

# SCHEDULE 2

## HDR APPOINTMENT OF EXAMINERS

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### 1 PURPOSE

To specify the criteria for appointment of examiners of HDR theses.

### 2 SCHEDULE

The University requires that nomination and selection of HDR thesis examiners be based on the principle that candidates receive an impartial examination by high quality examiners in the relevant field of research.

Examiners for PhD and MPhil theses are appointed by TESC following advice and information provided by Faculties and in such a way as to preserve their right to anonymity.

Examiners for Master of Research theses are appointed by the Associate Dean (Higher Degree Research) following advice and information provided by Departments and in such a way as to preserve their right to anonymity.

Each Doctoral thesis will be examined by at least three examiners external to the University, and each Masters thesis will be examined by at least two examiners, external to the University. In exceptional circumstances, TESC may approve the examination of a doctoral thesis by two examiners.

An appointed examiner will be a national and/or international expert in the HDR thesis field, with an academic or research appointment in the field of research, relevant high quality research publications, and whose assessment will be respected nationally and internationally. Examiners must be research active according to Macquarie University's definition.

For Doctoral and Master of Philosophy degrees, examination panels are to include at least one international and one national examiner to maintain the international quality of Macquarie's HDR awards and to ensure examination is consistent with national standards. There will be no more than one examiner from any single institution appointed.

At least two examiners of a Doctoral thesis and one examiner of a Masters thesis will have previous HDR thesis examination experience.

The examiners must not have had any involvement in the preparation of the thesis, as a member of the supervisory panel or as an academic advisor for the candidate. The University expects all supervisors, faculties and examiners to report all actual or potential conflicts of interest.

The University applies the Australian Council of Graduate Research Good Practice Guidelines for Disclosing and Managing Interests in Graduate Research ([https://students.mq.edu.au/\\_data/assets/pdf\\_file/0017/1215521/ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-November-2021.pdf](https://students.mq.edu.au/_data/assets/pdf_file/0017/1215521/ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-November-2021.pdf)).

Examiners are not permitted to:

- be currently employed, nor within the last five years have been employed, by Macquarie University;
- have graduated with a doctoral degree from Macquarie University within the last ten years;
- have been an HDR candidate under the supervision of any member of the supervising panel, either at Macquarie University or elsewhere;
- have been co-authors or co-editors of publications nor collaborated in research with the candidate; or
- have been co-authors or co-editors of publications with any of the supervising panel within the last five years.

Exceptions to the examiner appointment requirements require a fully substantiated case to be submitted for consideration and approval by the TESC.

### 3 NOTES

3.1	Contact Officer	Pro Vice-Chancellor (Higher Degree Research Training and Partnerships)
3.2	Implementation Officer	Pro Vice-Chancellor (Higher Degree Research Training and Partnerships)
3.3	Approval Authority / Authorities	Academic Senate (Res no 20/23)
3.4	Date Approved	7 April 2020
3.5	Date of Commencement	7 April 2020
3.6	Date for Review	April 2023
3.7	Documents Superseded by this Schedule	HDR Thesis Preparation, Submission and Examination Policy approved 5 September 2017
3.8	Amendment History	<p>20 April 2023 – Administrative amendment to Australian Council of Graduate Research Conflict of Interest Guidelines, updated to Australian Council of Graduate Research Good Practice Guidelines for Disclosing and Managing Interests in Graduate Research (<a href="https://students.mq.edu.au/_data/assets/pdf_file/0017/1215521/ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-November-2021.pdf">https://students.mq.edu.au/_data/assets/pdf_file/0017/1215521/ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-November-2021.pdf</a>).</p> <p>11 May 2022 – Administrative amendment to reference updated URL for Australian Council of Graduate Research Conflict of Interest Guidelines available via <a href="https://students.mq.edu.au/_data/assets/pdf_file/0017/1215521/ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-November-2021.pdf">ACGR-Guidelines-for-Disclosing-and-Managing-Interests-in-Graduate-Research-November-2021.pdf</a></p>
3.9	Policy Authorisation	HDR Thesis Preparation, Submission and Examination Policy approved Academic Senate 7 April 2020, Res no 20/23