User Guide
Nomination of Examiners

Research Examinations

Student and Academic Services

For further information or to update this document contact:
Business Analyst: Exams and Results

OVERVIEW: NOMINATION OF EXAMINERS

The student's thesis will be examined by at least 2 examiners external to the University. It is the responsibility of the Principal Supervisor to nominate at least 2 examiners for the student's thesis examination and it is expected that this will take place prior to, or around the same time as the student's thesis submission for examination. This is to avoid delays in the examination process.

At 75% of the student's candidature they will receive an 'intent to submit' email. This is a good opportunity for the student and supervisory team to begin discussion around the examination process and timelines and for the supervisor(s) to start thinking about the potential examiners.

The Principal Supervisor will need to informally contact the potential examiners to determine their availability and willingness to participate before commencing the official nomination of examiners process.

It is expected that a conversation will happen between the Principal Supervisor, Research Degree Coordinator (RDC) and Dean of Research (or delegate) prior to any examiner nominations taking place.

The nomination of examiners will follow an online process, whereby the Principal Supervisor will nominate the examiners and the Dean of Research (or delegate) will approve the nomination via the research staff portal. If the Dean of Research (or delegate) rejects the nomination of examiners the Principal Supervisor will be notified and will need to resubmit their nomination for approval.

It is possible for changes to be made to the examiner details after the submission has occurred if the Dean of Research (or delegate) requires changes or details need to be clarified. The communication of the changes between the Dean of Research (or delegate) and the Principal Supervisor needs to happen outside of the system i.e. via email or in person. Once the changes have been made the Principal Supervisor will need to advise the Dean of Research (or delegate) the submission is ready to review again. The automated workflow notification emails will only occur when the submission is not approved and begins again.

Once the examiner nominations have been approved by the Dean of Research (or delegate), the Principal Supervisor and Research Examinations will be notified. If the thesis submission for examination has been approved and received Research Examinations will commence the examination process by dispatching the thesis to the approved nominated examiners.

For more information on the thesis examination process: https://i.unisa.edu.au/students/research-students/completing-students/thesis-submission-and-examination/

For Research Degree Policies and Procedures related to the thesis preparation and examination process: https://i.unisa.edu.au/policies-and-procedures/university-policies/academic/ab-58/ab-58-p6

For any questions regarding the examination process that cannot be answered using the information contained in the above links contact: research.examinations@unisa.edu.au

SUPERVISOR CONTACTS POTENTIAL EXAMINERS

Person responsible: Principal Supervisor of research student

Prior to completing the online examiner nomination process the Principal Supervisor will need to informally contact the potential examiners to:

- Ascertain their availability for the timeframe in which the research student intends to submit their thesis

- Indicate the length of the thesis

- Send a copy of the student's abstract

- Advise that the student has nominated or is required to undertake an oral defence of the thesis (where applicable).

- Let them know who else is on the supervisory panel to help determine potential conflicts of interest

- Have them complete a Confidential Disclosure Deed (CDD)

A template for the informal contact from Supervisor to Examiner can be found here.

If the online examiner nomination is rejected by the Dean of Research (or delegate) the Principal Supervisor may need to contact a new potential examiner(s) prior to adding them to the existing online nomination form.

NOTE: it is not possible to partially save the details for an individual examiner once you commence entering their details. If you are in the process of collecting the details and aren't yet ready to enter the information, you can use the **Nomination of Examiners checklist** available on the Research degrees webpage (under the *Resources for Supervisors* section) to record the details as it's collected.

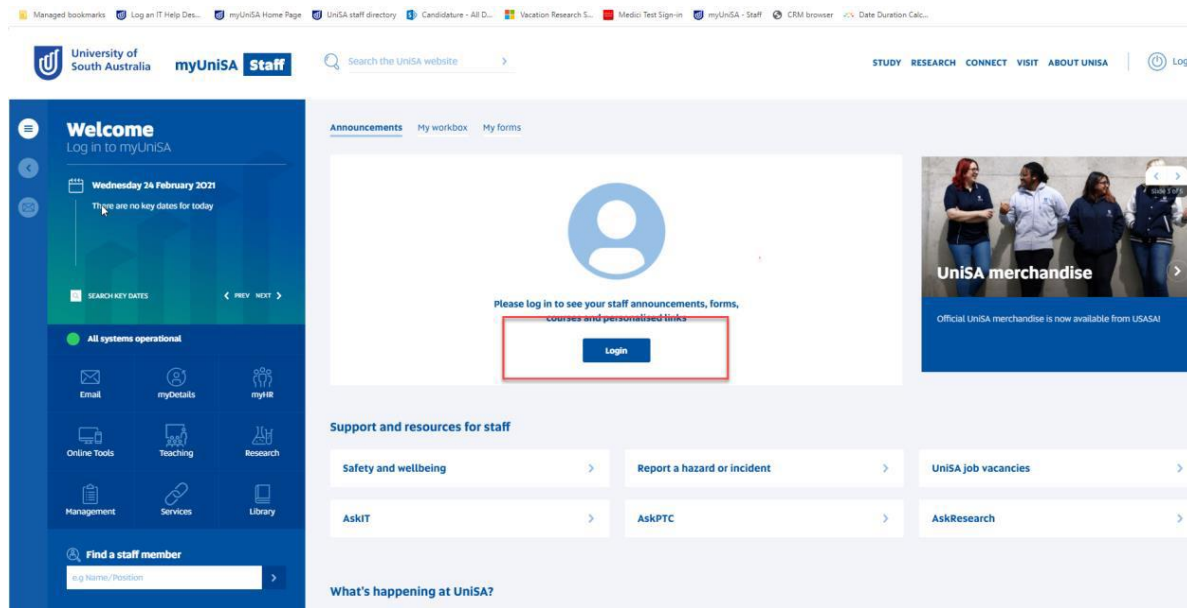## SUPERVISOR NOMINATES EXAMINERS

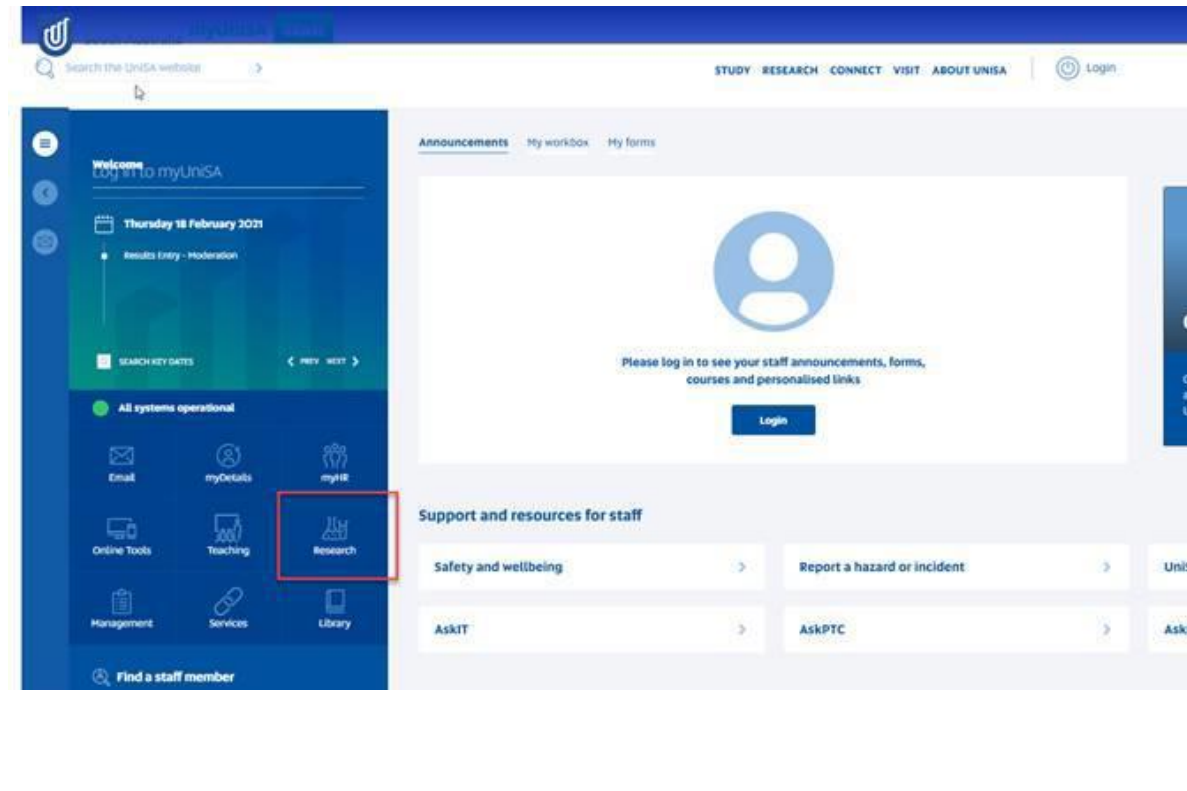**Person responsible:** Principal Supervisor of research student

Instructions on how to complete each of the steps are detailed under the relevant headings.
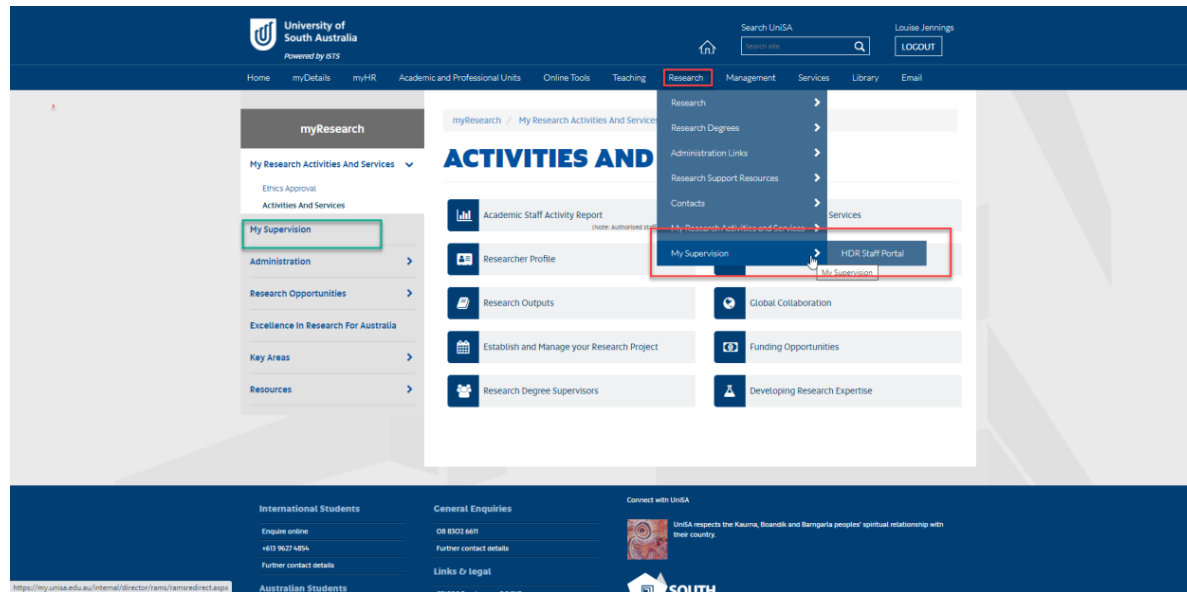
Step 1: Login to Research Portal

Open the staff portal website https://my.unisa.edu.au/public/staffweb/ and login using your staff ID and password.

Select the **Research** icon on the left of the page.

You can then select **My Supervision** on the left of the screen or via the **Research** Tab across the top of the screen.

Your research staff portal will open.

NOTE: If you are unable to access your staff research portal and have not already requested access to Medici, you will need to do so. Medici access can be requested via email to Research Students. Ensure that you advise that you require access to the research staff portal and also include the name of the person who is providing their authority for the approval (i.e. Dean of Research or delegate).

Step 2: Open Student's Examiner Nomination

From the research portal select the **Examiner Nominations** tile.

NOTE: The Nomination Summary is a count of the total number of the research students you are currently supervising and could submit a nomination of examiners for. In the example image below, this staff member is Principal Supervisor of 19 students; 4 of which they have submitted a nomination for and 15 of which they have not yet.

From the **Examiner Nominations** list select the appropriate student.

You can also search for a particular student using the **Filter By** function

Filter By

First Name

Last Name
MARTIN

Student ID

APPLY   RESET

Academic Program

ID	Name	Academic Program	No. of Nominations	Intended Submission Date	
					>

PREVIOUS   NEXT

Click on the student you wish to submit the nomination of examiners for to open their **Examiner Nomination** page.

Examiner Nominations

Follow the four steps below to nominate the examiners for [   ] You can save as you go using the Save button at the bottom of this page.

Step 1. Update Thesis Information

Checklist items   ☐ There is an Exhibition associated with this thesis

Exhibition   Exhibition Date From   Exhibition Date To

Exhibition Location

From here you can view a summary of the student's candidature by selecting the link

Examiner Nomination

Examiner Nominations

Follow the four steps below to nominate the examiners for [   ] You can save as you go using the Save button at the bottom of this page.

This will open the **Candidature Summary** page in a new tab

Step 3: Update Thesis Information

Checklist:

- **Exhibition:** Check this box if the student's examination includes an exhibition (UniSA Creative students only). This will then provide the opportunity to enter exhibition dates and location. The exhibition arrangements for the examiner (e.g. travel, accommodation, expenses) will be coordinated by the local area. SAS will coordinate the examination of the written thesis.

Step 4: Enter Examiner Information

Step 2. Enter Examiner Information

Select the + symbol to add an examiner.
Examiners already entered will appear in the table below.

Title	First Name	Last Name

To add an examiner:

- Click on the + button to open the Examiner Details page

Step 2. Enter Examiner Information

Select the + symbol to add an examiner.
Examiners already entered will appear in the table below.

Title	First Name	Last Name

The **Examiner Details** page will be displayed and there is the option to search the examiner from the system to see if they have already been recorded in the system,

- To search the examiner, enter either the **First Name** or **Last Name**, or **use part of the name** and click on the **Search** button.

Examiner Details

Please note that you will be unable to save examiner details until all mandatory fields have been completed for that examiner. Please ensure that you have all of the required information prior to entering the examiner's details.

1. Personal Information
2. Contact Information
3. Organisation Details
4. Checklist

1. Personal Information

Please enter below the personal information of the nominee. Note that fields marked with an asterix are compulsory. Select Continue to move to the next screen.

Title*
Full Name*   First Name
             Middle Name
             Last Name
Date of Birth   dd / mm / yyyy   Ge...   Unknown

CANCEL   CONTINUE
SEARCH

- The **Search** will return a list of all potential matching examiners listed in the system. If there is a match with an existing examiner, which can be verified with the gender, country and email address, click on the radio button and the existing examiner details will pre-populate into the first two menu items (*Personal Information* and *Contact Information*).

- **Review** the information that has been pre-populated and updated or add any information that is missing or has been changed. If you know any of the details have changed (i.e. the person has changed institutions and their CV supports this), you can adjust the information and Research Examinations will update this against their system record.

If your search identifies your potential examiner is already in the system, it is strongly recommended you run the HDR Examiner Frequency report in the BI Hub. This will identify the number of and dates of previous engagements with the examiner. Repeated use of the same examiners within a short timeframe may be a conflict of interest.

If the **Search** returns **NO MATCH,** complete the information fields as required:

- Provide the examiner's **title** using the magnifying glass lookup tool and their **full name** (middle name is not required if not known)

- **NOTE: Date of Birth** and **Gender** are not mandatory fields.

- Once you have provided the personal details click on **Continue** to proceed to the **Contact Information** page

- Enter the examiner's **email address** and at least one **telephone** number. These are mandatory fields. Entering a **fax number** is not mandatory.

  NOTE: the email address must be in the correct format and contain @ (e.g. test@unisa.edu.au)

- Enter the examiner's **postal address** information. Address details are mandatory.

  To choose the **Country** use the magnifying glass lookup tool to open the lookup page. This will present all of the countries in alphabetical order. To search for a specific country use the Search Criteria link and type the country into the 'Description' field. Select the required country and it will populate in the field.

*Address

University of South Australia
*Address Line 1

Student and Academic Services
Address Line 2

101 Currie Street
Address Line 3

Room AU2-03
Address Line 4

Adelaide
*City

AUS 🔍
*Country

SA
*State

5000
*Postal Code

CANCEL   **CONTINUE**

Cancel | Lookup

Search f... Country
▼ Search Criteria   Show Operators

Country (begins with):
Description (begins with): Aust

Search   Clear

▼ Search Results
⊞ ☰   3 rows

Country ⇕	Description ⇕
AUS	Australia
YCJ	Australian Antarctic Territory
AUT	Austria
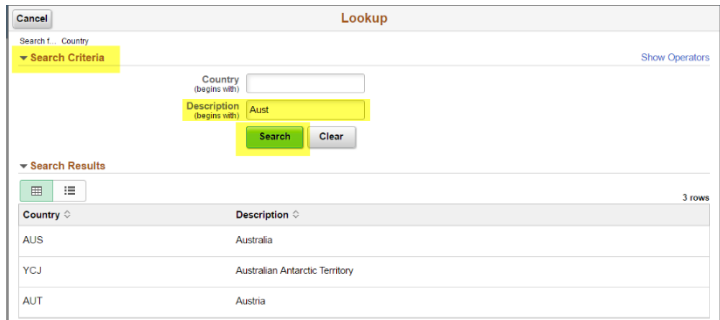
- Once you have provided the contact details click on **Continue** to proceed to the **Organisation Details** page

Address Line 4

Adelaide
*City

AUS 🔍
*Country

SA
*State

5000
*Postal Code

CANCEL   **CONTINUE**

You are **still required** to complete the *Organisation Details* and *Checklist* menu items in full, including uploading a copy of their current CV (and CDA if applicable), whether you have selected an examiner already listed in the system or entered a new examiner.

- Search for the organisation using the **Organisation Lookup** link. Enter part of the organisation name into the **Organisation Name** field and click **Search** (do not use the Enter button). This will return a list of all of the avaliable organisations containing that search criteria.

  NOTE: leave the Research Only and Active Only flags ticked

External Organisation Search

Organisation	
Organisation Type	[dropdown]
Organisation Name	Flinders
Country	[search]
State (Australia)	[search]
Research Category	[search]
What's required	☑ Research Only
	☑ Active Only

SEARCH **CLEAR**

- Select the correct organisation for the examiner and click **OK**. This will populate the organisation on the Organisation Details page

  NOTE: if the organisation does not appear in the list click on the **Cancel** button. You can type the name into the 'Or Enter a New Organisation' field and Research Examinations will then create a new organisation record in Medici as required.

	Name	City	State	Country
○	Flinders & Far North Division of General Practice	Port Augusta	SA	Australia
○	Flinders Bioremediation Pty Ltd	Bedford Park	SA	Australia
○	Flinders Consulting	Adelaide	SA	Australia
○	Flinders Medical Centre	BEDFORD PARK	SA	Australia
○	Flinders Partners Pty Ltd	BEDFORD PARK	SA	Australia
○	Flinders Technologies	BEDFORD PARK	SA	Australia
●	**Flinders University**	ADELAIDE	SA	Australia
○	Flinders University Rural Clinical School			

OK **CANCEL**

Organisation Lookup

ID	Flinders University

What it will look like if the organisation is available in the results list and it is selected

Quality Ranking System Code	
Discipline	
Year	
Organisation Rank	

Or Enter a New Organisation	Flinders Institute of Sport

What it will look like if the organisation is not available in the results list and the name is entered separately

- If the organisation has an overall QS ranking available for either the current year or previous year you will be able to select this using the magnifying glass lookup tool

Organisation Lookup

ID	Flinders University
Quality Ranking System Code	QS 🔍
Discipline	🔍
Year	

Organisation Rank

Lookup

Cancel

Search f... Quality Ranking System Code
▸ Search Criteria
▾ Search Results

1 rows

Quality Ranking System Code ◇	Ranking System Long Name ◇
QS	Quacquarelli Symonds (QS) World University Rankings

Lookup

Cancel

Search f... Discipline
▸ Search Criteria
▾ Search Results

1 rows

Discipline ◇
Overall

Lookup

Cancel

Search f... Year
▸ Search Criteria
▾ Search Results

1 rows

Year ◇
2015

Organisation Lookup

ID	Flinders University
Quality Ranking System Code	QS 🔍
Discipline	Overall 🔍
Year	2015 🔍
Organisation Rank	501

- Once you have provided the organisation click on **Continue** to proceed to the **Checklist** page

- Provide the required information in the **text boxes** on the examiner's expertise, international standing and whether there has been any prior relationship with any of the supervisors or student. Provide responses to the **check box questions** and add any **additional information** in the free text field if required

  NOTE: All fields marked with an asterix * are mandatory

4. Checklist

Please update the checklist information regarding the nominee. Fields marked with an asterix are compulsory.

Please outline the nominees expertise in the area of the Thesis*

Please outline any evidence of the nominee's international standing*

Does the nominee have any prior relationship with any of the supervisors or student (e.g. publications, presentations etc)? If so, please provide details here. If not, write No*

Has the nominee agreed to examine the thesis?*
- ○ Yes
- ○ No

Has the nominee been involved with the thesis at any point?*
- ○ Yes
- ○ No

Is the nominee an adjunct staff member at UniSA?*
- ○ Yes
- ○ No

Any Additional Comments?

- Upload the examiner's signed Confidential Disclosure Deed. This is mandatory. Click on **Add** and then **My Device.** Browse to the location the file has been saved and click on **Open.**

- Upload the examiner's CV. Click on **Add** and then **My Device.** Browse to the location the file has been saved and click on **Open.**

    NOTE: the maximum file size is 2MB

ℹ Please read below before uploading documents.
- The maximum file size that can be uploaded is 2 MB.
- When uploading files make sure you see the name of the document and file size before clicking upload.

Please attach the nominee's signed Confidential Disclosure Deed (.doc, .docx or .pdf format).*

Attached File	View	Add
	View	Add —

Please attach the nominee's CV or resume below (.doc, .docx or .pdf format).

Attached File	View	Add
	View	Add —

File Attachment

Choose From

- Wait for the file name to appear in the box and click **Upload**. Once the box shows that the upload is complete click **Done**. The attachment will then appear in the list of attached files.

- To add additional attachments select **Add Attachment** and follow the same process.

  To view the attachment(s) you have added select **View**

  To remove an attachment use the **–** button

Attached File	Description	View	
MD9PRE_portal_links.txt	MD9PRE_portal_links.txt	View	—
		Add Attachment	

- Once you have provided the **Checklist Information** and **Attachments** click on **Save** to save the examiner's details

Please read below before uploading documents.
- The maximum file size that can be uploaded is 2 MB.
- When uploading files make sure you see the name of the document and file size before clicking upload.

Please attach the nominee's signed Confidential Disclosure Deed (.doc, .docx or .pdf format).*

Attached File	View	Add	
	View	Add	—

Please attach the nominee's CV or resume below (.doc, .docx or .pdf format).

Attached File	View	Add	
	View	Add	—

CANCEL   SAVE

- The examiner will then appear in the list of examiners.

  To **add** an additional examiner use the **+** button

  To **remove** any examiners use the **–** button

  To view the **examiner details** click on the examiner's name

Step 2. Enter Examiner Information

Select the + symbol to add an examiner.
Examiners already entered will appear in the table below.

+	—

Title	First Name	Last Name	
Prof	Test	Test	>

- Repeat the above process for each examiner that needs to be added to the nomination

  NOTE: At least 2 examiners must be nominated. Nominating a third examiner and having them approved can be useful in the situation where an original examiner becomes unexpectedly unavailable. In this situation Research Examinations can dispatch the thesis to the extra examiner without delay. If an extra examiner hasn't been approved with the original submission the subsequent examiner needs to be approved using the hard copy Nomination of Examiners form which will delay the thesis being dispatched.

Step 5: Attach the Nominated Examiners to the Thesis Examination

Step 3. Attach 3 Nominated Examiners to Thesis and order by preference

Select the magnifying glass to attach your first examiner
Select the + to add subsequent examiners

+

*ID	Name Prefix	First Name	Last Name	*Priority Order	
🔍				01 ▾	—

- Once the examiner details have been entered you will need to attach each examiner to the thesis examination and indicate the examiner order.

  WARNING: If you add details for a third examiner in the previous step but don't add them to the priority step, their details will not be assessed by the Dean of Research (or delegate) and they will not be approved for use as a replacement examiner. Their details will be removed from the system by the Research Exams team.

- Select the magnifying glass to add one of the examiners you have entered the details for. The examiners will appear in the list.

- Select the first examiner you wish to attach to the thesis examination.

They will then appear in the list of nominated examiners.

*ID	Name Prefix	First Name	Last Name	*Priority Order
🔍				01 ▾

Lookup

Cancel

Search f... ID
▸ Search Criteria
▾ Search Results

3 rows

Examiner Sequence	Name Prefix	First Name	Last Name	Quality Ranking System Code	Discipline
1	Dr	Fiona	Verity	QS	Overall
2	Dr	Amit	konar		
3	Ad/P	TEST	TEST		

*ID	Name Prefix	First Name	Last Name	*Priority Order
1 🔍 Dr		Fiona	Verity	01 ▾

- To **add** the next examiner, use the **+** button to add a new row.
- Repeat the above step to select the next examiner.

*ID	Name Prefix	First Name	Last Name	*Priority Order
1 🔍 Dr		Fiona	Verity	01 ▾
🔍				02 ▾

- Update the **priority order** of the examiners using the drop down options.

*ID	Name Prefix	First Name	Last Name	*Priority Order
1 🔍 Dr		Fiona	Verity	03 ▾
3 🔍 Ad/P		TEST	TEST	01 ▾
2 🔍 Dr		Amit	konar	02 ▾

- You can remove any of the examiners using the – button.

*ID	Name Prefix	First Name	Last Name	*Priority Order
1 🔍 Dr		Fiona	Verity	03 ▾
3 🔍 Ad/P		TEST	TEST	01 ▾
2 🔍 Dr		Amit	konar	02 ▾

Step 6: Submit or Save the Nomination

Step 4. Submit evaluation

Select the SUBMIT button below. Your nomination will be sent to your relevant Dean.
You will be notified by email of the outcome of this evaluation.

Students who commenced their degree prior to 1 January 2016 may elect to defend their thesis by video. Please contact research.examinations@unisa.edu.au if your student has asked for a video defence and this has been endorsed by the supervisory team.

SAVE   SUBMIT

- Make sure you prioritise all examiners you have entered details for to ensure they all get reviewed.

- Once you have entered each of the examiners' details and are happy with the priority order you can **Submit** the nomination for approval by the Dean of Research (or delegate). An email will be sent to the Dean of Research (or delegate) advising them that they have a Nomination of Examiners to evaluate via their research staff portal.

    NOTE: It will take an overnight process before the Dean receives the email and nomination of examiners evaluation in their portal.

- You can **Save** the nomination at any time (other than when entering the details for individual examiners). This will save the details you have entered so far, for completion at a later date. The partially completed nomination will still appear in your Examiner Nominations tile, under the 'Incomplete Nominations' list.

There will be information in the 'No. of Nominations' column, depending on how many examiner details you have entered prior to saving.

Examiner Nominations

Student Examiner Nomination

| *View student list as | Supervisor |
| View students with | Incomplete Nominations |

Filter By

First Name   Last Name   Student ID   APPLY RESET

Academic Program

ID	Name	Academic Program	No. of Nominations	Intended Submission Date
			0	
			0	
			0	
			1	

DEAN OF RESEARCH (OR DELEGATE) EVALUATES NOMINATION OF EXAMINERS

Person responsible: Dean of Research (or delegate) of research student

Once the Principal Supervisor has submitted the examiner nomination via the research staff portal, the Dean of Research (or delegate) will receive an email advising them that the evaluation is now in their research staff portal work centre ready for review.

Instructions on how to complete each of the steps are detailed under the relevant headings.

Step 1: Login to Research Portal

Open the staff portal website https://my.unisa.edu.au/public/staffweb/ and login using your staff ID and password.

Select the **Research** icon on the left of the page.

You can then select **My Supervision** on the left of the screen or via the **Research** Tab across the top of the screen.

Your research staff portal will open.

NOTE: If you are unable to access your staff research portal and have not already requested access to Medici, you will need to do so. Medici access can be requested via email to Research Students. Ensure that you advise that you require access to the research staff portal and also include the name of the person who is providing their authority for the approval (i.e. Dean of Research or delegate).

Step 2: Open the Examiner Nomination Evaluation

From the research portal select the **WorkCenter** tile.
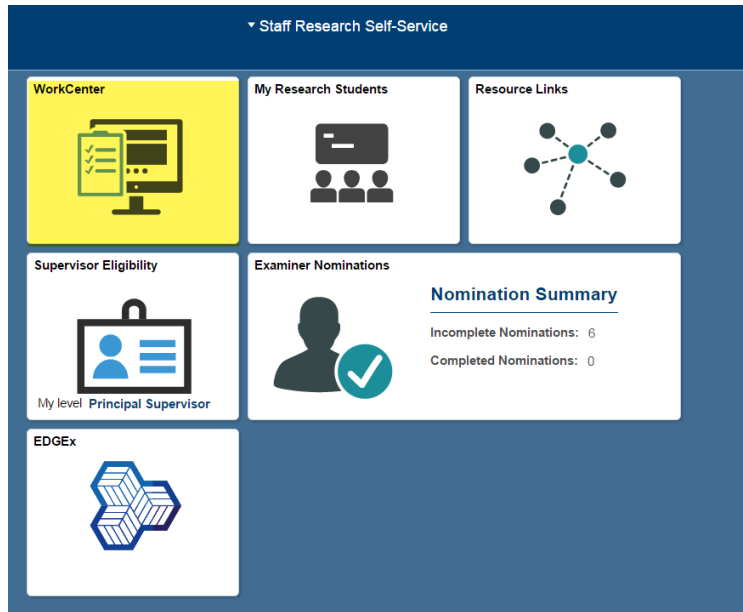
From the **Evaluation WorkCenter** list select the correct evaluation based on:

- The student name and ID
- Evaluation Type ('Nomination of Examiners')
- Your Role (Dean)

Evaluation Workcenter

Evaluation WorkCenter

Welcome to the Evaluation Centre. This is your starting point for conducting and completing evaluations assigned to you.

Use the filters below to search for specific evaluations. This page will default to display evaluations which are currently assigned to you and awaiting finalisation.

*Show   Assigned Evaluations

Filter By

Evaluation Description
ID
Date From
Date To   APPLY   RESET

Your assigned evaluations

ID	Name	Evaluation Description	Evaluation Role	Your Role	
		Corrections Option 2	Individual Evaluator	RDC	›
		Nomination of Examiners	Individual Evaluator	Dean	›
		Corrections Option 3A	Individual Evaluator	Corrections Indep Person	›

You can also search for a particular student or evaluation using the **Filter By** function

Evaluation WorkCenter

Welcome to the Evaluation Centre. This is your starting point for conducting and completing evaluations assigned to you.

Use the filters below to search for specific evaluations. This page will default to display evaluations which are currently assigned to you and awaiting finalisation.

*Show   [Assigned Evaluations ▾]

Filter By

Evaluation Description   [Nomination of Examiners ▾]

ID   [🔍]

Date From   [📅]

Date To   [📅]   [APPLY] [RESET]

Your assigned evaluations

ID	Name	Evaluation Description	Evaluation Role	Your Role	
		Nomination of Examiners	Individual Evaluator	Dean	›

[PREVIOUS] [NEXT]

Click on the evaluation you wish to complete the **Evaluation Decision Entry** page.

NOTE: the evaluation will open in a new tab so ensure you have pop-ups enabled on your browser otherwise you will not be able to access the new tab and review and evaluation.

From here you can view a summary of the student's candidature by selecting the link.

WorkCenter

Evaluation Decision Entry

This is a Nomination of Examiners evaluation for

You are evaluating as the Dean

This will open the **Candidature Summary** page in a new tab.

Candidature Summary

Candidature Progress

Progress

| 0.0 | 0.5 | 1.0 | 1.5 | 2.0 | 2.5 | 3.0 | 3.5 | 4.0 | 4.5 |

Consumed Load   Total Candidacy (Years)

Student Detail

Date of Birth

Email Address

Telephone

Program Detail

Academic Program
IPHH

Academic Plan
MRAD-IPHH

Academic Unit
UniSA Allied Health and Human Performance

Consumption Details

Load	Full-time Load
Balance	940.00
Candidate Number	
Prior Load	0
Start Date	
Overall Status	Under Examination
On Scholarship	Yes
Leave Taken	18 Days
Study Mode	Internal

Thesis Detail

Thesis Title

Early Submission Date	
Candidature End Date	
Intended Submission Date	
Actual Submission Date	

Go back to the evaluation tab to start your review.

FOR INFORMATION section

The **Thesis Submission** section will identify if the thesis has been approved.

The **Supervisor Summary** section will give the Active (A) and Inactive (I) history of the supervisory panel.

The **Checklist items** section will identify if an Exhibition is associated with the examination.

Evaluation Decision Entry

This is a Nomination of Examiners evaluation for

You are evaluating as the Dean

View Evaluation Overview

FOR INFORMATION

Thesis Submission

No — Thesis is approved

Supervisor Summary

Title	Name	Status	Role	Start Date	End Date	Reason for Change
		A	Co Supervisor	28/02/2022		Role or Data Change
		A	Co Supervisor	28/02/2022		Original Supervision Panel
		A	Principal Supervisor	03/11/2023		New Principal Supervisor
		A	Co Supervisor	28/02/2022		Original Supervision Panel
		I	Principal Supervisor	28/02/2022	03/11/2023	Role or Data Change

Checklist items

No — There is an Exhibition associated with this thesis

Step 3: Review Examiner Information

FOR APPROVAL section. The details in this section are the focus of the approval.

You can use the Nomination of Examiners and Thesis submission approval checklist as a guide for what to look for when reviewing & approving a submission.

Review the examiner details using the **View** link for each examiner.

FOR APPROVAL

Examiner Nominations

Name Prefix	First Name	Last Name	Priority Order	View
Dr	Jessica	Tyrrell	1	View
Prof	Deborah	Mayer	2	View

Examiners Detail ✕

Personal Information	⌄
Contact Details	⌄
Organisation Detail	⌄
Checklist Items	⌄

Click through each of the tabs to review the details.

- **Personal Information** – Examiner title, full name, and DOB and gender if known/provided

- **Contact Details** – Examiner email address, phone number(s) and postal address

- **Organisation Detail** – Examiner organisation/institution, possibly including the overall QS ranking for the current or previous year

- **Checklist** – Examiner's CDD and CV and information relating to the examination, such as their expertise in the area of the thesis, whether there is any prior relationship with supervisor(s)/student, whether they have been involved with the thesis at any point, and any other additional information that the Principal Supervisor has provided

Examiners Detail ✕

Personal Information ⌃

Title*	Dr
First Name	Fiona
Middle Name	
Last Name	Verity
Date of Birth	
Gender	Unknown

Contact Details	⌄
Organisation Detail	⌄
Checklist Items	⌄

Repeat the above for each examiner listed in the Examiner Nominations.

Step 4: Add Attachments

You can add any attachments relevant to the evaluation outcome for the examiner nomination. They will be available for Research Examinations to view in Medici.

- Select the **Add Attachments** link to open the Evaluation Attachments page.

Evaluation Outcome

Please provide a recommendation for the evaluation below

Recommendation	Accept Nomination ▾
Evaluation Status	Complete ▾
Comments	test

Add Attachments

- Select **Add Attachments** to open the File Attachment box.

- Click on **Add Attachment** and then **My Device.** Browse to the location the file has been saved and click on **Open.**

Evaluation Attachments

Attached File	Description

Add Attachment

File Attachment

Choose From

My Device

- Wait for the file name to appear in the box and click **Upload**. Once the box shows that the upload is complete click **Done**. The attachment will then appear in the list of attached files.

Choose From

My Device

Upload   Clear

Webpage.docx
File Size: 40KB

File Attachment   Done

Choose From

My Device

Webpage.docx
File Size: 40KB

Upload Complete

The attachment will then appear in the list of attachments.

To add another attachment repeat the above process.

To remove an attachment select **Delete** for the appropriate file you wish to remove.

To view an attachment select **View** for the appropriate file you wish to see.

Once you have added all of the attachments you wish to be included in the evaluation select **Done.**

To add more attachments or to view the attachments listed select the **Add or View Attachments** link.

Step 5: Provide Evaluation Outcome and Submit

Using the drop-down options, provide a recommendation outcome of either:

- **Accept Nomination** – Approve each of the examiner's nominated for the student's thesis examination. By selecting **Accept Nomination** you are agreeing to the details and examiners that have been entered exactly as they are presented.

  An email will be sent to the Principal Supervisor advising them that their nominated examiners have been approved. Research Examinations will be copied into this email.

  NOTE: if you require any changes to be made to the nomination (e.g. the priority order, not using one of the examiner entered, CV not attached) it should not be accepted. Comments entered against an accepted nomination are not reviewed at the completion of the process as it is assumed that an accepted nomination is fully accepted as entered.

- **Reject Nomination** – Do not approve one or more of the examiner's nominated for the student's thesis examination or details are missing. The Principal Supervisor will be notified and will be able to adjust the nomination and submit it again.

  NOTE: you can contact the Principal Supervisor and advise what changes you require them to make without rejecting the nomination. They can make the changes and submit it again without having to wait for the overnight process. However, this relies on you both communicating with each other outside of the system (i.e. via email or in person/phone) as the automated notification emails will not be active when doing this. You need to advise them what needs to be fixed and they need to advise you when they have fixed it and are ready for you to review it again.

Use the drop down options to set the **Evaluation status** to **Complete** if you have completed the evaluation and are ready to submit. If you are not ready to submit the nomination evaluation you can **Save** the evaluation and return to it at a later time.

Add any **Comments** relevant to your evaluation of the examiner nomination. These comments will be available for administrators to view in Medici, noting that comments are not checked for approved submissions as it is assumed all details are acceptable and no action is needed.

Once you have reviewed the examiner details, provided an outcome, set the evaluation status to complete and added any comments/attachments select **Submit**.

Evaluation Outcome

Please provide a recommendation for the evaluation below

Recommendation	Accept Nomination ▾
Evaluation Status	Complete ▾
Comments	test

Add Attachments

SUBMIT SAVE RETURN

NOTE: if you Reject the nomination you will need to discuss the reasons why with the Principal Supervisor. The Principal Supervisor will not automatically receive any comments that you enter in the free text field. Research Examinations will forward the comments for a rejected nomination to the Principal Supervisor.

RESEARCH EXAMINATIONS COMMENCES EXAMINATION PROCESS

Person responsible: Research Examinations: Student and Academic Services

Once the examiner nomination has been approved by the Dean of Research (or delegate), the Principal Supervisor will be notified via email with Research Examinations copied in.

If Research Examinations has also received notification that the student's thesis for examination has been submitted and approved by the Principal Supervisor, and Dean of Research (or delegate), Research Examinations will formally contact the nominated examiners to:

- Confirm that they are still willing and available to examine the thesis (following the Supervisor's initial informal contact)

- Send an electronic copy of the thesis

- Advise of the due date of the examination report and date of the oral defence (if applicable)

- Send a copy of the guidelines for examination relevant to the type of thesis being examined

- Send payment forms that the examiner must complete before receiving payment for the examination of the thesis (payment is made after the report has been submitted)

- Confirm or request any additional contact details if required

GLOSSARY

Please follow this link HERE to view the full Glossary of University Terms for UniSA.