

Notification of Examiners (NOEs) Form
Faculty of Arts Notes

1. Guidelines are attached to the NOE that should be observed.

http://www.hdr.mq.edu.au/information_for/thesis_examiners/documents/Nomination_of_Examiners_Form_-_March_2011.docx

2. They are framed from University policy formulated in relation to national guidelines:

http://www.mq.edu.au/policy/docs/hdr_thesis/policy.html

These guidelines are consistent with the national standards as defined in the Deans and Directors of Graduate Studies Conflict of Interest Guidelines. In other words, the guidelines we administer are those administered by all Australian universities. The University also seeks evidence that there has been no co-publication between prospective examiners, candidates and supervisors, therefore a **complete list of publications** for examiners is required. This has long been MQ practice, and the policy is summarised on the form. To avoid having to contact the examiner more than once, it might be convenient to ask them for this, if it is not otherwise available, when you contact them to seek their availability. A template for approaching examiners is currently being prepared.

3. The NOE also asks you to find out what kind of examination experience the examiner has. This is to ensure that we do not appoint 3 inexperienced examiners, which might be to the detriment of the candidate. Not all of the examiners have to be very experienced.

4. On the first page of the form, in the second column, you are also asked to indicate how the expertise of the examiner relates specifically to this thesis.

5. If you include urls rather than hard copy please make sure they work and are not broken, and that they are in English. Please also provide them to hdrarts in an e-copy.

6. The supervisor is also required to indicate that while the nomination of examiners has been discussed and agreed on with the candidate, the candidate should **NOT** know which 3 of the 6 examiners for PhD or 2 of the 4 for MPhil have been selected. This is important in the protection of the anonymity of the examiner, should they require it.

7. HDRO seeks to demonstrate that our examination procedures are fair, unbiased, and of the highest quality, to guarantee the reputation of the candidate and the University.

8. The key issues are:

- (i) Examiners are to be appointed who are national and/or international experts in the HDR thesis field, with academic appointments in the field of research, with relevant high quality research publications, and whose assessment will be respected nationally and internationally.

- (ii) Examiners are to have had no role in the supervision or preparation of the thesis.
- (iii) One examiner is to be international (to guarantee conformity to the international standard of Macquarie's HDR program) and one based in Australia (to guarantee conformity to national standard and style).
- (iv) At least two examiners of a PhD and one of a Masters shall have HDR thesis examination experience.
- (v) Examiners cannot have been fulltime, part-time or casual employees of MQ in the last 5 years.
- (vi) Examiners shall not have graduated with a Macquarie University PhD in the last 10 years.
- (vii) Examiners shall not have been HDR students under the supervision of the supervisor, either at Macquarie University or elsewhere.
- (viii) Examiners shall not have co-published or co-edited or conducted any research with the candidate.
- (ix) Examiners shall not have co-published or co-edited with any member of the supervision panel in the last 5 years. **This does not mean that an article by the supervisor in a collection where a potential examiner also appears will exclude that examiner if there is no co-writing, no co-authorship, or other kind of collaboration.**

9. HDR arts and the AD HDR have considerable experience in this area, so please consult them, after you have read the guidelines, if you need further clarification.

(Marea Mitchell AD HDR 19/7/11: Faculty Board 9/8/211)