User Guide Nomination of Examiners

Research Examinations Student and Academic Services

For further information or to update this document contact:

Business Analyst: Exams and Results

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OVERVIEW: NOMINATION OF EXAMINERS

The student's thesis will be examined by at least 2 examiners external to the University. It is the responsibility of the Principal Supervisor to nominate at least 2 examiners for the student's thesis examination and it is expected that this will take place prior to, or around the same time as the student's thesis submission for examination. This is to avoid delays in the examination process.

At 75% of the student's candidature they will receive an 'intent to submit' email. This is a good opportunity for the student and supervisory team to begin discussion around the examination process and timelines and for the supervisor(s) to start thinking about the potential examiners.

The Principal Supervisor will need to informally contact the potential examiners to determine their availability and willingness to participate before commencing the official nomination of examiners process.

It is expected that a conversation will happen between the Principal Supervisor, Research Degree Coordinator (RDC) and Dean of Research (or delegate) prior to any examiner nominations taking place.

The nomination of examiners will follow an online process, whereby the Principal Supervisor will nominate the examiners and the Dean of Research (or delegate) will approve the nomination via the research staff portal. If the Dean of Research (or delegate) rejects the nomination of examiners the Principal Supervisor will be notified and will need to resubmit their nomination for approval.

It is possible for changes to be made to the examiner details after the submission has occurred if the Dean of Research (or delegate) requires changes or details need to be clarified. The communication of the changes between the Dean of Research (or delegate) and the Principal Supervisor needs to happen outside of the system i.e. via email or in person. Once the changes have been made the Principal Supervisor will need to advise the Dean of Research (or delegate) the submission is ready to review again. The automated workflow notification emails will only occur when the submission is not approved and begins again.

Once the examiner nominations have been approved by the Dean of Research (or delegate), the Principal Supervisor and Research Examinations will be notified. If the thesis submission for examination has been approved and received Research Examinations will commence the examination process by dispatching the thesis to the approved nominated examiners.

For more information on the thesis examination process: https://i.unisa.edu.au/students/research-students/completing-students/thesis-submission-and-examination/

For Research Degree Policies and Procedures related to the thesis preparation and examination process: https://i.unisa.edu.au/policies-and-procedures/university-policies/academic/ab-58/ab-58-p6

For any questions regarding the examination process that cannot be answered using the information contained in the above links contact: research.examinations@unisa.edu.au

SUPERVISOR CONTACTS POTENTIAL EXAMINERS

Person responsible: Principal Supervisor of research student

Prior to completing the online examiner nomination process the Principal Supervisor will need to informally contact the potential examiners to:

- Ascertain their availability for the timeframe in which the research student intends to submit their thesis
- Indicate the length of the thesis
- Send a copy of the student's abstract
- Advise that the student has nominated or is required to undertake an oral defence of the thesis (where applicable).
- Let them know who else is on the supervisory panel to help determine potential conflicts of interest
- Have them complete a Confidential Disclosure Deed (CDD)

A template for the informal contact from Supervisor to Examiner can be found here.

If the online examiner nomination is rejected by the Dean of Research (or delegate) the Principal Supervisor may need to contact a new potential examiner(s) prior to adding them to the existing online nomination form.

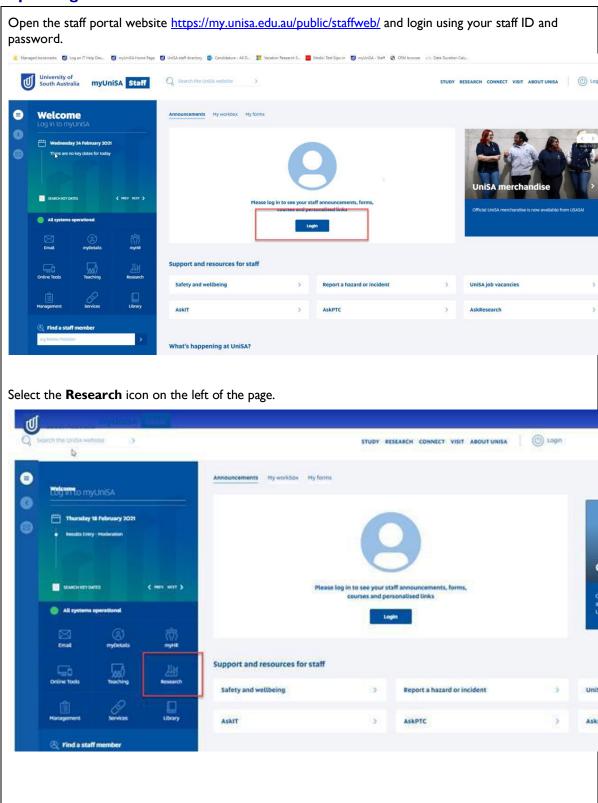
NOTE: it is not possible to partially save the details for an individual examiner once you commence entering their details. If you are in the process of collecting the details and aren't yet ready to enter the information, you can use the **Nomination of Examiners checklist** available on the <u>Research degrees</u> webpage (under the Resources for Supervisors section) to record the details as it's collected.

SUPERVISOR NOMINATES EXAMINERS

Person responsible: Principal Supervisor of research student

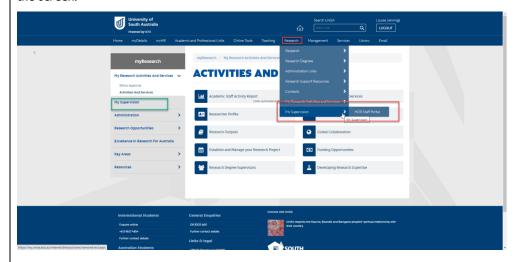
Instructions on how to complete each of the steps are detailed under the relevant headings.

Step I: Login to Research Portal

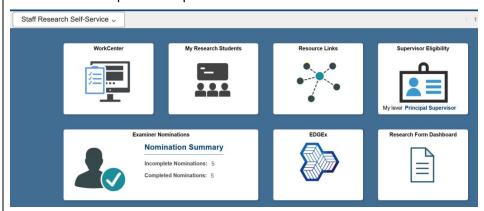




You can then select **My Supervision** on the left of the screen or via the **Research** Tab across the top of the screen.

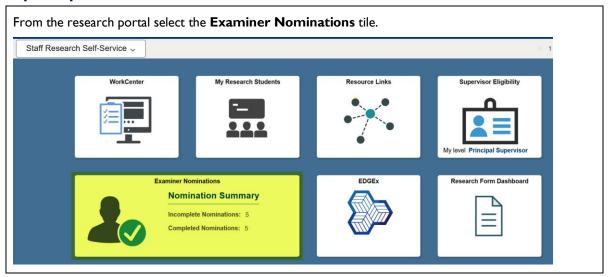


Your research staff portal will open.



NOTE: If you are unable to access your staff research portal and have not already requested access to Medici, you will need to do so. Medici access can be requested via email to Research Students. Ensure that you advise that you require access to the research staff portal and also include the name of the person who is providing their authority for the approval (i.e. Dean of Research or delegate).

Step 2: Open Student's Examiner Nomination



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NOTE: The Nomination Summary is a count of the total number of the research students you are currently supervising and could submit a nomination of examiners for. In the example image below, this staff member is Principal Supervisor of 19 students; 4 of which they have submitted a nomination for and 15 of which they have not yet. **Examiner Nominations Nomination Summary** Incomplete Nominations: 15 Completed Nominations: 4 From the **Examiner Nominations** list select the appropriate student. **Examiner Nominations Student Examiner Nomination** *View student list as Supervisor View students with Incomplete Nominations 🔻 Filter By First Name Last Name APPLY RESET Academic Program You can also search for a particular student using the Filter By function Filter By First Name Last Name Student ID APPLY RESET Academic Program PREVIOUS NEXT Click on the student you wish to submit the nomination of examiners for to open their Examiner

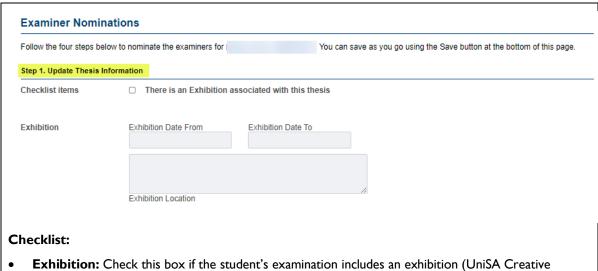
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Nomination page.



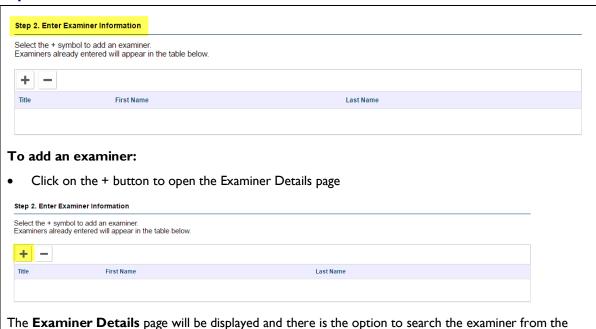
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Consumption Detail Load Balance Candidate Number Prior Load Start Date Overall Status On Scholarship Leave Taken Study Mode Thesis Detail Thesis Title Early Submission Date	Candidature Progress Candidature Progress Lio 1.5 2.0 2.5 3.0 3.5 Consumed Load Total Candidacy (Years) S Full-time Load 940.00 Under Examination Yes 18 Days Internal	Student Detail Date of Birth Email Address Telephone Program Detail Academic Program IPHH Academic Plan MRAD-IPHH Academic Unit

Step 3: Update Thesis Information



students only). This will then provide the opportunity to enter exhibition dates and location. The exhibition arrangements for the examiner (e.g. travel, accommodation, expenses) will be coordinated by the local area. SAS will coordinate the examination of the written thesis.

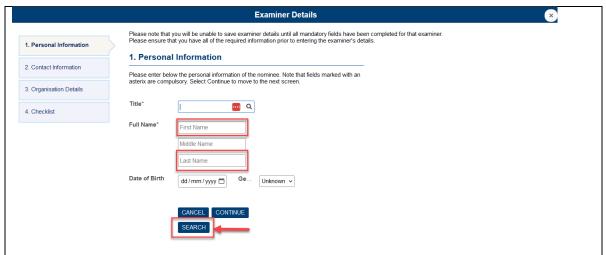
Step 4: Enter Examiner Information



The **Examiner Details** page will be displayed and there is the option to search the examiner from the system to see if they have already been recorded in the system,

 To search the examiner, enter either the First Name or Last Name, or use part of the name and click on the Search button.





• The **Search** will return a list of all potential matching examiners listed in the system. If there is a match with an existing examiner, which can be verified with the gender, country and email address, click on the radio button and the existing examiner details will pre-populate into the first two menu items (*Personal Information* and *Contact Information*).



• **Review** the information that has been pre-populated and updated or add any information that is missing or has been changed. If you know any of the details have changed (i.e. the person has changed institutions and their CV supports this), you can adjust the information and Research Examinations will update this against their system record.

If your search identifies your potential examiner is already in the system, it is strongly recommended you run the <u>HDR Examiner Frequency</u> report in the BI Hub. This will identify the number of and dates of previous engagements with the examiner. Repeated use of the same examiners within a short timeframe may be a conflict of interest.

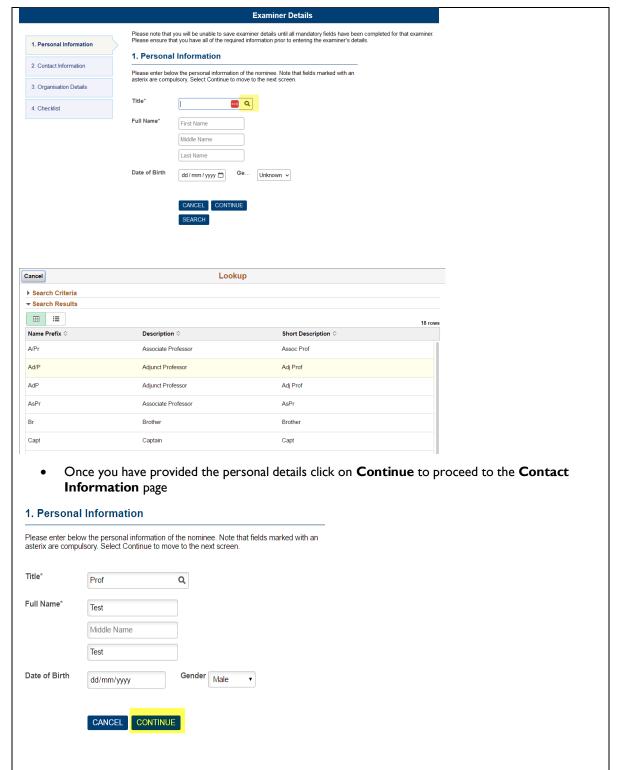
If the **Search** returns **NO MATCH**, complete the information fields as required:

Provide the examiner's title using the magnifying glass lookup tool and their full name (middle name is not required if not known)

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NOTE: Date of Birth and Gender are not mandatory fields.



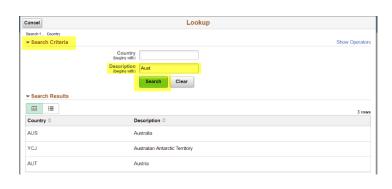


• Enter the examiner's **email address** and at least one **telephone** number. These are mandatory fields. Entering a **fax number** is not mandatory.

NOTE: the email address must be in the correct format and contain @ (e.g. test@unisa.edu.au)



2. Contact Information Please enter below the contact information of the nominee. Note that fields marked with an asterix are compulsory. Email addresses must be in the correct format (e.g. include @), and phone numbers must be in numeric format. *Email Address test@unisa.edu.au *Phone Numbers 08 8302 5880 Telephone Mobile Phone Number Fax Number Enter the examiner's postal address information. Address details are mandatory. To choose the **Country** use the magnifying glass lookup tool to open the lookup page. This will present all of the countries in alphabetical order. To search for a specific country use the Search Criteria link and type the country into the 'Description' field. Select the required country and it will populate in the field. *Address University of South Australia *Address Line 1 Student and Academic Services Address Line 2 101 Currie Street Address Line 3 Room AU2-03 Address Line 4 AUS Q Adelaide *City *Country SA 5000 *State *Postal Code



CONTINUE

CANCEL

 Once you have provided the contact details click on Continue to proceed to the Organisation Details page

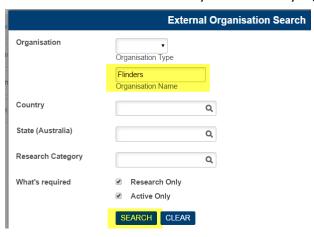




You are **still required** to complete the **Organisation Details** and **Checklist** menu items in full, including uploading a copy of their current CV (and CDA if applicable), whether you have selected an examiner already listed in the system or entered a new examiner.

• Search for the organisation using the **Organisation Lookup** link. Enter part of the organisation name into the **Organisation Name** field and click **Search** (do not use the Enter button). This will return a list of all of the avaliable organisations containing that search criteria.

NOTE: leave the Research Only and Active Only flags ticked

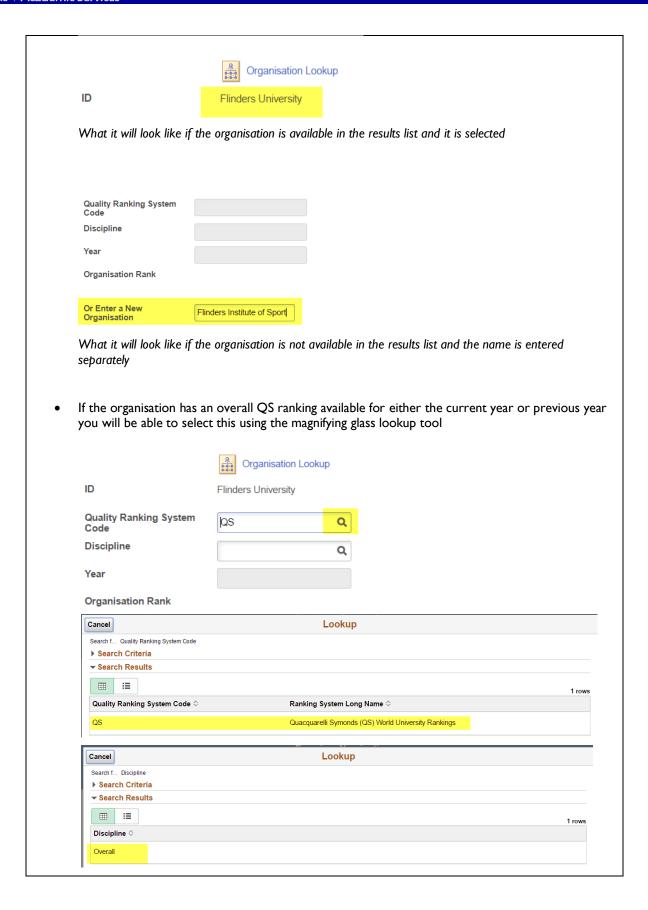


• Select the correct organisation for the examiner and click **OK**. This will populate the organisation on the Organisation Details page

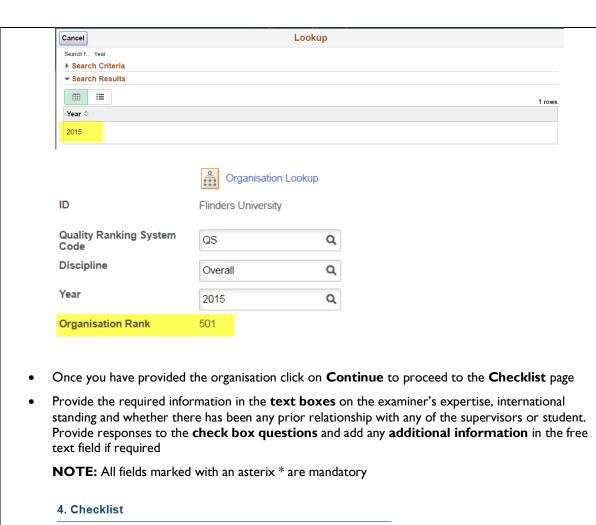
NOTE: if the organisation does not appear in the list click on the **Cancel** button. You can type the name into the 'Or Enter a New Organisation' field and Research Examinations will then create a new organisation record in Medici as required.









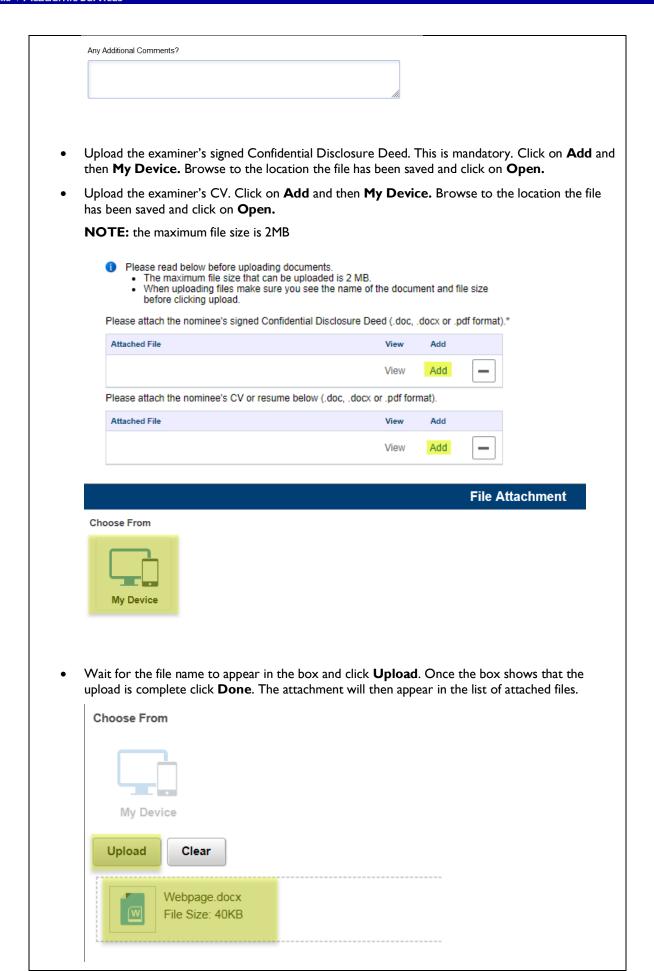


Please update the checklist information regarding the nominee. Fields marked with an asterix are compulsory. Please outline the nominees expertise in the area of the Thesis* Please outline any evidence of the nominee's international standing* Does the nominee have any prior relationship with any of the supervisors or student (e.g. publications, presentations etc)? If so, please provide details here. If not, write No* Has the nominee agreed to examine the thesis?* Yes No Has the nominee been involved with the thesis at any point?* Yes No Is the nominee an adjunct staff member at UniSA?*

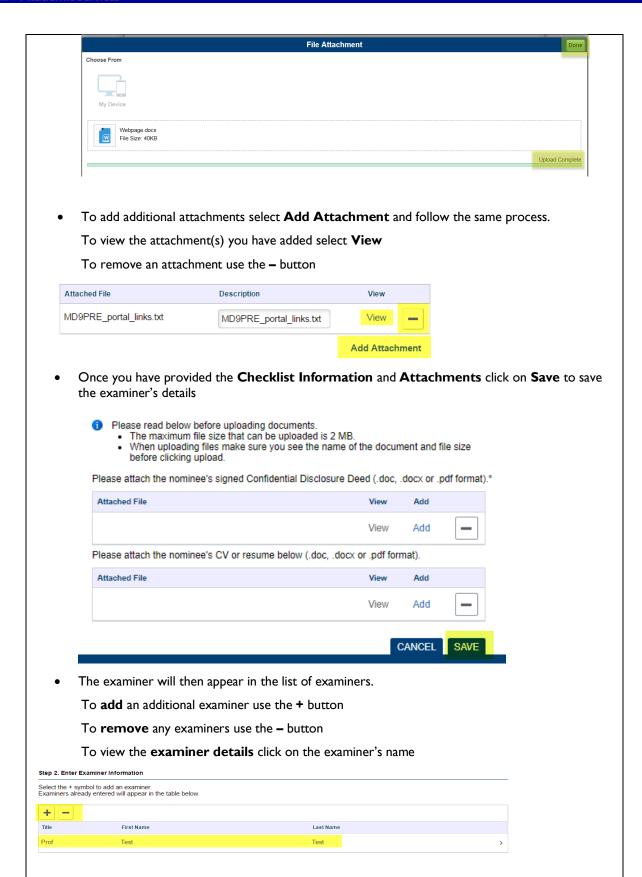
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YesNo









Repeat the above process for each examiner that needs to be added to the nomination

NOTE: At least 2 examiners must be nominated. Nominating a third examiner and having them approved can be useful in the situation where an original examiner becomes unexpectedly unavailable. In this situation Research Examinations can dispatch the thesis to the extra examiner without delay. If an extra examiner hasn't been approved with the original submission the subsequent examiner needs

to be approved using the hard copy <u>Nomination of Examiners</u> form which will delay the thesis being dispatched.

Step 5: Attach the Nominated Examiners to the Thesis Examination

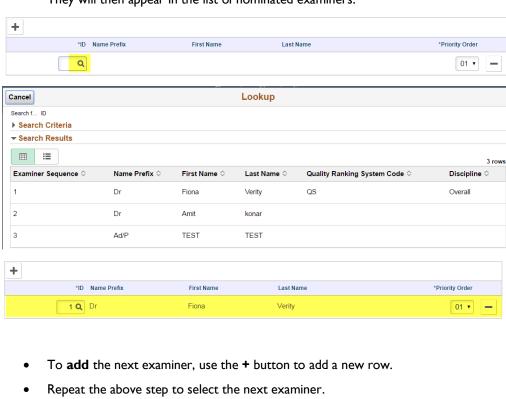


• Once the examiner details have been entered you will need to attach each examiner to the thesis examination and indicate the examiner order.

WARNING: If you add details for a third examiner in the previous step but don't add them to the priority step, their details will not be assessed by the Dean of Research (or delegate) and they will not be approved for use as a replacement examiner. Their details will be removed from the system by the Research Exams team.

- Select the magnifying glass to add one of the examiners you have entered the details for. The examiners will appear in the list.
- Select the first examiner you wish to attach to the thesis examination.

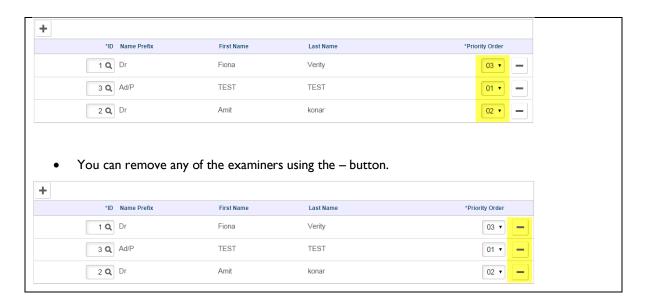
They will then appear in the list of nominated examiners.



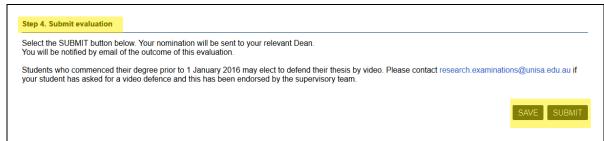


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• Update the **priority order** of the examiners using the drop down options.



Step 6: Submit or Save the Nomination

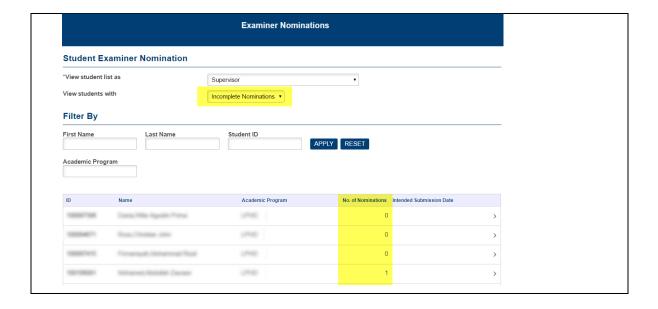


- Make sure you prioritise all examiners you have entered details for to ensure they all get reviewed.
- Once you have entered each of the examiners' details and are happy with the priority order you
 can **Submit** the nomination for approval by the Dean of Research (or delegate). An email will be
 sent to the Dean of Research (or delegate) advising them that they have a Nomination of
 Examiners to evaluate via their research staff portal.

NOTE: It will take an overnight process before the Dean receives the email and nomination of examiners evaluation in their portal.

You can Save the nomination at any time (other than when entering the details for individual
examiners). This will save the details you have entered so far, for completion at a later date. The
partially completed nomination will still appear in your Examiner Nominations tile, under the
'Incomplete Nominations' list.

There will be information in the 'No. of Nominations' column, depending on how many examiner details you have entered prior to saving.



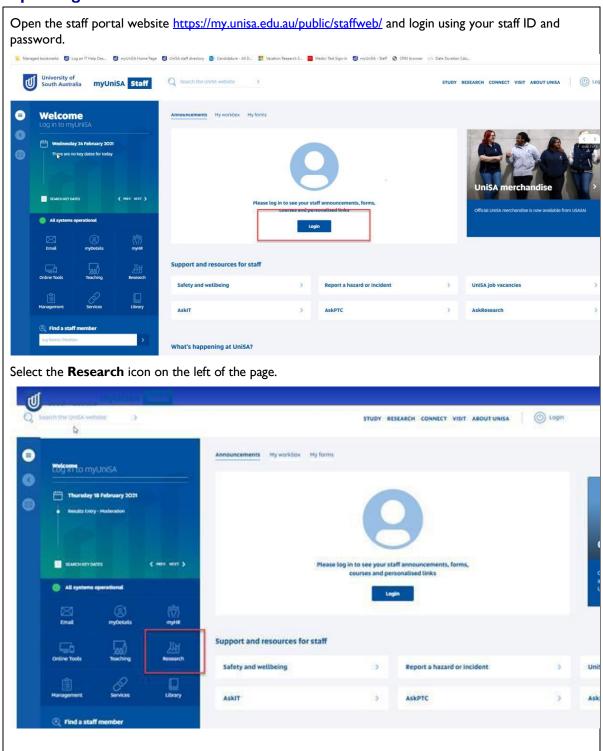
DEAN OF RESEARCH (OR DELEGATE) EVALUATES NOMINATION OF EXAMINERS

Person responsible: Dean of Research (or delegate) of research student

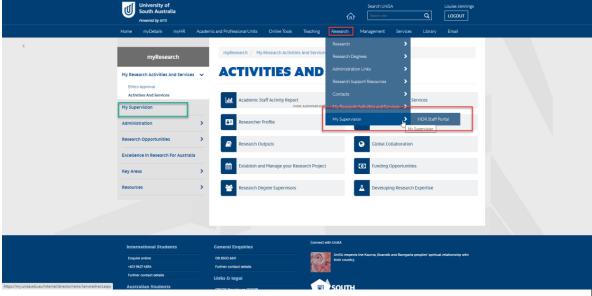
Once the Principal Supervisor has submitted the examiner nomination via the research staff portal, the Dean of Research (or delegate) will receive an email advising them that the evaluation is now in their research staff portal work centre ready for review.

Instructions on how to complete each of the steps are detailed under the relevant headings.

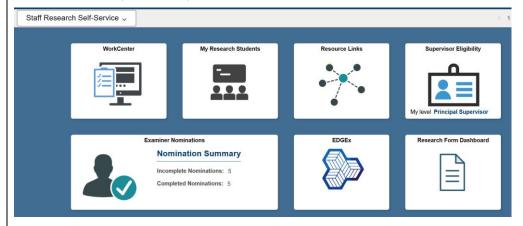
Step I: Login to Research Portal



You can then select **My Supervision** on the left of the screen or via the **Research** Tab across the top of the screen.

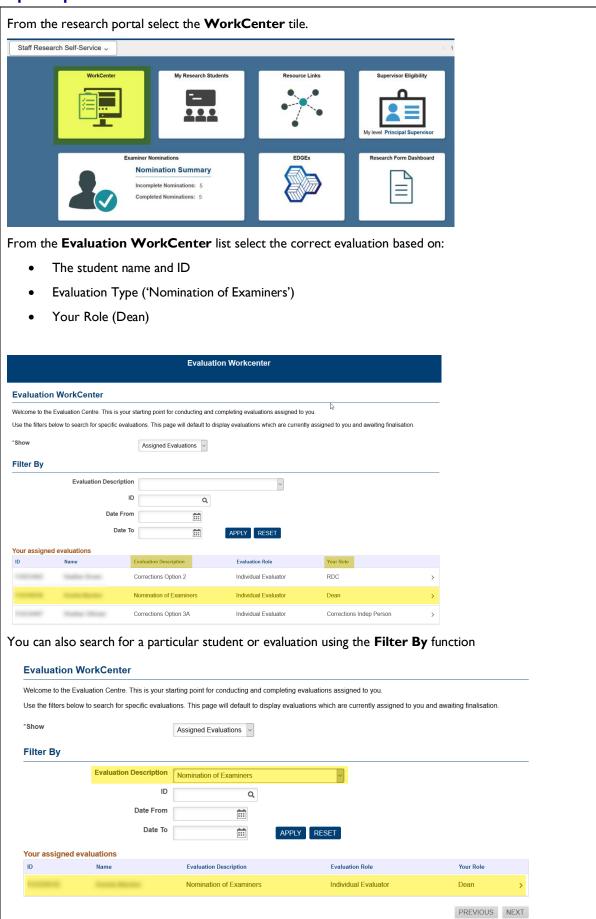


Your research staff portal will open.



NOTE: If you are unable to access your staff research portal and have not already requested access to Medici, you will need to do so. Medici access can be requested via email to Research Students. Ensure that you advise that you require access to the research staff portal and also include the name of the person who is providing their authority for the approval (i.e. Dean of Research or delegate).

Step 2: Open the Examiner Nomination Evaluation



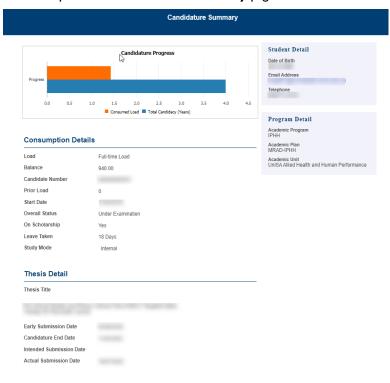
Click on the evaluation you wish to complete the **Evaluation Decision Entry** page.

NOTE: the evaluation will open in a new tab so ensure you have pop-ups enabled on your browser otherwise you will not be able to access the new tab and review and evaluation.

From here you can view a summary of the student's candidature by selecting the link.

Evaluation Decision Entry This is a Nomination of Examiners evaluation for You are evaluating as the Dean

This will open the **Candidature Summary** page in a new tab.



Go back to the evaluation tab to start your review.

FOR INFORMATION section

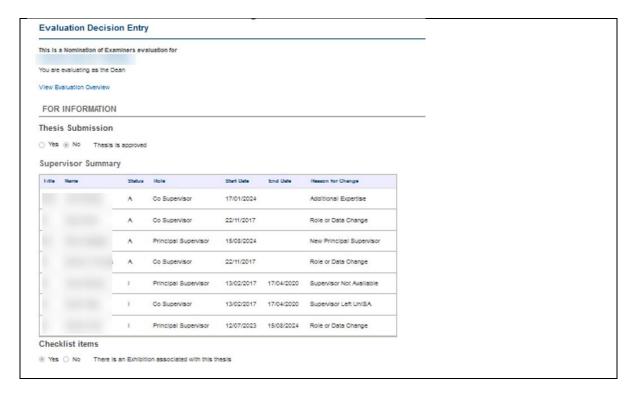
The **Thesis Submission** section will identify if the thesis has been approved.

The **Supervisor Summary** section will give the Active (A) and Inactive (I) history of the supervisory panel.

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The Checklist items section will identify if an Exhibition is associated with the examination.





Step 3: Review Examiner Information

FOR APPROVAL section. The details in this section are the focus of the approval.

You can use the Nomination of Examiners and Thesis submission approval checklist as a guide for what to look for when reviewing & approving a submission.

Review the examiner details using the **View** link for each examiner.



Click through each of the tabs to review the details.

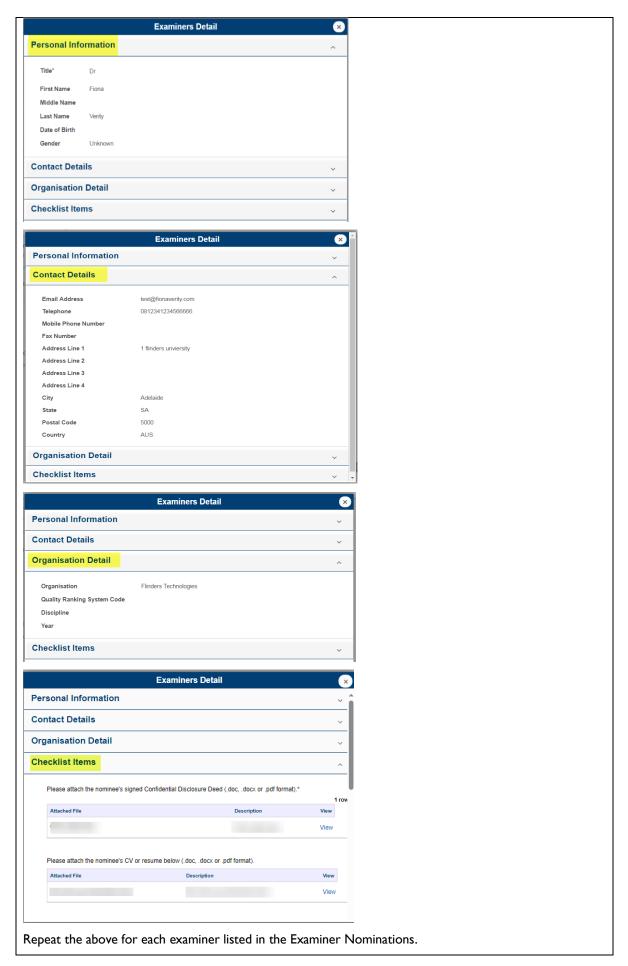
Checklist Items

- Personal Information Examiner title, full name, and DOB and gender if known/provided
- Contact Details Examiner email address, phone number(s) and postal address
- Organisation Detail Examiner organisation/institution, possibly including the overall QS ranking for the current or previous year
- Checklist Examiner's CDD and CV and information relating to the examination, such as their expertise in the area of the thesis, whether there is any prior relationship with supervisor(s)/student, whether they have been involved with the thesis at any point, and any other additional information that the Principal Supervisor has provided.

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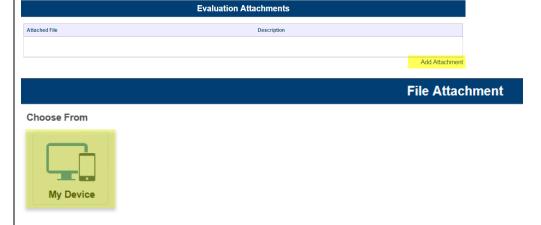
Step 4: Add Attachments

You can add any attachments relevant to the evaluation outcome for the examiner nomination. They will be available for Research Examinations to view in Medici.

Select the Add Attachments link to open the Evaluation Attachments page.

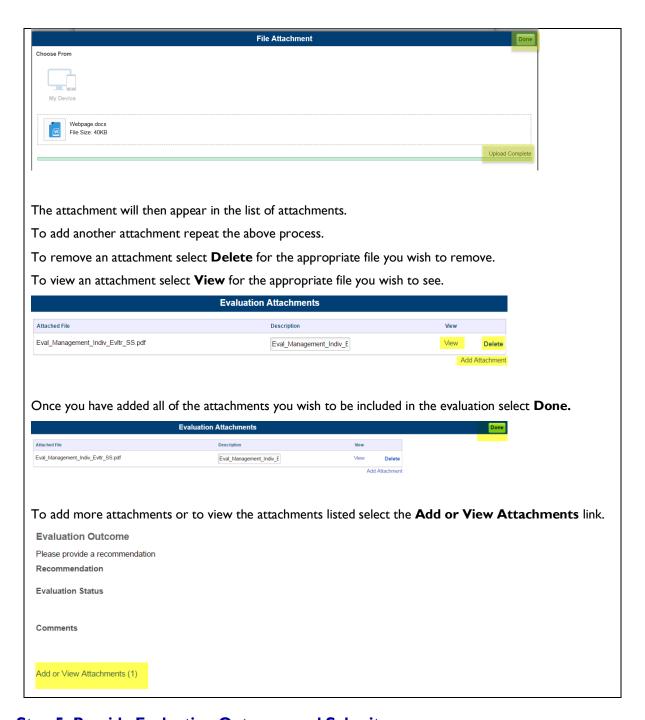


- Select Add Attachments to open the File Attachment box.
- Click on **Add Attachment** and then **My Device**. Browse to the location the file has been saved and click on **Open**.



• Wait for the file name to appear in the box and click **Upload**. Once the box shows that the upload is complete click **Done**. The attachment will then appear in the list of attached files.





Step 5: Provide Evaluation Outcome and Submit

Using the drop-down options, provide a recommendation outcome of either:

Accept Nomination – Approve each of the examiner's nominated for the student's thesis
examination. By selecting Accept Nomination you are agreeing to the details and examiners
that have been entered exactly as they are presented.

An email will be sent to the Principal Supervisor advising them that their nominated examiners have been approved. Research Examinations will be copied into this email.

NOTE: if you require <u>any</u> changes to be made to the nomination (e.g. the priority order, not using one of the examiner entered, CV not attached) it should not be accepted. Comments entered against an accepted nomination are not reviewed at the completion of the process as it is assumed that an accepted nomination is fully accepted as entered.

• **Reject Nomination** – Do not approve one or more of the examiner's nominated for the student's thesis examination or details are missing. The Principal Supervisor will be notified and will be able to adjust the nomination and submit it again.

NOTE: you can contact the Principal Supervisor and advise what changes you require them to make without rejecting the nomination. They can make the changes and submit it again without having to wait for the overnight process. However, this relies on you both communicating with each other outside of the system (i.e. via email or in person/phone) as the automated notification emails will not be active when doing this. You need to advise them what needs to be fixed and they need to advise you when they have fixed it and are ready for you to review it again.

Use the drop down options to set the **Evaluation status** to **Complete** if you have completed the evaluation and are ready to submit. If you are not ready to submit the nomination evaluation you can **Save** the evaluation and return to it at a later time.

Add any **Comments** relevant to your evaluation of the examiner nomination. These comments will be available for administrators to view in Medici, noting that comments are not checked for approved submissions as it is assumed all details are acceptable and no action is needed.

Once you have reviewed the examiner details, provided an outcome, set the evaluation status to complete and added any comments/attachments select **Submit**.



NOTE: if you Reject the nomination you will need to discuss the reasons why with the Principal Supervisor. The Principal Supervisor will not automatically receive any comments that you enter in the free text field. Research Examinations will forward the comments for a rejected nomination to the Principal Supervisor.

RESEARCH EXAMINATIONS COMMENCES EXAMINATION PROCESS

Person responsible: Research Examinations: Student and Academic Services

Once the examiner nomination has been approved by the Dean of Research (or delegate), the Principal Supervisor will be notified via email with Research Examinations copied in.

If Research Examinations has also received notification that the student's thesis for examination has been submitted and approved by the Principal Supervisor, and Dean of Research (or delegate), Research Examinations will formally contact the nominated examiners to:

- Confirm that they are still willing and available to examine the thesis (following the Supervisor's initial informal contact)
- Send an electronic copy of the thesis
- Advise of the due date of the examination report and date of the oral defence (if applicable)
- Send a copy of the guidelines for examination relevant to the type of thesis being examined
- Send payment forms that the examiner must complete before receiving payment for the examination of the thesis (payment is made after the report has been submitted)

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· Confirm or request any additional contact details if required

GLOSSARY

Please follow this link HERE to view the full Glossary of University Terms for UniSA.