

**UNIVERSITY OF NEWCASTLE  
APPOINTMENT OF EXAMINERS FOR PROFESSIONAL DOCTORATE CANDIDATE**

A candidate must be given the opportunity to suggest the names of individuals who may be considered appropriate/not appropriate to examine their dissertation. However, the faculty is responsible for the appointment which **MUST NOT** be disclosed to the candidate. For this reason a candidate is not permitted to submit their own Appointment of Examiners form to the Office of Graduate Studies.

Is the research commercial-in-confidence?    Yes    /    No

<b>CANDIDATE'S FULL NAME</b>		<b>Student No:</b>
<b>FINAL TITLE OF DISSERTATION</b>		
<b>DEGREE SOUGHT</b>		<b>SCHOOL:</b>
<b>CANDIDATE'S SUPERVISOR</b>		<b>SUPERVISOR'S INSTITUTION:</b>

**RECOMMENDED EXAMINERS**

(Two for a Professional Doctorate candidate plus one reserve examiner)

If the examiner is internal within the University of Newcastle please confirm status.

**\*\* PLEASE COMPLETE ALL DETAILS AND INCLUDE JUSTIFICATION FOR EACH EXAMINER NOMINATED \*\***

<b>Name (in full)</b>		<b>AGREED TO EXAMINE</b>	<b>YES / NO</b>
<b>Position Held</b>		<b>GENDER</b>	<b>M / F</b>
If internal – status	Emeritus Professor/ Casual academic/ Adjunct appointee/ Full-time academic		
<b>Department/School</b>			
<b>Institution</b>			
<b>Address</b>			
<b>Is Examiner an Australian Resident?</b> Yes / No	<b>Fax No:</b>	<b>e-mail address:</b>	
	<b>Telephone No:</b>		
<b>Reason for selection</b>	<b>Please attach details as outlined in (3,4) over</b>		

<b>Name (in full)</b>		<b>AGREED TO EXAMINE</b>	<b>YES / NO</b>
<b>Position Held</b>		<b>GENDER</b>	<b>M / F</b>
If internal – status	Emeritus Professor/ Casual academic/ Adjunct appointee/ Full-time academic		
<b>Department/School</b>			
<b>Institution</b>			
<b>Address</b>			
<b>Is Examiner an Australian Resident?</b> Yes / No	<b>Fax No:</b>	<b>e-mail address:</b>	
	<b>Telephone No:</b>		
<b>Reason for selection</b>	<b>Please attach details as outlined in (3,4) over</b>		

**RESERVE EXAMINER(S) – Must be external to the University of Newcastle if one of the examiners nominated above is internal.**

<b>Name (in full)</b>		<b>AGREED TO EXAMINE</b>	<b>YES / NO</b>
<b>Position Held</b>		<b>GENDER</b>	<b>M / F</b>
If internal – status	Emeritus Professor/ Casual academic/ Adjunct appointee/ Full-time academic		
<b>Department/School</b>			
<b>Institution</b>			
<b>Address</b>			
<b>Is Examiner an Australian Resident?</b> Yes / No	<b>Fax No:</b>	<b>e-mail address:</b>	
	<b>Telephone No:</b>		
<b>Reason for selection</b>	<b>Please attach details as outlined in (3,4) over</b>		

Date / /      Signed \_\_\_\_\_      Supervisor \_\_\_\_\_

Date / /      Signed \_\_\_\_\_      Head, School of \_\_\_\_\_

Date / /      Signed \_\_\_\_\_      Asst Dean, Research Training \_\_\_\_\_

Please forward this form to:      The Manager, Graduate Studies, Office of Graduate Studies  
The Chancellery, East Wing  
Email: [research@newcastle.edu.au](mailto:research@newcastle.edu.au)

**IMPORTANT INFORMATION:  
APPOINTMENT OF EXAMINERS FOR PROFESSIONAL DOCTORATE CANDIDATES**

The University's Rules require that for a professional doctorate dissertation there shall be two examiners of whom at least one shall not be a member of staff of the University. A supervisor cannot examine the dissertation of a candidate for whom they are the supervisor.

The appointment of an examiner within the same institution as the candidate or the supervisor is strongly discouraged, as is the appointment of more than one examiner from the same School or institution. The appointment of an examiner who has graduated from the University of Newcastle in the past five years is also strongly discouraged. It is acknowledged, however, that in exceptional circumstances, the expertise to examine may occur in such situations. In such cases, a clear case must be made to the Assistant Dean (Research Training).

A candidate must be given the opportunity to suggest the names of individuals who may be considered appropriate/not appropriate to examine their dissertation. However, the faculty is responsible for the appointment which **MUST NOT** be disclosed to the candidate. For this reason a candidate is not permitted to submit their own Appointment of Examiners form to the Office of Graduate Studies.

In accepting an invitation to examine a professional doctorate dissertation an examiner undertakes to maintain confidentiality with regard to the content of the dissertation and of his/her report until such time as the University has made a determination on the award. Supervisors must indicate if the research is commercial in confidence at appointment of examiners stage to ensure appropriate confidentiality agreements are obtained.

As candidates proceed with their research and reach the point where their manuscript can be typed in final form, supervisors should give some thought to examiners for the dissertation. A recommendation should be made to the Head of School for approval by the Assistant Dean (Research Training). In providing names of possible examiners the following points should be borne in mind:-

1. It is a requirement that contact be made with the proposed examiner to find out whether, if formally appointed, he/she would be able to act.
2. An external reserve examiner must be nominated if one of the other examiners nominated is internal.
3. The external examiners may be from Australia or from overseas. More important than the country of location is the expertise that the examiner will bring to the examining process. A recommendation for the appointment of examiners must be accompanied by an explanatory note concerning the appropriateness of the persons nominated, detailing qualifications, expertise in the field and previous supervisory and/or examining experience. If the dissertation is in an area which goes across two disciplines and one examiner is particularly competent in one of these areas, then any statement of reserve examiners may need to make it clear whether a particular reserve is to act in place of one or other of the examiners.
4. The minimum academic qualifications required of an examiner of a professional doctorate is either PhD or Professional Doctorate or equivalent.
5. It is important that, as a panel, the examiners have some familiarity with what is required by Australian universities for the award of professional doctorate degrees. This might not be present if, for example, all of the examiners came from research institutes in non-English speaking countries.
6. The appointment of examiners must be approved by the Head of the School and the Assistant Dean (Research Training). The Assistant Dean (Research Training) has authority to approve examiners if he/she is satisfied the nominees are familiar with the University's examining procedures and have expertise in the area. It is most desirable that the recommendation for the appointment of examiners be made some months in advance of the dissertation being received so that the dissertation can be sent out for examination without delay.
7. The honorarium currently paid to external examiners of a professional doctorate dissertation is \$A203.00. Full-time internal examiners/Emeritus Professors and adjunct appointees do not receive an honorarium. Casual academic staff will receive the honorarium.

#### **GUIDELINES FOR PREPARATION AND SUBMISSION OF A PROFESSIONAL DOCTORATE DISSERTATION**

The University has issued some notes on the physical specifications (typing layout, page size, binding, etc) of dissertations. These guidelines can be found at: <http://www.newcastle.edu.au/study/graduate/professionaldorates.html>

#### **DISSERTATION EXAMINATION APPLICATION FORM/SUPERVISOR'S CERTIFICATE**

Each candidate who submits a professional doctorate dissertation is required to apply to have the work examined. Part of the application is a certificate by the supervisor that the dissertation meets certain minimum requirements. In making this certification the supervisor does not imply in any way that the dissertation is sufficient for the award of the degree. The 'Dissertation Examination Application' form can be found at: <http://www.newcastle.edu.au/study/graduate/professionaldorates.html>

#### **PROFESSIONAL DOCTORATE DEGREE REGULATIONS**

The Professional Doctorate Degree Rules are printed in the Legislation volume of the Calendar. They regulate both the candidate and the University, and supervisors and candidates should be familiar with them. Details are also available at <http://www.newcastle.edu.au/study/graduate/professionaldorates.html>