

Confidentiality of Thesis Examination

Appointment of Examiners

Failure to submit an 'Appointment of Examiners' form to the Office of Graduate Studies (OGS) prior to submission of the thesis will cause delays to the thesis examination process.

What is the candidate's role?

- **Intention to Submit** - A candidate must notify the OGS approximately 6 - 8 weeks prior to their intended submission date by submitting an 'Intention to Submit' form;
Research Higher Degree: http://www.newcastle.edu.au/research/rhd/rhdforms/thesis_submit.pdf
Professional Doctorate: http://www.newcastle.edu.au/study/graduate/forms/Prof_Docs_Intention_to_submit.doc
Upon receipt of this advice, OGS will initiate appointment of examiners for the thesis
- **Appointment of Examiners** - A candidate must be given the opportunity to suggest the names of individuals who may be considered appropriate/not appropriate to examine their thesis. However, the faculty is responsible for the appointment, which **MUST NOT** be disclosed to the candidate. For this reason, a candidate is not permitted to submit his or her own Appointment of Examiners form to the OGS. The names of examiners will not be released to the candidate until the examination process is complete, and only then with the permission of the examiners.

What are the requirements of the supervisor?

- As candidates proceed with their research and reach the point where their manuscript can be typed in final form, supervisors should give some thought to examiners for the thesis. It is most desirable that the recommendation for the appointment of examiners be made some months in advance of the thesis being received so that the thesis can be sent out for examination without delay
- The recommendation (including the candidate's objections to any potential examiners) should be made to the Head of School (HoS) for transmission to the Assistant Dean, Research Training (ADRT).
- 'Appointment of Examiners' forms can be found on the University's website at;
Higher Degree: <http://www.newcastle.edu.au/research/rhd/rhdforms/examiners.doc>
Professional Doctorate: http://www.newcastle.edu.au/study/graduate/forms/Appointment_of_examiner_form.pdf
- Wherever possible, the supervisor and/or the HoS should determine the availability of persons nominated as examiners, prior to their recommendation to the ADRT
- The Appointment of Examiners form must be accompanied by an explanatory note concerning the appropriateness of the persons nominated, detailing qualifications, expertise in the field and previous supervisory and/or examining experience
- Supervisors must indicate if the research is commercial in confidence at appointment of examiners stage to ensure appropriate confidentiality agreements are obtained.

What are the requirements of the HoS?

- The HoS must approve the appointment of examiners form
- The HoS should consult with the supervisor when forwarding names of examiners to the ADRT
- The HoS will notify the ADRT of the candidate's objections to any potential examiners.

What are the requirements of the ADRT?

- The ADRT has authority to approve examiners if he/she are satisfied the nominees are familiar with the University's examining procedures and have expertise in the area
- The ADRT will seek the advice of the HoS of which the candidate is a member, in determining those names
- The ADRT will forward the completed Appointment of Examiners form to the OGS.

What are the requirements of the examiner?

- In accepting an invitation to examine a higher degree thesis an examiner undertakes to maintain confidentiality with regard to the content of the thesis and of his/her report until such time as the University has made a determination on the award.

Examiners' reports

Examiners' reports are issued in confidence, and the examiners' comments must not be divulged to the candidate until the Research Training Sub-Committee has made a determination. In particular, the anonymity of the examiners has been guaranteed by the University, and must be respected.

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