

## Variation to Candidacy Details / Nomination of Examiners

### Higher Degree by Research Students

Please read Part 6, "Rules and Guidelines", before completing this form.

Please print using black or dark blue pen in the spaces provided.

The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. Full privacy statement available at <http://global.curtin.edu.au/legal/privacy.cfm>.

#### 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 and/or Supervisor/Chairperson must complete this section

Student ID Number  Title  Mr  Ms  Other

If you are a Curtin Sarawak student, please also provide your Sarawak ID Number

Surname / Family Name

Given Names

Address for Correspondence

Title of Course

Course Code

Enrolling Area

Faculty

Home Phone

Work Phone

Facsimile

Mobile

E-Mail Address

1. What is your anticipated thesis submission date?  (DD/MM/YY)
2. Please state your existing Thesis Title

**Part 2: Student and/or Supervisor/Chairperson must complete this section**

**Change of Thesis Title and/or Thesis Committee**

(a) (i) Please state your proposed Thesis 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
<b>Chairperson</b>					
<b>Supervisor</b>					
<b>Co-Supervisor</b>					
Proposed Co-Sup. Status:	<input type="checkbox"/> Academic Staff <b>or</b> <input type="checkbox"/> Adjunct Fellow <b>or</b> <input type="checkbox"/> Emeritus Professor				
<b>A/Supervisor</b>					
Proposed A/Sup. Status:	<input type="checkbox"/> Academic Staff <b>or</b> <input type="checkbox"/> Adjunct Fellow <b>or</b> <input type="checkbox"/> Emeritus Professor				
<b>A/Supervisor</b>					
Proposed A/Sup. Status:	<input type="checkbox"/> Academic Staff <b>or</b> <input type="checkbox"/> Adjunct Fellow <b>or</b> <input type="checkbox"/> Emeritus Professor				

**We endorse the recommendation for the following item/s**

Change of Thesis Title (*Part 2(a)*)  Change of Thesis Committee (*Part 2(b)*)

**Signature of Student**

**Date**   
(DD/MM/YY)

**Name of Supervisor/Chair**

**Signature of Supervisor/Chair**

**Date**   
(DD/MM/YY)

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

**Part 3: Supervisor and/or Chairperson must complete this section**

**Nomination/Change of Examiners**

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**

Surname / Family Name  Given Name/s

Title  Professor  A/Professor  Dr  Mr  Ms  Other \_\_\_\_\_

Street address **[MANDATORY]**  
(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.**

Phone  (Include area codes)

E-Mail Address   
**[MANDATORY]**

Highest Academic Qualification & Awarding Institution

Specific Reasons for Selection

**Examiner 2**

Surname / Family Name  Given Name/s

Title  Professor  A/Professor  Dr  Mr  Ms  Other \_\_\_\_\_

Street address **[MANDATORY]**  
(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.**

Phone  (Include area codes)

E-Mail Address   
**[MANDATORY]**

Highest Academic Qualification & Awarding Institution

Specific Reasons for Selection

**Reserve Examiner (optional)**

Surname / Family Name  Given Name/s

Title  Professor  A/Professor  Dr  Mr  Ms  Other \_\_\_\_\_

Street address **[MANDATORY]**  
(include dept. University, No. & street, suburb, postcode, country)

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

Phone  (Include area codes)

E-Mail Address   
**[MANDATORY]**

Highest Academic Qualification & Awarding Institution

Specific Reasons for Selection

*Please forward to Head of Enrolling Area for completion.*

**Part 4: Supervisor and/or Chairperson and Head of Enrolling Area must complete this section**

**We endorse the recommendation for the following item/s**

- 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)

## 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) with regard to Conflict of Interest, as detailed in the Guidelines for Best Practice in Thesis Examination,

there is no real or perceived Conflict of Interest between the examiners and any member of the student's Thesis Committee; or

there is a real or perceived **MINOR** Conflict of Interest. Please see attached document for details of conflict.

there is a real or perceived **MAJOR** Conflict of Interest. Please see attached document for justification of use of the relevant examiner and the associated approval of use by the Associate Deputy Vice-Chancellor, Research Training.

(iii) all examiner details are correct; and

(iv) an informal approach has been made to the examiners and they have all agreed to examine the thesis.

Name of

Supervisor/Chair

(please print)

Signature of

Supervisor/Chair

Date

(DD/MM/YY)

Name of

Head of Enrolling Area

(or appropriate alternate)

(please print)

Signature of

Head of Enrolling Area

(or appropriate alternate)

Date

(DD/MM/YY)

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

## Part 5: Faculty must complete this section

### Faculty Graduate Studies Committee Confirmation

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:

Chair, FGSC Executive Decision:

OR

FGSC Meeting where recommendation considered:

Date

(DD/MM/YY)

Date

(DD/MM/YY)

Outcome:

(i) Approved; or

» Forward copy of application to Thesis Examinations Officer

(ii) Not approved

Name

Please print

Position

Signature

Date

(DD/MM/YY)

## Part 6: Rules and Guidelines

**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. Members of a Thesis Committee shall be appointed in accordance with the *Register of Supervisors of Higher Degree by Research Students Policy and Procedures*.
- (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. Where a member of staff has a limited-term appointment, the Head of Enrolling Area shall certify at the time of appointment of the Supervisor that adequate supervision is available for the duration of the proposed research program.
- (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. Where two nominated members of a Thesis Committee, excluding the Chairperson, possess a Doctoral qualification in the field of study or are deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study, an Associate Supervisor may be appointed who does not possess a Doctoral qualification in the field of study or has not been 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) A Co-Supervisor shall be a member of academic staff, an Adjunct Fellow<sup>4</sup> or an Emeritus Professor of the University. 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.  
(<sup>4</sup> 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 below.*

## **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 University.
- (b) No person who is or has at any time 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 Associate Deputy Vice-Chancellor, Research Training 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.
- (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 Associate Deputy Vice-Chancellor, Research Training (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 Rule in relation to communication with Examiners will be referred to the Associate Deputy Vice-Chancellor, Research Training and may be interpreted as misconduct within the terms of the employment agreements and *Statute No. 10 – Student Disciplinary 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
  - (ii) 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 enrolled<sup>4</sup>.  
(<sup>4</sup> 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.)
- (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.

## **Guidelines for Best Practice in Thesis Examination**

"Professional/personal relationships between examiners and candidates/supervisors/university have the potential to introduce bias and represent a perceived or actual conflict of interest."

Further information and examples of conflicts of interest are provided in the Guidelines available online at <http://research.curtin.edu.au/guides/forms/policies.cfm>.