

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.

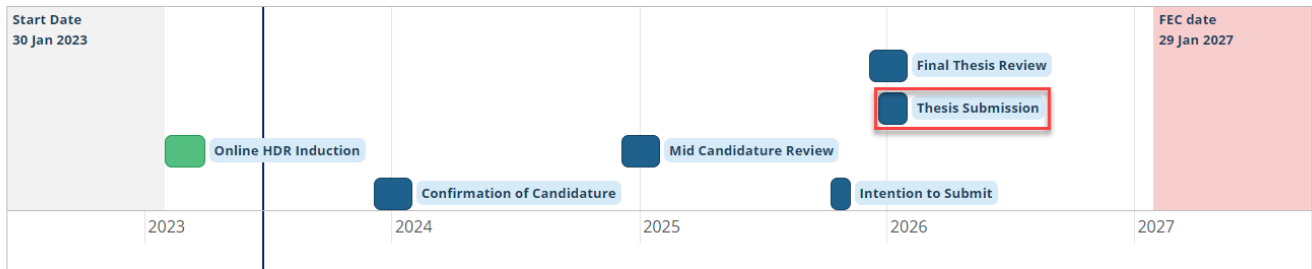
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Welcome to Inspire Skills Development Milestones Degree Management Examination

Timeline

Showing timeline for:



Please contact the Office of Graduate Research, hdr.progression@flinders.edu.au, if any of the details below are incorrect.

- Thesis Submission is your thesis due date. Please note: if you submit your thesis before a milestone due date, you do not need to complete that milestone.
- FEC date is end of the Research Training Program (RTP) funding. If you have not submitted your thesis by this date, you may be liable for fees as per the Continuity of Study Policy.
- If you intend to extend your candidature, you do not need to complete your intention to submit form at this time.

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.

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Welcome to Inspire

Skills Development ▾

Milestones ▾

Degree Management ▾

Examination ▾

Welcome to INSPIRE

Inspire is a candidature management tool for higher degree by research students, their supervisors, external examiners and related support staff.

HDR Students can use Inspire to submit degree management forms, manage their Milestones, plan, record and manage their skills development, manage their thesis submission and examination.

HDR Supervisors can monitor the progress of their students through Milestones, manage candidature variations and examination tasks, engage with the HDR Supervisor Development Program compliance and book into available training courses, and view their Register of HDR Supervisors status.

External Examiners can download a thesis for examination and upload their final report.

Please [contact us](#) if you would like more information.

Forms that require your attention

Due Date	Title
26-Aug-21	Nomination of Examiner
26-Aug-21	Nomination of Examiner

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 examine 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.

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Welcome to Inspire Skills Development ▾ 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. Please do not submit nominations for reserve examiners. You will be notified if an additional examiner is required.

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

Showing nomination details for:

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

Add Nomination

Examiner Name	Nomination Status	Forms	
New Nomination	<input type="text" value="with Supervisor"/>	Nomination of Examiner (In Progress)	Delete
New Nomination	<input type="text" value="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.

Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾ Examination ▾

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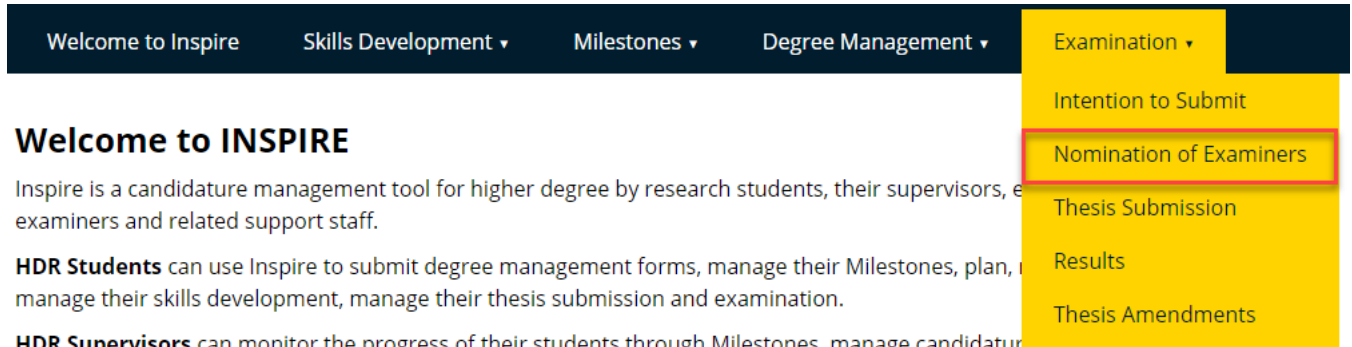
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7. Can I nominate examiners without a student filling out an Intention to Submit?

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



Welcome to INSPIRE

Inspire is a candidature management tool for higher degree by research students, their supervisors, examiners and related support staff.

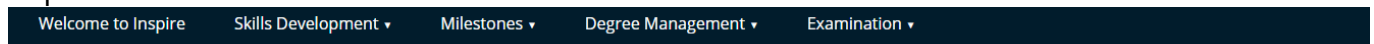
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HDR Supervisors can monitor the progress of their students through Milestones, manage candidature examination tasks, engage with the HDR Supervisor Development Program compliance and book into available training courses, and view their Register of HDR Supervisors status.

External Examiners can download a thesis for examination and upload their final report.

Please [contact us](#) if you would like more information.

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



Nomination of Examiners

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Showing nomination details for:

[▶ 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

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 of Examiners form.

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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.

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 approved

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.

Students are not permitted to nominate or know the examiners of their thesis. However, a student has a right to inform their supervisor of any persons they *DO NOT* want to examine their thesis.

Refer to clause 3.3 of the [HDR Examination Procedures](#).

If applicable, please list any examiners, disciplines or groups that you do not wish to examine your thesis. For example, an individual, political alignment or research methodology that may not be empathetic with your research.

Examiner A, Examiner B

Need more help?

For more information about the examination processes refer to the [Examination and Completion](#) website and Team: hdr.exams@flinders.edu.au.