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

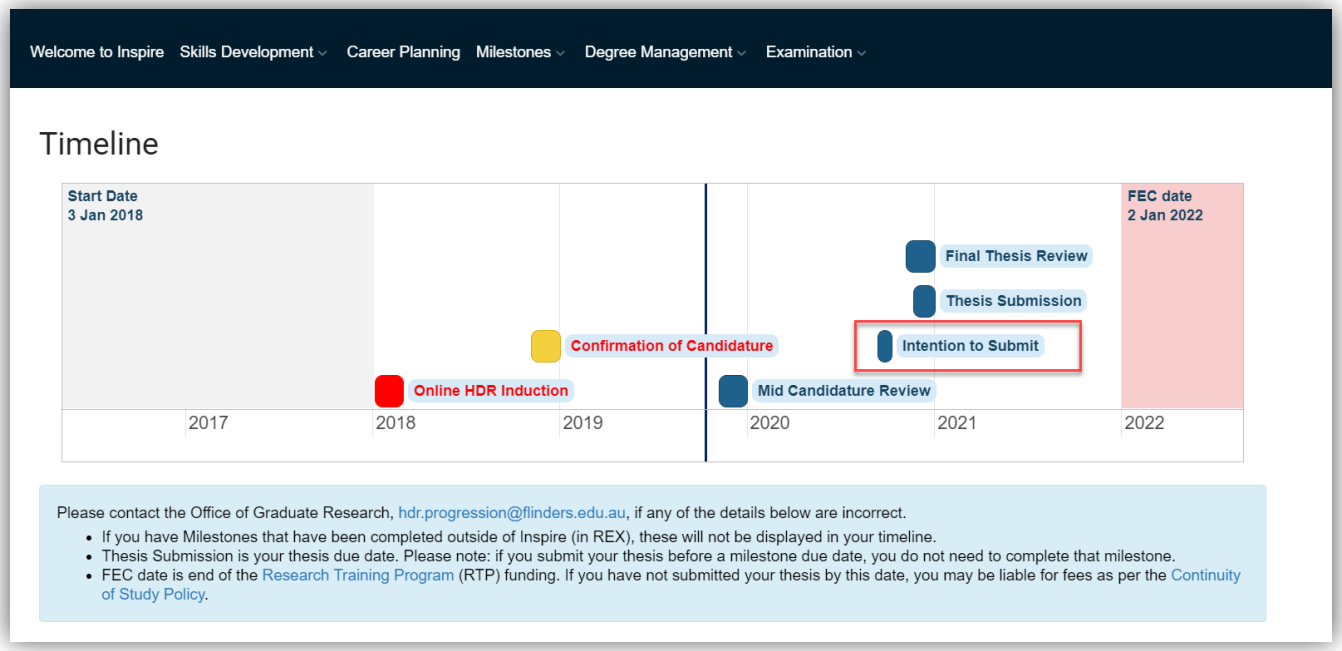
COMMON QUESTIONS

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.



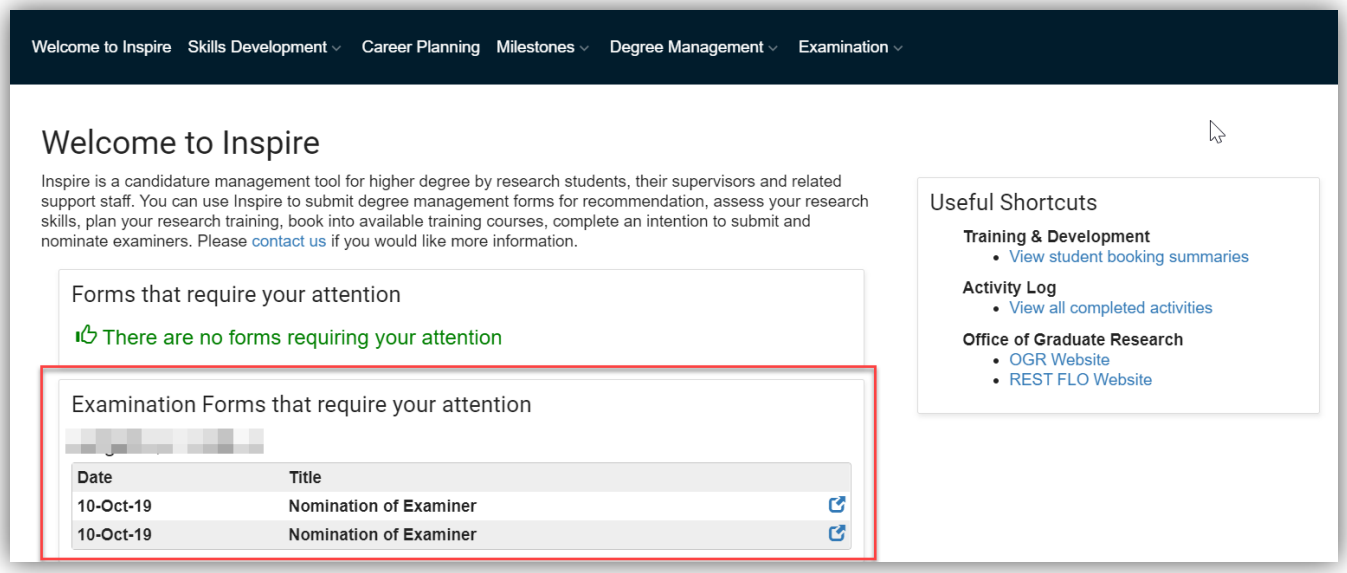
2. Do students have to fill out an Intention to Submit?

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.



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

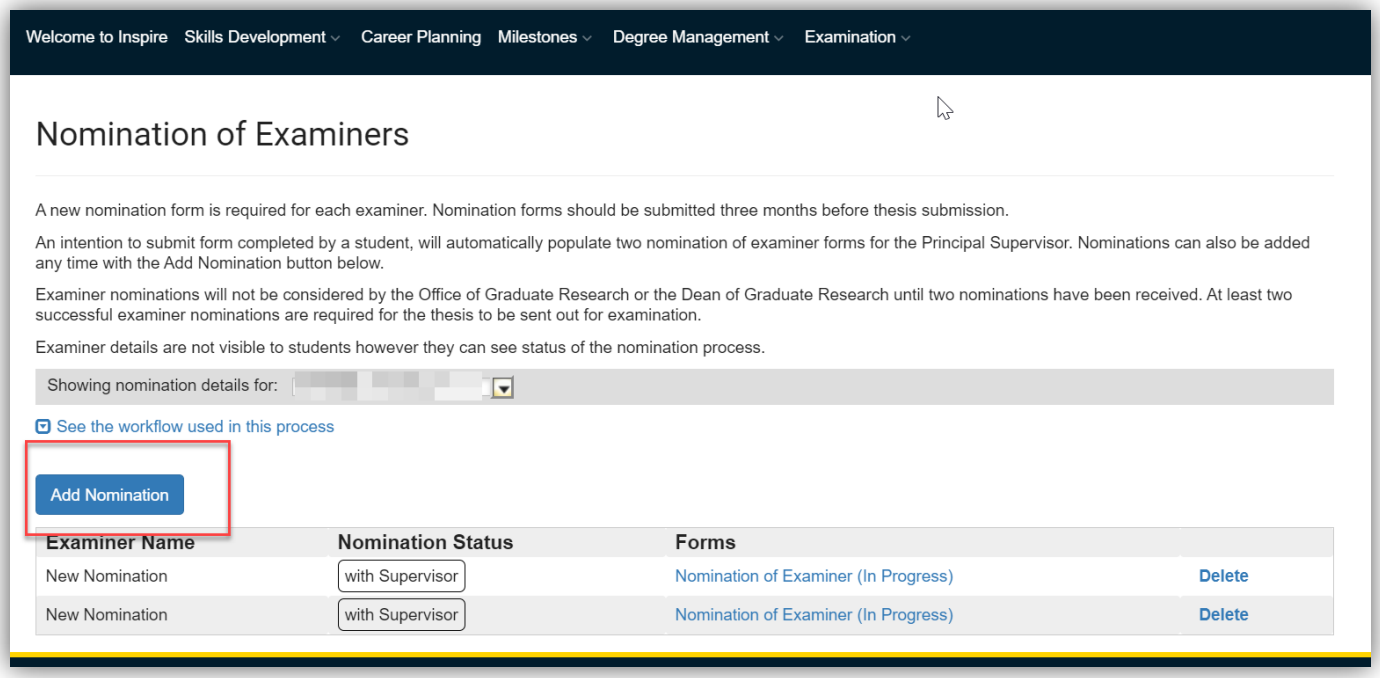
4. Why are there two nomination forms?

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?

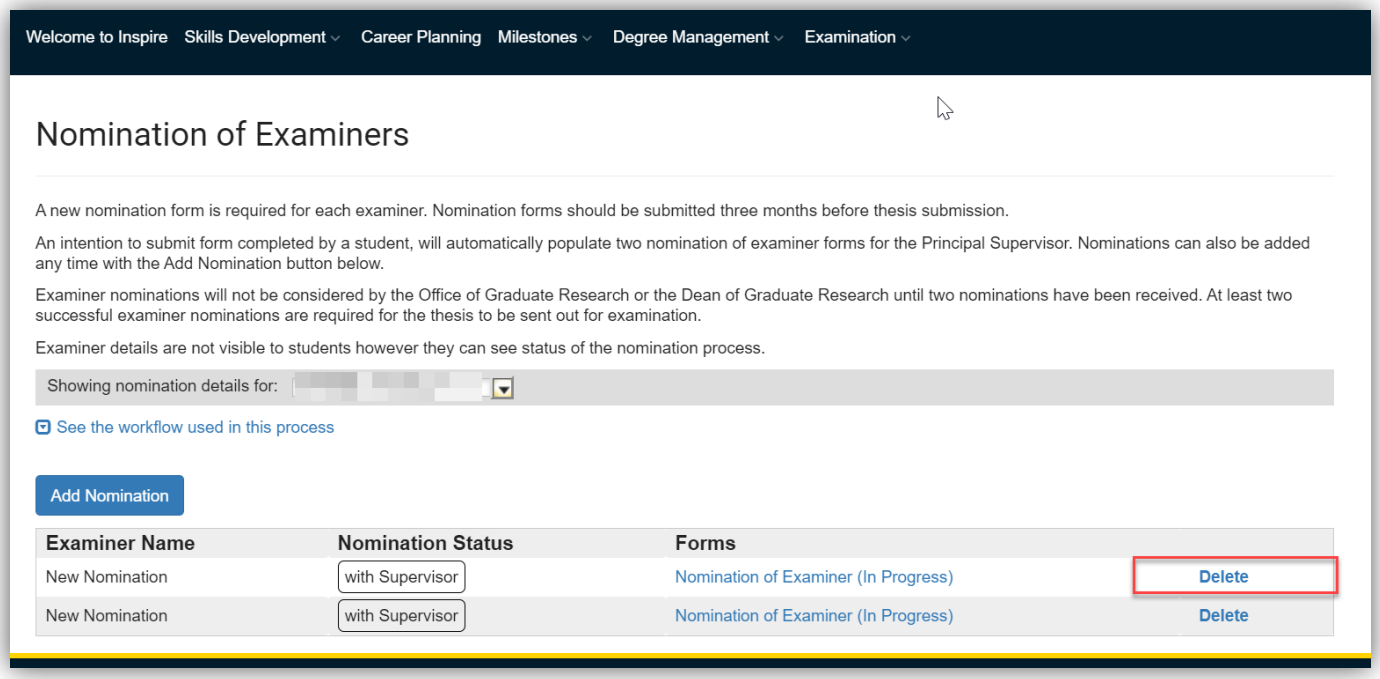
Yes, you can nominate additional examiners. You will need to nominate additional examiners is one is rejected, withdraws from the examination process or in the case of divergent grades.

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



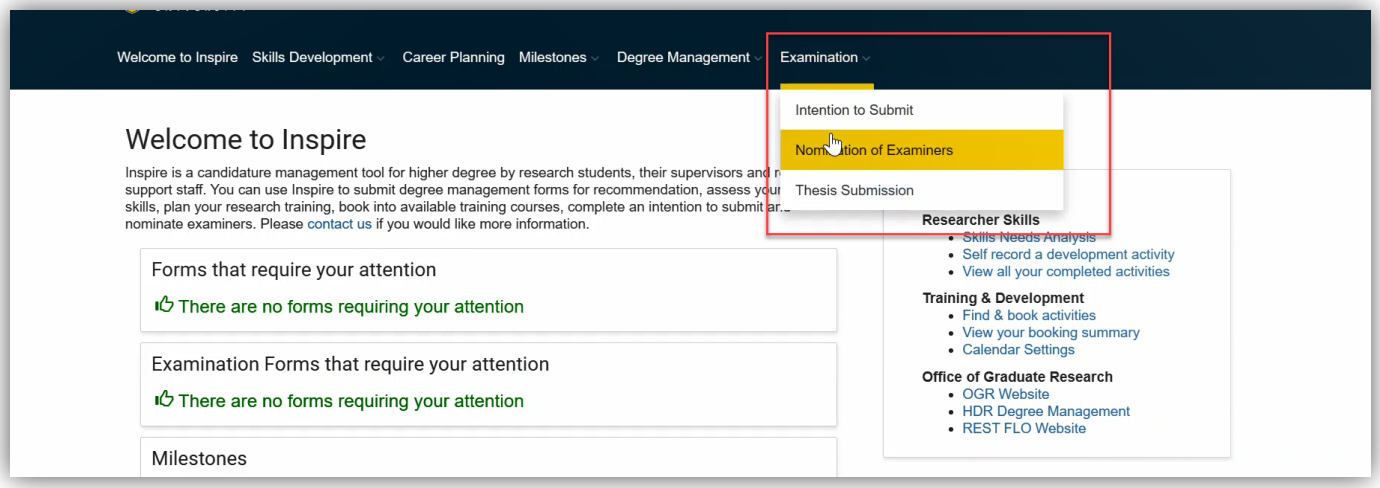
6. Can I delete a nomination?

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.

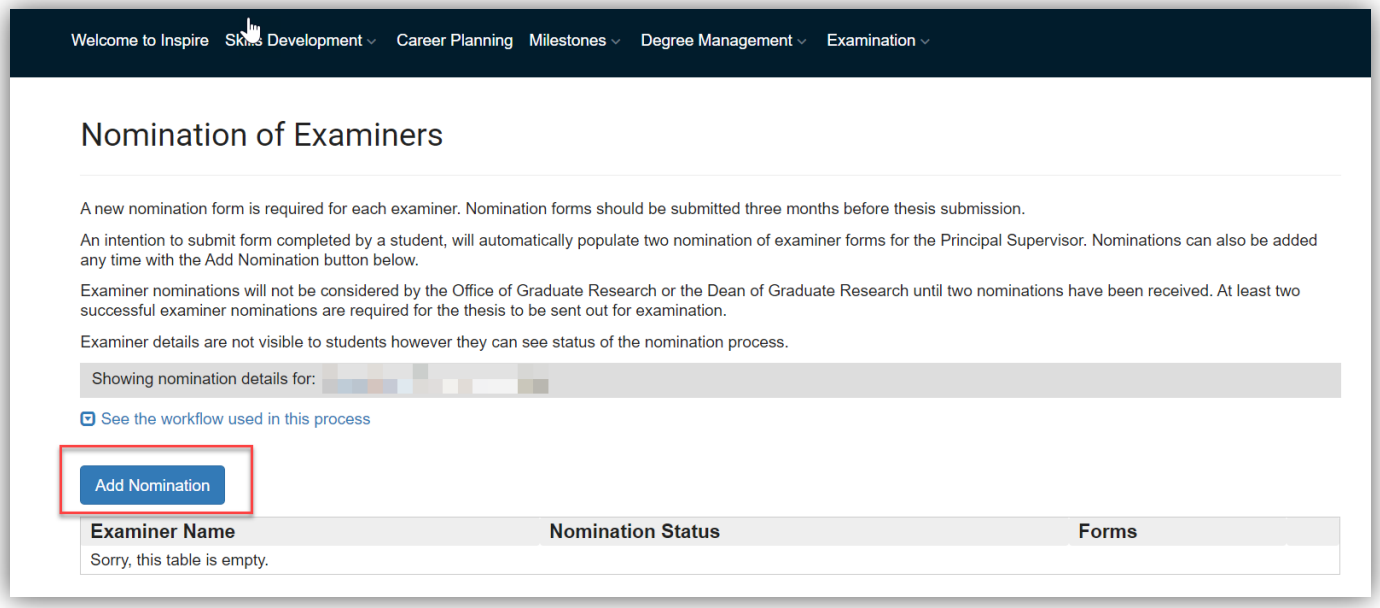


7. Can I nominate examiners without a student filling out an Intention to Submit?

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



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

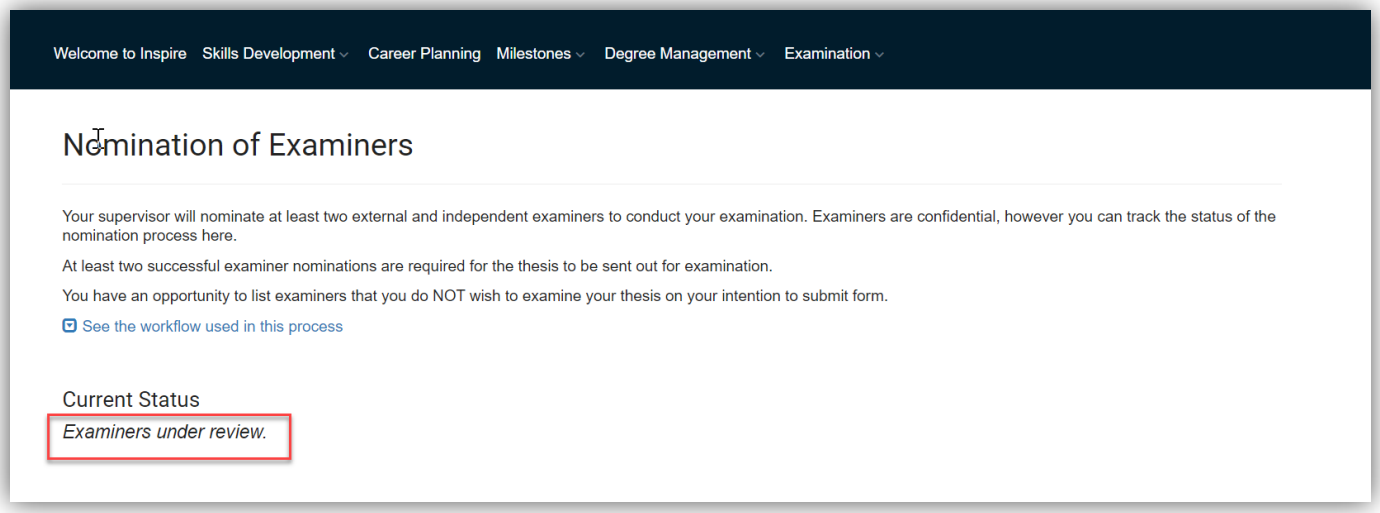


8. What do I do if an examiner is rejected?

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.



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