

APPOINTMENT OF EXAMINERS POLICY

Examiners of higher degree research theses are appointed by the Higher Degree Research Committee following advice and information provided by Divisions. Each doctoral thesis is examined by three Examiners and each Masters thesis is examined by two examiners. It is the responsibility of Division to contact each nominated examiner to ascertain their willingness in participating in the thesis examination process.

Macquarie supports the wishes of thesis examiners who wish to maintain their confidentiality. For this reason it is recommended that at least six examiners are nominated for a doctoral examination and at least five are nominated for a Masters examination. The Higher Degree Research Committee approves the final list and also approves the appointment of a reserve examiner should an approved examiner withdraw from the nomination or examination process. All thesis examination reports are forwarded to the candidate after the Higher Degree Research Committee has determined the examination outcome.

In the appointment of examiners, the main objective is to appoint examiners who are authoritative in their field and whose assessment will be respected nationally and internationally. This is to the advantage of both the candidate and the University preserving the value of the award and bringing the work of the candidate to the attention of the scholarly community.

This policy of the nomination and selection of examiners takes into account a number of important factors. These factors are based on the need to ensure that the candidate should get the best impartial examination possible. These important principles which underpin the examination include:

- ✓ That examiners should be considered by the academic community at Macquarie as experts in the thesis topic
- ✓ That consideration should be given to a range of national and/or international examiners to maintain the integrity of both the award and Macquarie University
- ✓ That no more than one examiner from any single institution shall normally be selected to participate in the examination process
- ✓ That examiners must have not had any involvement in the preparation of the candidate's thesis
- ✓ That unless there are exceptional circumstances agreed to by the Higher Degree Research Committee, examiners should not normally be current staff members of Macquarie University
- ✓ That at least two examiners must be external to Macquarie in the case of a doctoral thesis and at least one examiner must be external to Macquarie in the case of a Masters thesis.

Candidates are required to be consulted in the nomination of examiners for the purpose of appointment by the Higher Degree Research Committee. The process has been designed to preserve the anonymity of examiners (HDRC Resolution 05/321). Following consideration of the examiners' reports, by the Higher Degree Research Committee, candidates will be provided with a copy of Part II of the examiners' reports which are directed to the candidate.

Adopted by the Higher Degree Research Committee
6 February 2004