

NOMINATION OF EXAMINERS

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October 2012

RECENT CHANGES

- Only 2 examiners not 3 for PhD theses
 - Now similar to most Australian universities
 - Reserve examiner should still be nominated
- No internal (UNSW) examiners permitted
 - Examiners cannot have held any UNSW appointment (even conjoint) within the last 5 years
- Clarification of procedures when examiners have awarded lower scores.

WHAT DOES STUDENT DO?

- Triggers process by advising the GRS of intention to submit 2 months beforehand
- Submits 3 paper copies to GRS in soft covers
 - Includes Abstract in prescribed format
- Submits Originality Statement
- Once thesis is passed, student submits one hard bound copy and a digital copy to GRS, plus a hard bound copy to supervisor and/or Head of School.

WHAT DOES SUPERVISOR DO?

- NOMINATES EXAMINERS
- SIGNS SUPERVISOR CERTIFICATE
 - Signing indicates the thesis is in a form suitable for examination, but does not imply the thesis is expected to pass.
 - If the supervisor does not approve thesis submission, the candidate may apply to the HDC to submit independently of the supervisor.

EXAMINERS – nomination

- Supervisor may seek advice from co-supervisor, PGC etc.
- Examiners should be independent of each other.
- Student should NOT know who the examiners are, but MUST have opportunity to veto:
 - Can ask student to name anyone (s)he does not want to examine;
 - Can show student a list of several possible examiners and ask if any are unacceptable.
- Examiner identity remains confidential until examination is completed (an examiner may request that their identity is not revealed).

EXAMINERS – academic reputation

Must be academically reputable in the general field of the thesis:

1. Should regularly publish in Medline or equivalent;
2. Should have academic appointment;
3. Should have PhD, though not essential if points 1 and 2 are fine;
4. Should have post-graduate supervision experience, again not essential if points 1 and 2 are fine.

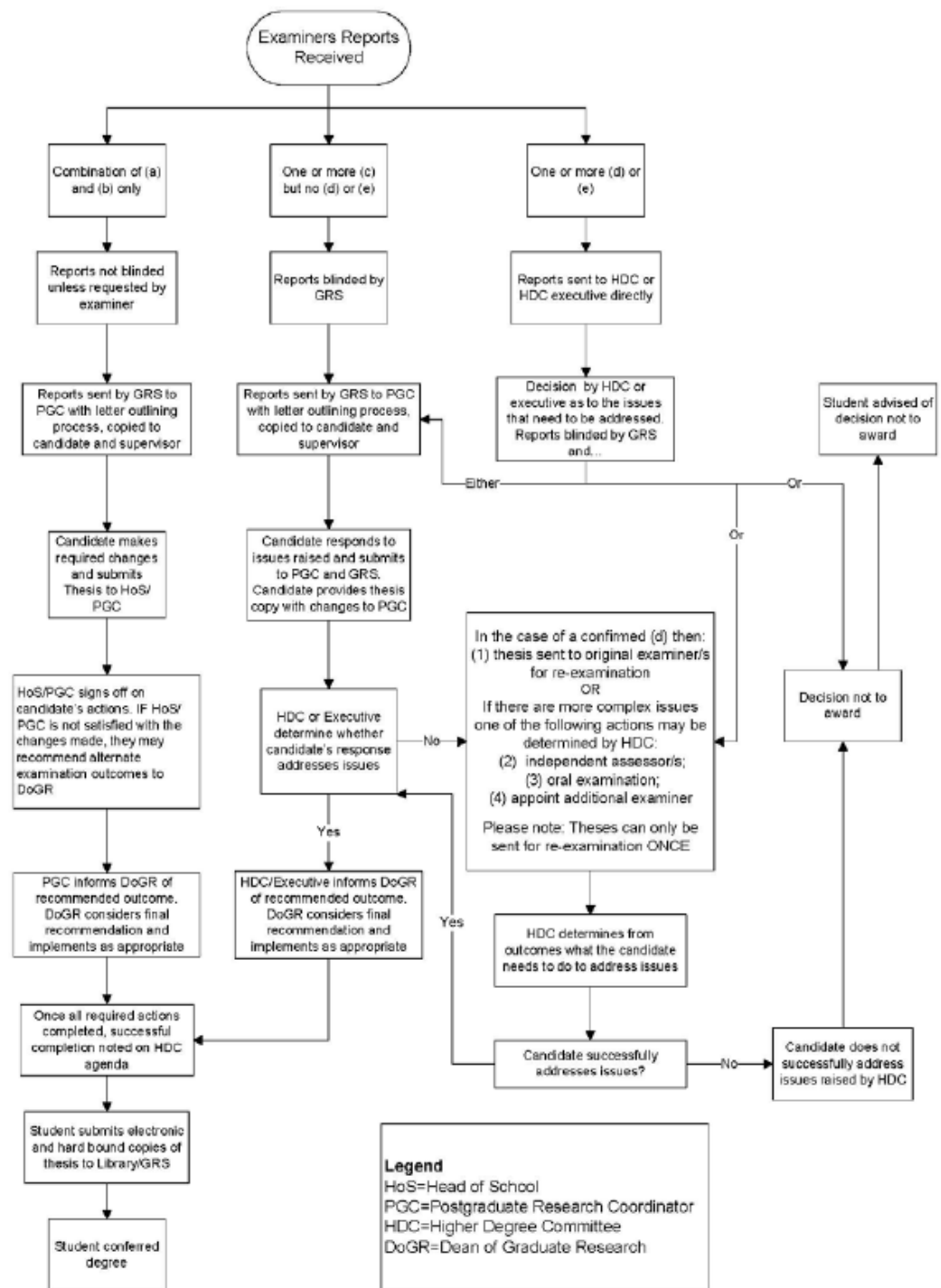
EXAMINERS – conflict of interest

- Examiners should not have collaborated or published with the student.
- Examiner should be independent of supervisor:
 - Extensive co-publication or collaboration with co-supervisor is not appropriate;
 - Occasional co-publication with supervisor is acceptable.

EXAMINER GRADES

- (a) Pass
- (b) Minor corrections
- (c) Further work
- (d) Revise & re-submit
- (e) Non-award (Fail)

FLOW CHART AFTER REPORTS ARE RECEIVED



KEY POINTS IN FLOW CHART

- If all examiners recommend (a) or (b), the revised thesis is approved by the PGC and sent to the GRS.
- Other cases go to the HDC.
- If the lowest mark is (c), the revised thesis is submitted to the HDC.
- If one or more marks are (d) or (e), the case is assessed by the HDC. Usually a revised thesis is sent for re-examination, either by the original examiner(s) or by another examiner appointed by the HDC.

REFERENCES

- UNSW Thesis Examination Procedures:
- <http://www.gs.unsw.edu.au/policy/thesisexamproc.html>
- The process of thesis submission and examination: http://research.unsw.edu.au/sites/all/files/related_files/regular_page_content/thesissubmissionkit1.pdf.