

**Instructions:**

1. The Senior supervisor should complete this form at least **two months** prior to submission date.
2. Rules for the appointment of examiners are available in the [Thesis/project submission and examination process](#).
3. Recommended examiners must NOT have had any direct involvement with the candidate's research program.
4. A CV for each examiner, which includes the last 5 years employment history and research outputs, must be provided for this form to be processed.
5. Proposed examiners must have agreed to examine a digital version of the thesis/dissertation, and a current email address must be provided so they can receive notification of the examinable material.
6. The proposed examiner must not be a designated person or belong to a designated entity under the [UN Sanctions and Australian Autonomous Sanctions](#).
7. If a proposed examiner does not hold an academic qualification equivalent in status and character to the degree pursued by the candidate a separate page providing justification for their use must also be attached to this form. Schools may only nominate one person in this category per panel.

**Section 1. Name and details**

Student ID: \_\_\_\_\_ School IO number: \_\_\_\_\_  
Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_  
Program Code: \_\_\_\_\_ Thesis/Project: \_\_\_\_\_  
School: \_\_\_\_\_  
Thesis/Project Title: \_\_\_\_\_

**Section 2. Supervisory panel**

Senior or Joint senior supervisor: \_\_\_\_\_  
Senior or Joint senior supervisor: \_\_\_\_\_  
Associate supervisor: \_\_\_\_\_  
Associate supervisor: \_\_\_\_\_

**Section 3. Project examinations only**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Venue: \_\_\_\_\_  
Proposed convenor of project presentation panel: \_\_\_\_\_  
School contact number to be provided to examiners: \_\_\_\_\_

**Section 4. Conflict of interest**

Nomination of examiners must be in accordance with University policy and best practice guidelines with regard to conflict of interest. In nominating appropriate examiners for the candidate's work the Australian Council of Graduate Research [Conflict of Interest Guidelines](#) must be referred to before making the following declaration

Is there any perceived or actual conflict of interest between any of the parties? Yes      No

If yes, please provide details on a separate page.

**Section 5. Embargo and /or Confidentiality agreement**

Is this thesis/project subject to an embargo and/or confidentiality agreement? Yes      No

If yes, please complete the [Request for a Confidentiality Deed or Embargo form](#)

**Section 6. Recommended examiners**

**Recommended examiner 1**

Title: Family name: Given name:  
Country: Telephone: Email:  
Present position:  
Academic qualifications (include awarding institution and year):  
Examiner has confirmed they are prepared to examine a digital version of the thesis/project Yes No  
Please explain how the nominated examiner's expertise is relevant to the candidate's thesis/project:

**Recommended examiner 2**

Title: Family name: Given name:  
Country: Telephone: Email:  
Present position:  
Academic qualifications (include awarding institution and year):  
Examiner has confirmed they are prepared to examine a digital version of the thesis/project Yes No  
Please explain how the nominated examiner's expertise is relevant to the candidate's thesis/project:

**Section 7. Signatures - School and College**

In signing below I certify that the nominated examiners meet RMIT requirements, any [conflict of interest](#) has been declared and explained; and their agreement to complete the examination within six weeks from receipt of the examination materials has been obtained.  
Please note that the Associate Dean/ Dean/ Head of School signature authorises examiners' payment from the School Internal Order (IO) account.

Senior supervisor name:

Signature: Date:

Associate Dean /Dean /Head of School or nominee name:

Signature: Date:

College HDR Director/ Deputy Dean name:

Signature: Date:

*School HDR Administrators: Please provide completed form and supporting documents to the SGR Examinations Office.*