

Student and Academic Services

## 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

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#### **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: <u>https://i.unisa.edu.au/students/research-students/completing-students/thesis-submission-and-examination/</u>

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

For any questions regarding the examination process that cannot be answered using the information contained in the above links contact: <a href="mailto:research.examinations@unisa.edu.au">research.examinations@unisa.edu.au</a>

### 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 <u>Research degrees</u> 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

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#### Step 2: Open Student's Examiner Nomination

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

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My level Principal Supervisor	No Inco Com	mination Summary mplete Nominations: 6 upleted Nominations: 0
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**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.

Examiner Nominations								
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Examiner Nomina	tions					
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by the local area. SAS will coordinate the examination of the written thesis.

#### Step 4: Enter Examiner Information

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• **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 <u>HDR Examiner Frequency</u> 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.

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	Address Line 3	
	Room AU2-03	
	Address Line 4	
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• 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

are compu	Jate the checklist information regarding the nominee. Fields marked with an asterix Isory.
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Please out	line any evidence of the nominee's international standing*
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• T	he examiner will then a	appear in the list of exam	iners.				
7	To <b>add</b> an additional ex	aminer use the + button	1				
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<b>NO</b> appro In thi	<b>FE:</b> At least 2 examiner oved can be useful in th s situation Research Ex	rs must be nominated. N e situation where an orig aminations can dispatch	ominating a ginal examir the thesis t	a third e ner bec o the e	examiner an omes unexp xtra examin	d having the bectedly una ber without	em Ivailable. delay. If

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 <u>Nomination of Examiners</u> form which will delay the thesis being dispatched.

#### Step 5: Attach the Nominated Examiners to the Thesis Examination

Step 3. Attach 3 Nominate	d Examiners to Thesis and ord	ler by preference						
Select the magnifying glass Select the + to add subsequ	elect the magnifying glass to attach your first examiner elect the + to add subsequent examiners							
+								
*ID	Name Prefix	First Name	Last Name	*Priority Order				
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• 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 t	hen appear i	n the list of	nominated	examiners.		
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#### Step 6: Submit or Save the Nomination

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ents who com student has a	mmenced their degree prior asked for a video defence a	to 1 January 2016 may elect to nd this has been endorsed by	o defend their thesis by video. I the supervisory team.	Please contact research	h.examinations@unisa.edu.au if
					SAVE SUBMIT
Make	e sure you priorit	ise all examiners yo	ou have entered deta	ails for to ensur	re they all get reviewe
o Onco can sent Exan	e you have entere <b>Submit</b> the nomi to the Dean of R miners to evaluate	ed each of the examination for approval esearch (or delegate via their research )	niners' details and ar I by the Dean of Res e) advising them tha staff portal.	re happy with th search (or deleg at they have a N	he priority order you gate). An email will be Nomination of
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# 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 I: Login to Research Portal

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

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#### Step 2: Open the Examiner Nomination Evaluation

From the r	esearch portal	select the WorkCent	<b>:er</b> tile.		
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Use the filters be	low to search for specific	evaluations. This page will default to d	lisplay evaluations which are curren	tly assigned to you and awaiting finali	sation.
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#### Step 3: Review Examiner Information

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

You can use the <u>Nomination of Examiners and Thesis submission approval checklist</u> 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 API	PROVAL				
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	$\mathbf{x}$
Personal Inf	ormation		^
Title*	Dr		
First Name	Fiona		
Middle Name			
Last Name	Verity		
Date of Birth			
Gender	Unknown		
Contact Det	ails		~
Organisatio	n Detail		~
Checklist Ite	ms		~

	Examiners Detail		×
Personal Information			
			~
Contact Details			^
Email Address	test@fionaverity.com		
Telephone	0812341234566666		
Mobile Phone Number			
Fax Number			
Address Line 1	1 flinders unviersity		
Address Line 2			
Address Line 3			
Address Line 4			
City	Adelaide		
State	SA		
Postal Code	5000		
Country	AUS		
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Please attach the nominee's sig	ned Confidential Disclosure Deed (.	doc, .docx or .pdf format).*	
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#### **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.

udent and cademic Services				
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Recommendation	ion for the evaluation below	Accept Nomination		
Evaluation Status				
		Complete •		
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Add Attachments				//
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Click on Add A	ttachment and	d then <b>My Device.</b> B	rowse to the locatio	on the file has been saved
click on <b>Open.</b>				
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To remove an attachment select	Delete for the approp	iate file you wi	sh to remov	9.
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#### 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 <u>any</u> 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.

Supervisor.

text field. Research Examinations will forward the comments for a rejected nomination to the Principal

#### **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 <u>HERE</u> to view the full Glossary of University Terms for UniSA.