

Privacy Statement: At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does is "personal information". For details of how the University will use, disclose and protect your personal information please refer to <http://global.curtin.edu.au/legal/privacy.cfm>.

Please see Part 6 "Rules" before completing this form

Please indicate the purpose/s for which approval is sought

- Change of Thesis Title (see Part 2(a)) Nomination of Examiners (see Part 3)
 Change of Thesis Committee (see Part 2(b)) Change of Examiners (see Part 3)

Part 1: Student Details

Student to Complete

Student Number _____ Title Mr Ms Other _____
Surname / Family Name _____ Given Names _____
Address for Correspondence _____
Home Phone _____ Work Phone _____
Facsimile _____ Mobile _____
Email Address _____
Title of Course _____ Course Code _____
Enrolling Area _____ Faculty _____
What is your anticipated thesis submission date? _____
Please state your existing Thesis Title
Existing Title: _____

Part 2: Change of Thesis Title and/or Thesis Committee

Student and/or Supervisor/Chairperson to Complete

- (a) (i) Please state your proposed Thesis Title
Proposed Title: _____
(ii) Does this title change represent a substantial change in your topic? Yes (go to (iii)) No (go to (b))
(iii) Will you be submitting a revised Application for Candidacy? Yes No

AND/OR

- (b) Please state the existing and proposed Thesis Committee.

	Existing	Proposed	Reason for Change
Chairperson			
Supervisor			
Co-supervisor			
A/Supervisor i			
A/Supervisor ii			

We endorse the recommendation for the following item/s

- Change of Thesis Title (see Part 2(a)) Change of Thesis Committee (see Part 2(b))

Signature of Student _____ **Date** _____

Name of Supervisor/Chair
(please print) _____

Signature of Supervisor/Chair _____ **Date** _____

Please forward to Head of Enrolling Area for completion or continue to Part 3 if Nominating/Changing Examiners.

1. Please nominate the examiners below, providing full contact details.

- Notes: **1. Confidentiality – The Nomination of Examiners is a confidential process. Their names should not be released to the student without their explicit permission (see Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research, Section 12(g)) under Part 6).**
- 2. Number of Examiners - For Masters candidates at least one examiner must be external to Curtin and any internal examiner must be external to the Enrolling Area in which the student is enrolled. For Doctoral candidates both examiners must be external to the University. Persons who are external to the University will not hold or have held an employment contract with the University within three months of nomination as an examiner or at any time during the examination process, nor will they be an Emeritus Professor of the University (see Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research, Section 12(a)(ii) under Part 6).**

Examiner 1

Full name & title _____

Street address _____
(include dept. _____
University, No. & _____
street, suburb, _____
postcode, country) _____

Please note that because these are delivered by courier, FULL street address details are required to ensure delivery.

Facsimile _____ Phone _____
Include area codes *Include area codes*

Email _____

Highest Academic Qualification & Awarding Institution _____

Specific Reasons for Selection _____

Examiner 2

Full name & title _____

Street address _____
(include dept. _____
University, No. & _____
street, suburb, _____
postcode, country) _____

Please note that because these are delivered by courier, FULL street address details are required to ensure delivery.

Facsimile _____ Phone _____
Include area codes *Include area codes*

Email _____

Highest Academic Qualification & Awarding Institution _____

Specific Reasons for Selection _____

Reserve Examiner (optional)

Full name & title _____

Street address _____
(include dept. _____
University, No. & _____
street, suburb, _____
postcode, country) _____

Please note that because these are delivered by courier, FULL street address details are required to ensure delivery.

Reserve Examiner (continued)

Facsimile _____ Phone _____
Include area codes *Include area codes*

Email _____

Highest Academic
Qualification & Awarding
Institution _____

Specific Reasons for
Selection _____

Please forward to Head of Enrolling Area for completion.

Part 4: Enrolling Area Confirmation **Head of Enrolling Area to Complete**

I endorse the recommendation for the following item/s

- | | |
|---|---|
| <input type="checkbox"/> Change of Thesis Title (see Part 2(a)) | <input type="checkbox"/> Nomination of Examiners (see Part 3) |
| <input type="checkbox"/> Change of Thesis Committee (see Part 2(b)) | <input type="checkbox"/> Change of Examiners (see Part 3) |

Confirmation and Signature

For change of thesis committee it is confirmed that:

(i) *the student has agreed to the Thesis Title and/or Thesis Committee changes outlined in Part 2.*

For nomination or change of examiners it is confirmed that:

- (i) *examiners have been nominated in accordance with Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research (see Part 6);*
(ii) *all examiner details are correct; and*
(iii) *an informal approach has been made to the examiners and they have all agreed to examine the thesis.*

Name of Head of Enrolling Area (please print) _____
(or appropriate alternate)

Signature of Head of Enrolling Area _____ **Date** _____
(or appropriate alternate)

Please forward completed form to the appropriate Faculty Graduate Studies Committee.

Part 5: Faculty Confirmation **Faculty to Complete**

- Please confirm that no nominated examiner has at any time been a member of the student's Thesis Committee or Interim Thesis Committee. Confirmed

Comments _____

Faculty Graduate Studies Committee decision: Approved Not approved Date _____

Please insert FGSC stamp and document number, or for executive approval, the date on which the decision will be ratified. In the case of an executive approval, a copy of the relevant page of the minutes ratifying the executive decision is to be sent to the Thesis Examinations Officer.

- (i) FGSC Document No. _____ FGSC stamp: _____
OR (if by Executive Decision)
(ii) Date at which Executive Decision will be ratified _____

Please forward copy of application to the Thesis Examinations Officer

Part 6: Rules

Doctoral Degrees - *The following Sections have been extracted from Rule 10: Degree of Doctor by Research.*

Master's by Research Degrees – *The Sections of Rule 11: Degree of Master by Research read the same, except that the term 'Doctoral' is replaced by the term 'Master's (by Research)'.*

8. THESIS COMMITTEE AND SUPERVISORS FOR CONFIRMED CANDIDATURE

- (a) At the time of application for Candidacy, the Head of Enrolling Area shall, following consultation with the candidate, nominate a Thesis Committee of at least three persons, comprising a Chairperson, Supervisor and either one or more Associate Supervisors or a Co-Supervisor or a combination of both. The nominated Thesis Committee shall be submitted to the Faculty Graduate Studies Committee for approval.
- (b) The Chairperson shall be a member of the academic staff of the University and possess a Doctoral qualification or be deemed by the Faculty Graduate Studies Committee to be of equivalent status.
- (c) The Supervisor shall be a member of the academic staff of the university. A Supervisor shall possess a Doctoral qualification or be deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study. Only a full-time or fractional -time staff member shall be the Supervisor.
- (d) The Associate Supervisor(s) shall be appointed from within or outside the University to assist the Supervisor in the supervision of the Doctoral candidate. At least one Associate Supervisor shall possess a Doctoral qualification in the field of study or be deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study. If external to the University, the Associate Supervisor(s) shall consent in writing to this appointment.
- (e) The Head of Enrolling Area may appoint a Co-Supervisor who may be another member of academic staff, an Adjunct Fellow or an Emeritus Professor. The Co-Supervisor shall possess a Doctoral qualification or be deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study. (The term Adjunct Fellow is used to cover the following appointments: Adjunct Professor, Adjunct Associate Professor, Adjunct Research Fellow, Adjunct Teaching Fellow, Adjunct Research Associate, Adjunct Teaching Associate.)
- (f) A member of staff who is enrolled in a Doctoral program shall not be appointed a Supervisor or Co-supervisor of a Doctoral candidate.
- (g) After Candidacy has been approved the Faculty Graduate Studies Committee may approve changes to the composition of the Thesis Committee on the recommendation of the Head of Enrolling Area. The Head of Enrolling Area should consult with the candidate prior to making such recommendations to the Faculty Graduate Studies Committee.
- (h) In the event that an appointed Supervisor, or Co-Supervisor is unable to supervise the candidate for a period exceeding three months, the Head of Enrolling Area shall, following consultation with the candidate, nominate a replacement Supervisor or Co-Supervisor for the relevant period for approval by the Faculty Graduate Studies Committee.
- (i) In the event that the Chairperson of the Thesis Committee is unable to perform the assigned duties for a period exceeding three months, the Head of Enrolling Area shall nominate a replacement Chairperson for the relevant period for approval by the Faculty Graduate Studies Committee.

Doctoral Degrees - *The following Sections have been extracted from Rule 10: Degree of Doctor by Research. For Master's Degrees by Research see Page 5.*

12. THESIS EXAMINING PANEL

- (a) The Faculty Graduate Studies Committee shall, on the recommendation of the Head of Enrolling Area, appoint a Thesis Examining Panel, comprising:
 - (i) the Chairperson of the Thesis Committee (ex officio) acting as Chairperson; and
 - (ii) two Examiners both of whom shall be external to the University¹.
- (b) No person who is or has at anytime been a member of a candidate's Interim Thesis Committee or Thesis Committee shall be eligible for appointment as an Examiner.
- (c) In recommending a Thesis Examining Panel, the Head of Enrolling Area shall take all reasonable steps to ensure that Examiners are free from bias with respect to the candidate, the Supervisor or the University, and shall preserve the integrity and independence of the examination process.
- (d) Examiners shall possess a Doctoral qualification or be deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study.
- (e) Examiners are requested to examine a thesis within six weeks of receipt. If any Examiner is unable to complete the examination within three months, the Head of Enrolling Area may recommend a replacement Examiner to the Faculty Graduate Studies Committee for approval.
- (f) The Dean, Graduate Studies may, upon recommendation by the Faculty Graduate Studies Committee, appoint a replacement Examiner, or Adjudicator as appropriate, in the following circumstances:
 - (i) where an Examiner, or Adjudicator, is unable to continue an examination for any reason;
 - (ii) where an Examiner, or Adjudicator, is unable to re-examine for any reason;
 - (iii) where an Examiner, or Adjudicator, demonstrates bias with respect to the candidate, the Supervisor or the University in their examination report.

(Continued on page 5)

Part 6: Rules (continued)

- (g) Names of Examiners shall not be released unless the Examiner(s) specifically approves the release of his/her identity, subject to the provisions of the Freedom of Information Act. Only the Dean, Graduate Studies (or nominee), the Chairperson of the Faculty Graduate Studies Committee and the Chairperson of the Thesis Committee may communicate with the Examiners regarding the examination process while the thesis is under examination. Breaches of this Section in relation to communication with Examiners will be referred to the University Graduate Studies Committee and may be interpreted as misconduct within the terms of University policy (refer to the employment agreements and *Curtin University of Technology - Statute No. 10 - Student Discipline Statute*).

Master's Degrees by Research - *The above extracts from Rule 10: Degree of Doctor by Research are identical to Rule 11: Degree of Master by Research, with the following exceptions.*

12. THESIS EXAMINING PANEL

- (a) The Faculty Graduate Studies Committee shall, on the recommendation of the Head of Enrolling Area, appoint a Thesis Examining Panel, comprising:
- (i) the Chairperson of the Thesis Committee (ex officio) acting as Chairperson; and
 - (iii) two Examiners, at least one of whom shall be external to the University. An internal examiner shall be external to the Enrolling Area in which the candidate is enrolled¹
- (d) Examiners shall possess at least a Master's qualification or be deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study.

¹Persons who are external to the University will not hold or have held an employment contract with the University within three months of nomination as an examiner or at any time during the examination process, nor will they be an Emeritus Professor of the University.