

NOMINATION OF EXAMINERS – QUICK REFERENCE GUIDE

OVERVIEW

This guide explains how to use the Intent to Submit and Nomination of Examiners forms, and answers some common questions.

APPLIES TO

- HDR Supervisors
- HDR College Coordinators

EXAMS – INTENT TO SUBMIT AND NOMINATIONS WORKFLOW



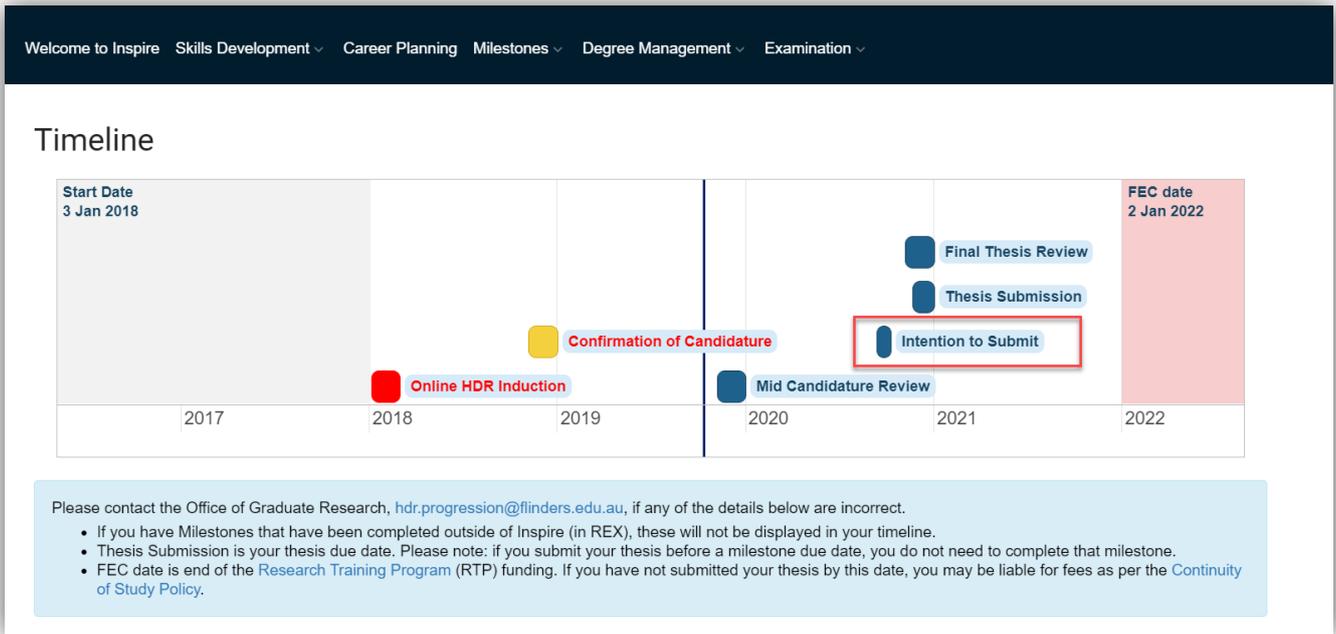
COMMON QUESTIONS

1. What is an 'Intention to Submit'?

The Intention to Submit form allows HDR students to notify their supervisor of the date when they intend to submit their thesis. The purpose of the form is to:

- Prompt the supervisor to nominate examiners prior to the student submitting their thesis
- Allow HDR students to state if there are any examiners they do not want to examine their thesis.
- Open a conversation with your HDR student about a completion plan.

Intention to submit shows on a student's milestone timeline 12 weeks prior to their Expected Work Submission (EWS) date. It is shown at this timeframe as it can take some time for supervisors to find examiners who are available to examine the thesis.



2. Do students have to fill out an Intention to Submit?

HDR Students are strongly encouraged to fill in an Intention to Submit form, however it is not mandatory. A HDR student can submit their thesis when it is ready for submission without filling out an Intention to Submit.

3. What happens after a student fills out an Intention to Submit?

The supervisor is emailed by Inspire to advise them that they should start the nomination process.

Two nomination forms are created and displayed on the supervisor's Inspire dashboard to complete.

Welcome to Inspire Skills Development Career Planning Milestones Degree Management Examination

Welcome to Inspire

Inspire is a candidature management tool for higher degree by research students, their supervisors and related support staff. You can use Inspire to submit degree management forms for recommendation, assess your research skills, plan your research training, book into available training courses, complete an intention to submit and nominate examiners. Please [contact us](#) if you would like more information.

Forms that require your attention

✔ There are no forms requiring your attention

Examination Forms that require your attention

| Date | Title | |
|-----------|------------------------|-------------------|
| 10-Oct-19 | Nomination of Examiner | 🔗 |
| 10-Oct-19 | Nomination of Examiner | 🔗 |

Useful Shortcuts

- Training & Development**
 - [View student booking summaries](#)
- Activity Log**
 - [View all completed activities](#)
- Office of Graduate Research**
 - [OGR Website](#)
 - [REST FLO Website](#)

The current status of examiner nominations is shown on this page.

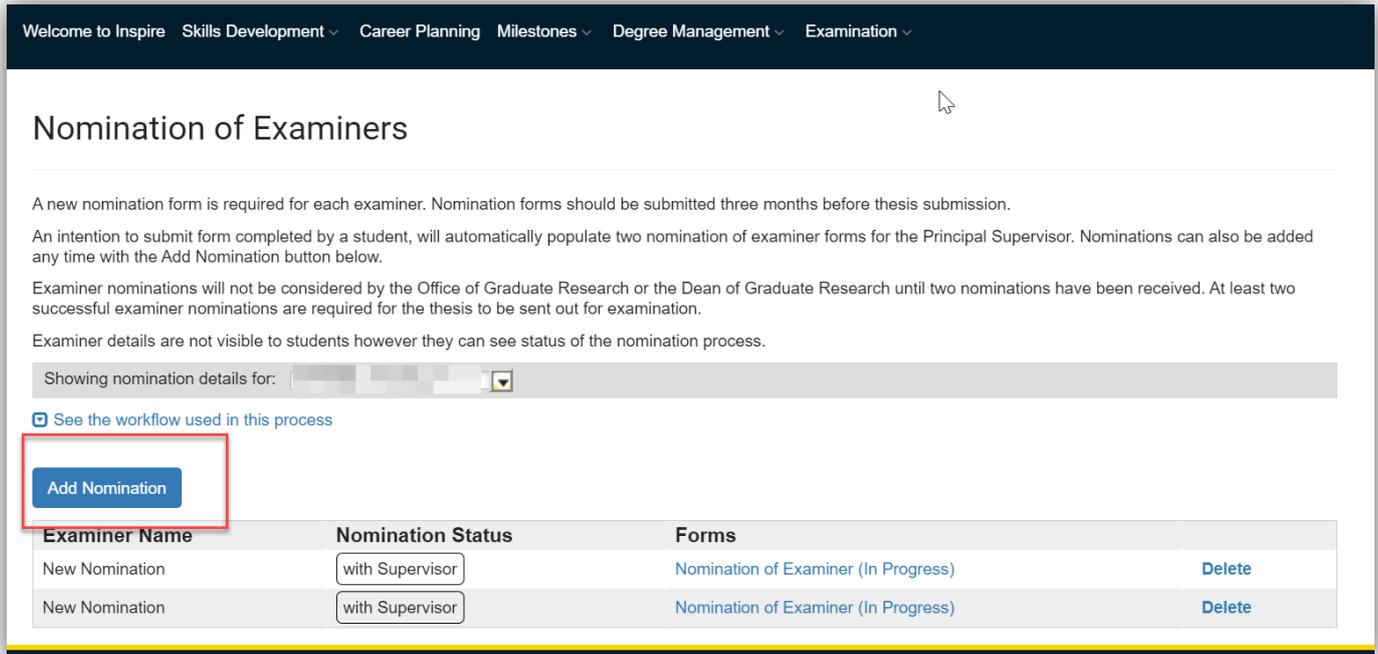
4. Why are there two nomination forms?

Each examiner is considered on their merit and suitability based on [HDR Policy](#) and [HDR Examination Procedures](#) individually. An examiner may choose to not grade a thesis part way through the nomination process. By separating each nomination, it simplifies the process, making it easier to track which examiner(s) have been approved and are in the process of examining.

5. Can I nominate more than two examiners?

Yes, you can nominate additional examiners. You will need to nominate additional examiners if one is rejected, withdraws from the examination process or in the case of divergent grades.

To nominate additional examiners, click the **Add Nomination** button.



Welcome to Inspire Skills Development Career Planning Milestones Degree Management Examination

Nomination of Examiners

A new nomination form is required for each examiner. Nomination forms should be submitted three months before thesis submission.

An intention to submit form completed by a student, will automatically populate two nomination of examiner forms for the Principal Supervisor. Nominations can also be added any time with the Add Nomination button below.

Examiner nominations will not be considered by the Office of Graduate Research or the Dean of Graduate Research until two nominations have been received. At least two successful examiner nominations are required for the thesis to be sent out for examination.

Examiner details are not visible to students however they can see status of the nomination process.

Showing nomination details for: [dropdown]

See the workflow used in this process

Add Nomination

| Examiner Name | Nomination Status | Forms |
|----------------|-------------------|---|
| New Nomination | with Supervisor | Nomination of Examiner (In Progress) Delete |
| New Nomination | with Supervisor | Nomination of Examiner (In Progress) Delete |

6. Can I delete a nomination?

Yes, you can delete a nomination form if it has been automatically created for you or you have not yet signed and submitted it. To delete a nomination, click **Delete** in the Nomination table for the appropriate row.

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Showing nomination details for: [dropdown]

See the workflow used in this process

[Add Nomination](#)

| Examiner Name | Nomination Status | Forms | |
|----------------|-------------------|--------------------------------------|------------------------|
| New Nomination | with Supervisor | Nomination of Examiner (In Progress) | Delete |
| New Nomination | with Supervisor | Nomination of Examiner (In Progress) | Delete |

7. Can I nominate examiners without a student filling out an Intention to Submit?

Yes, you can nominate examiners at any time. To nominate click on **Examinations** in the top menu and select **Nomination of Examiners**.

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Forms that require your attention

[There are no forms requiring your attention](#)

Examination Forms that require your attention

[There are no forms requiring your attention](#)

Milestones

Examination

- Intention to Submit
- Nomination of Examiners**
- Thesis Submission

Researcher Skills

- Skills Needs Analysis
- Self record a development activity
- View all your completed activities

Training & Development

- Find & book activities
- View your booking summary
- Calendar Settings

Office of Graduate Research

- OGR Website
- HDR Degree Management
- REST FLO Website

On the **Nomination of Examiners** dashboard, click **Add Nomination**. Two approved examiners are required for examination of a student's thesis to commence.

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Showing nomination details for: [blurred]

[See the workflow used in this process](#)

Add Nomination

| Examiner Name | Nomination Status | Forms |
|-----------------------------|-------------------|-------|
| Sorry, this table is empty. | | |

8. What do I do if an examiner is rejected?

You will be informed why the examiner was rejected. You will need to find a suitable alternative examiner for the HDR Student and submit a new nomination form.

9. Can students see who their examiners are?

No, it is against Flinders [HDR Examination Procedures](#) for students to be notified of who their examiners are. They can only see the current status of the nomination.

Welcome to Inspire Skills Development Career Planning Milestones Degree Management Examination

Nomination of Examiners

Your supervisor will nominate at least two external and independent examiners to conduct your examination. Examiners are confidential, however you can track the status of the nomination process here.

At least two successful examiner nominations are required for the thesis to be sent out for examination.

You have an opportunity to list examiners that you do NOT wish to examine your thesis on your intention to submit form.

[See the workflow used in this process](#)

Current Status

Examiners under review.

10. Can a student flag which examiners they do not want to have as examiners?

Students can do this in their intention to submit form.

Note: If they are submitting their thesis after their Funding Expected Completion (FEC) date they may be liable for fees until their thesis submission has been approved as per the [Continuity of Study Policy](#). If a student submits their thesis any time after their FEC date this will not be considered an on-time completion for the supervisory panel.

Ms [REDACTED] has indicated that they do not want the following people examining their thesis.

Person A, Person B