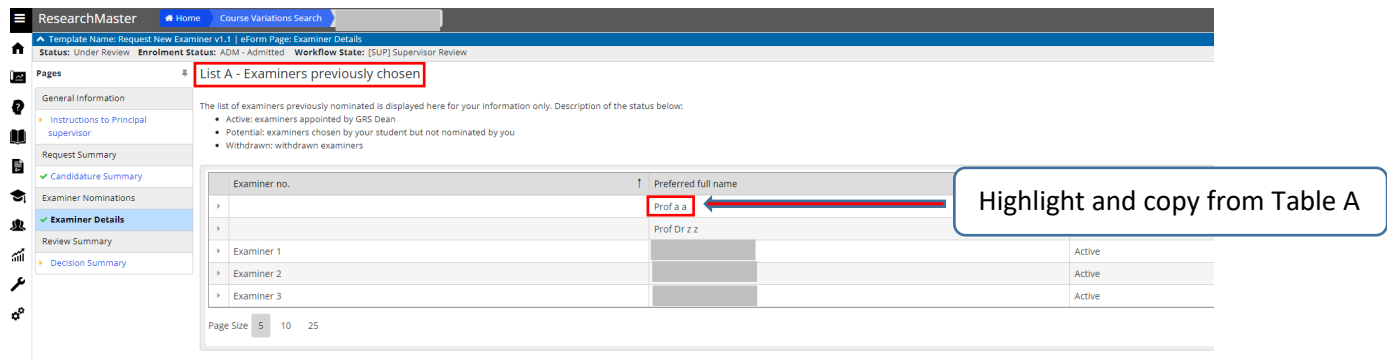
- Active: examiners appointed by GRS Dean
- Potential: examiners chosen by your student but not nominated by you
- Withdrawn: withdrawn examiners

Examiner no.	Preferred full name	Status
>	Prof a a	Potential
>	Prof Dr z z	Active
> Examiner 1		Active
> Examiner 2		Active
> Examiner 3		Active

Page Size: 5 10 25

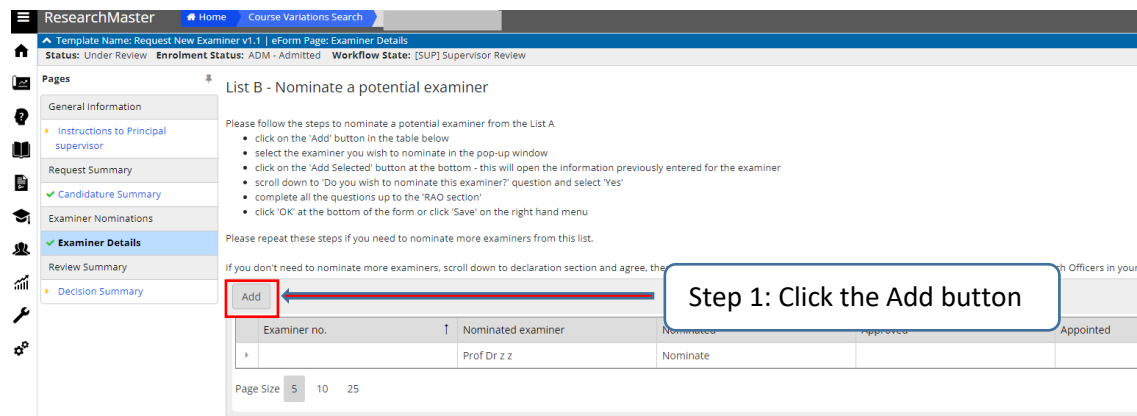
Depending on who you will be nominating you will either use **List B** or **List C** or both. If you are nominating an examiner(s) who was already in **List A**, please follow the instructions for **List B**. If you are nominating a new examiner(s) please follow the instructions for **List C**.

List B is where you go to nominate a potential examiner(s) from **List A**. Please copy the name of the examiner(s) you wish to nominate from **List A** and paste in the search field for **List B**.



To nominate an examiner in **List B** follow the steps below.

Step 1: Click the **Add** button.

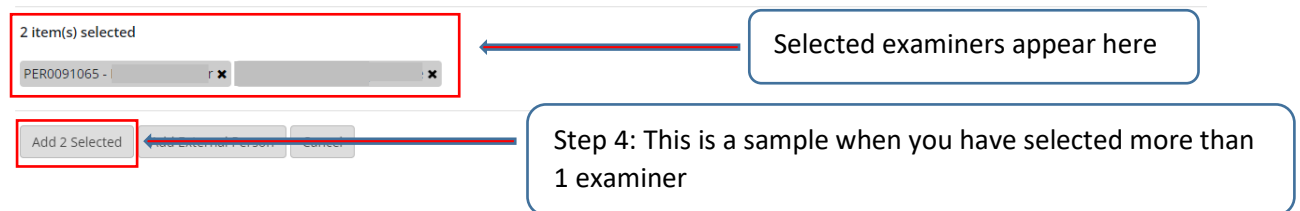
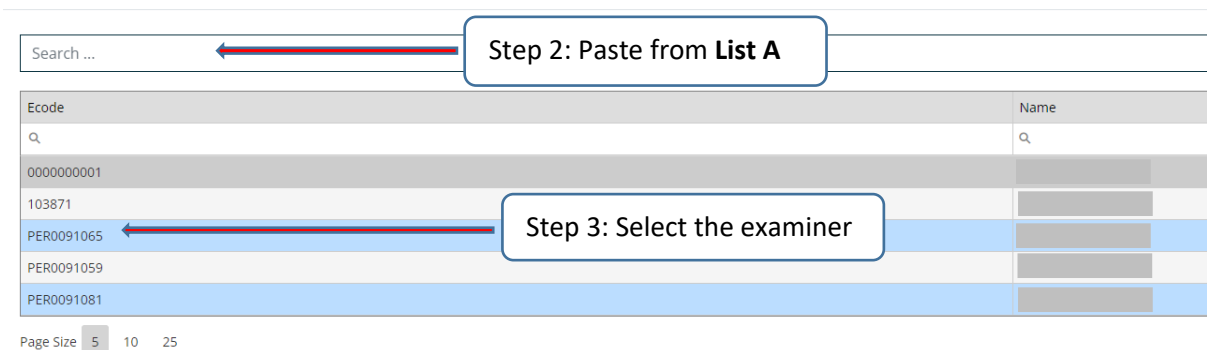


Step 2: A search pop up will appear, please paste the name from **List A**.

Step 3: Select the examiner(s) name. The examiner(s) will appear below the table under **item(s) selected** (see the below screen).

Step 4: Once you have selected the new examiner(s) select the **Add Selected** button.

Add Examiners



Step 5: The pop up will close down and the details of the new examiner(s) will appear in the **List B** table. Check the details of the examiner(s) and then scroll down to the question at the end of the **Examiner details** section, and select **Nominate**.

ResearchMaster | Home | Course Variations Search

Template Name: Request New Examiner v1.1 | eForm Page: Examiner Details

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

Pages: List B - Nominate a potential examiner

General Information

- Instructions to Principal supervisor
- Request Summary
- Candidature Summary
- Examiner Nominations
- Examiner Details**
- Review Summary
- Decision Summary

Please follow the steps to nominate a potential examiner from the List A

- click on the 'Add' button in the table below
- select the examiner you wish to nominate in the pop-up window
- click on the 'Add Selected' button at the bottom - this will open the information previously entered for the examiner
- scroll down to 'Do you wish to nominate this examiner?' question and select 'Yes'
- complete all the questions up to the 'RAO section'
- click 'OK' at the bottom of the form or click 'Save' on the right hand menu

Please repeat these steps if you need to nominate more examiners from this list.

If you don't need to nominate more examiners, scroll down to declaration section and agree, then click on 'Proceed to RO Review' on the right hand menu. If there

Examiner no.	Nominated examiner	Nominated	Approved
+			

Add

=== Examiner details ===

Preferred title
Prof

Preferred first name

Preferred middle name

Preferred last name

Preferred full name *
Prof

Do you wish to nominate this examiner? *

Withdraw

Nominate

Step 5: Select **Nominate**

Step 6: The **List B** table will populate with a series of questions to answer under the heading **Principal supervisor section** and the **Principal supervisor conflict of interest declaration**. Please answer all of the questions (see the screenshot below).

ResearchMaster | Home | Course Variations Search

Template Name: Request New Examiner v1.1 | eForm Page: Examiner Details

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

Pages: Preferred full name *

General Information

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- Request Summary
- Candidature Summary
- Examiner Nominations
- Examiner Details**
- Review Summary
- Decision Summary

do you wish to nominate this examiner? *

Withdraw

Nominate

=== Principal supervisor section ===

Nominated date
22/03/2022

Thesis format requested
Please select

=== Educational qualifications ===

Highest qualification (degree)

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

Has experience in research field?

Yes

No

=== Principal supervisor conflict of interest declaration ===

Is there a conflict of interest with this nominee? Please refer to the [ACCR](#) for further guidance

Yes

No

Principal supervisor additional comments

Actions

- Save**
- Proceed to RO Review
- Withdraw Application
- RO Reviewer
- View History
- Reports

Step 6: Answer all of these questions then select **Save**

Step 7: Once you have selected the **Save** button, the **List B** table will show the new examiner(s) as **Nominate** in the **Nominated** column. If you have no further examiners to add, please go to the instructions on page 7 of this document for the **Decision Summary** instructions.

ResearchMaster - Home - Course Variations Search

Template Name: Request New Examiner v1.1 | Form Page: Examiner Details

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

Pages: List B - Nominate a potential examiner

General Information

Please follow the steps to nominate a potential examiner from the List A

- copy the name of the examiner you wish to nominate from List A
- click on the 'Add' button in the table below
- paste the copied examiner's name in the search field for List B, you will find the examiner's name
- click on the 'Add Selected' button at the bottom - this will open the information previously entered for the examiner
- scroll down to 'Do you wish to nominate this examiner?' question and select 'yes'
- complete all the questions up to the 'RAO section'
- click 'OK' at the bottom of the form or click 'Save' on the right hand menu

Please repeat these steps if you need to nominate more examiners from this list.

If you don't need to nominate more examiners, scroll down to declaration section and agree, then click on 'Proceed to RO Review' on 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.

Examiner no.	Nominated examiner	Nominated	Approved	Appointed	Status	Processed
	Prof a a	Nominate				
	Prof Dr z z	Nominate				
	Examiner 2	Nominate				

Page Size 5 10 25

Step 7: When saved, the examiner will show as **Nominate**

List C is where you go to nominate an examiner(s) who was not previously listed.

To nominate an examiner(s) in **List C** follow the steps below.

Step 1: Click the **Add** button.

ResearchMaster - Home - Course Variations Search

Template Name: Request New Examiner v1.1 | Form Page: Examiner Details

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

Pages: List C - Nominate new examiner

General Information

Please repeat these steps if you need to nominate more examiners from this list.

If you don't need to nominate more examiners, scroll down to declaration section and agree, then click on 'Proceed to RO Review' on 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.

Examiner no.	Nominated examiner	Nominated	Approved	Appointed	Status
	Prof Dr z z	Nominate			Active
	Examiner 3	Nominate			Active

Page Size 5 10 25

Step 1: Click the **Add button**

List C - Nominate new examiner

Please follow the steps to nominate a new examiner

- 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 - this will open a blank form for you to complete
- fill out all the questions until you get to the 'RAO section'
- click 'OK' at the bottom of the form or click 'Save' on the right hand menu
- if you get a pop-up window stating 'Found existing person for: (Examiner's name)', please click 'Create a new person' at the bottom of the window and click 'OK'

Please repeat these steps if you need to nominate more examiners.

If you don't need to nominate more examiners, scroll down to declaration section and agree, then click on 'Proceed to RO Review' on 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.

Nominated examiner	Examiner no.	Nominated	Approved	Appointed	Status	Processed
	Examiner 1	Yes				
		Yes				

Page Size 5 10 25

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

I agree

Step 2: This is where you can add potential examiner(s) details. If you see the potential examiner(s) name in the list below, please do not select them, always **Add External Person**. This is an important step to update your potential examiner(s) details.

Add Examiners

Search ...

Ecode	Name
Q	Q
000000001	
103871	
PER0091065	
PER0091059	
PER0091081	

Page Size 5 10 25

0 item(s) selected

Step 2: Add External Person

Step 3: The pop up will close down and a blank record will appear in **Examiner Details** for you to fill out. Please answer all questions in the blank record until you reach the end of the **Examiner Details** section.

ResearchMaster Home Course Variations Search

Template Name: Request New Examiner v1.1 | eForm Page: Examiner Details

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

Pages

- General Information
- Instructions to Principal supervisor
- Request Summary
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List C - Nominate new examiner

Please follow the steps to nominate a new examiner

- 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 - this will open a blank form for you to complete
- fill out all the questions until you get to the 'RAO section'
- click 'OK' at the bottom of the form or click 'Save' on the right hand menu
- if you get a pop-up window stating 'Found existing person for: (Examiner's name)', please click 'Create a new person' at the bottom of the window and click 'OK'

Please repeat these steps if you need to nominate more examiners.

If you don't need to nominate more examiners, scroll down to declaration section and agree, then click on 'Proceed to RO Review' on the right hand menu. If there are multiple Rese

Nominated examiner	Examiner no.	Nominated	Approved

Add

=== 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

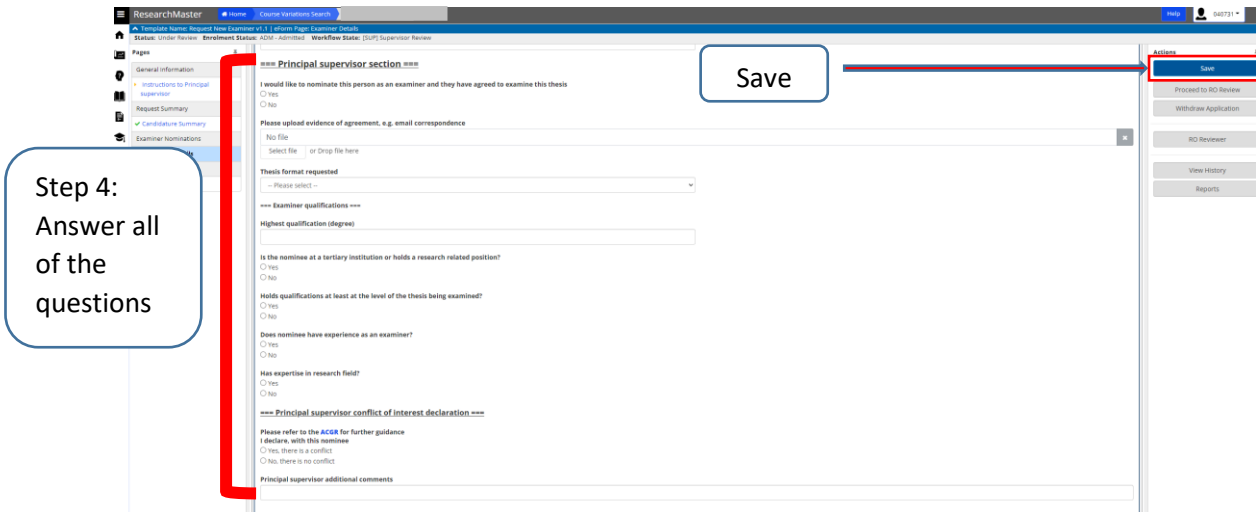
=== Examiner contact and profile details ===

Email address *

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

Step 3: Complete these sections

Step 4: Answer all the questions under the heading **Principal supervisor section**, and the **Principal supervisor conflict of interest declaration**. Once these sections have been completed press the **Save** button in the actions pane on the right hand side of the page.

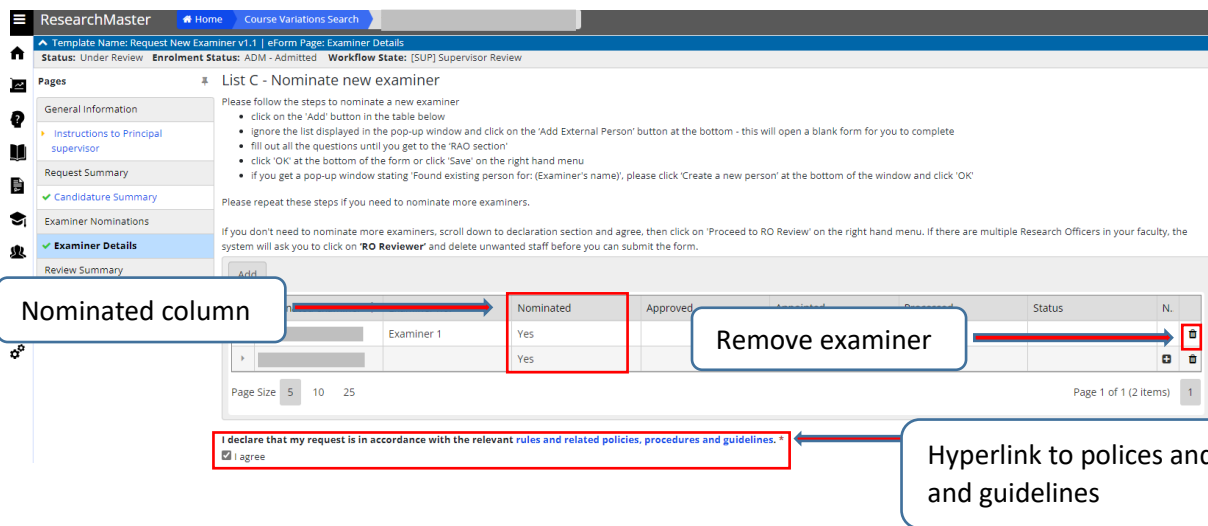


Repeat steps 1-4 if you need to add more than one examiner.

Once you have selected the **Save** button the detailed form will close and you will be taken back to the List C table, which will show the new examiner(s) and you will see **Yes** in the **Nominated** column.

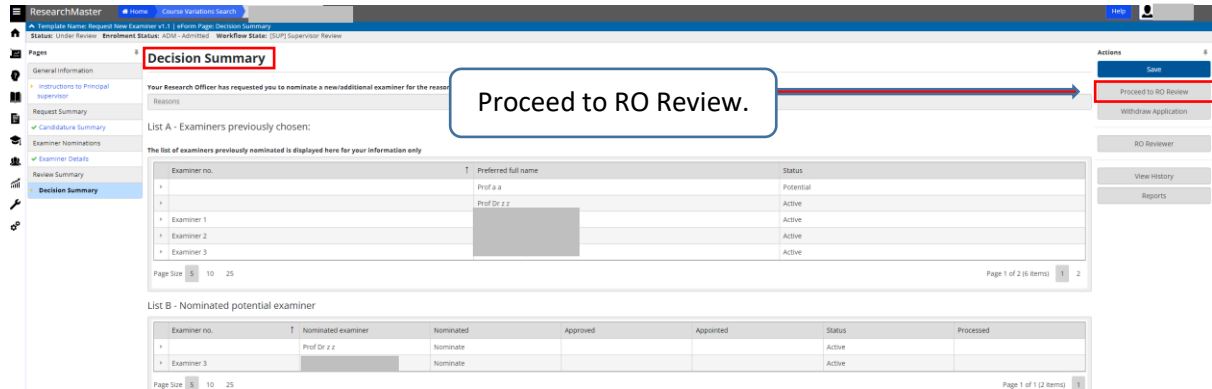
If you have made an error you can remove an examiner from **List C**, look to the far right hand side of the examiners details in **List C** and click on the symbol of a bin.

Please read relevant documents in the hyperlink and only tick the **I agree** checkbox below **List C** once you have read and understood the relevant documents.



In the **Decision Summary** you can check the table that all details are correct and that the correct examiner(s) have been nominated.

Once you are satisfied select the **Proceed to RO Review** button in the Actions pane, on the upper right hand side of the screen.



The completed form will go to:

- RO
- RAO
- GRS