Log into the HDR Thesis Examination Portal using your One ID.
On the landing page you will see a list of your candidates with an EWS that falls within the next 3 months. To commence a nomination, click on the 'Nominate Examiners’ tab for the relevant candidate:

<table>
<thead>
<tr>
<th>Nominate Examiners</th>
<th>Candidate</th>
<th>Course ID</th>
<th>Thesis title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>John Smith (12345678)</td>
<td>MRES</td>
<td>The life of bees</td>
</tr>
</tbody>
</table>

Quick links
- Guidelines for Nomination of Examiners
- Guidelines for Examiners (PhD), Guidelines for Examiners (MPhil)
- Higher Degree Research Thesis Preparation, Submission and Examination Policy and Schedules
- HDR Thesis Preparation, Submission and Examination

If you have any questions regarding the nomination of examiners or thesis examination processes please contact the Higher Degree Research Office: hdroexams@mq.edu.au
**HDR Thesis Examination Portal**

**MRES NOMINATION OF EXAMINER (NoE)**

You can also see a full list of your candidates and commence a nomination via the ‘Nomination of examiners’ tab:

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Course Level</th>
<th>Thesis Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Smith</td>
<td>MRes</td>
<td>The life of frogs</td>
</tr>
<tr>
<td>John Smith</td>
<td>MRes</td>
<td>The life of bees</td>
</tr>
<tr>
<td>Patsy Smith</td>
<td>PhD</td>
<td>The life of cats</td>
</tr>
<tr>
<td>Fred Smith</td>
<td>PhD</td>
<td>The life of dogs</td>
</tr>
</tbody>
</table>

**New nominations**

Before starting the nomination process, please make sure you have:

- **Discussed** the nomination with your students, potential examiners and other supervisors.
- Read and understand **Guidelines for Nominating Examiners**.

**Thesis due dates:**
- Sue Smith: 09/10/2019
- Fred Smith: 18/11/2019
- Patsy Smith: 20/04/2020
The first page you will land on contains the ‘Guidelines for Nominating Examiners’. Review the guidelines, check the declaration check box and click on ‘Proceed to nomination’:

**Guidelines for Nominating Examiners**

- The University Policy on Higher Degree Research Thesis Examination, Submission and Examinations specifies the criteria for appointment of examiners of HDR theses.
- 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 HDR theses are appointed by TESC (for PhD and HDRs), or the Associate Dean (Higher Degree Research) for non-TESC cases.
- Nominations must be supported by one or more academic referees and a declaration that the examiner is not a member of the candidate’s research supervision team or any other person with a conflict of interest.
- The criteria for appointment include:
  - At least two examiners for a Doctoral thesis and one examiner for a Masters thesis will have previous HDR thesis examination experience.
  - The University expects all supervisors, faculty, and examiners to report any actual or potential conflicts of interest.

**Management of Conflicts of Interest**

- The examiners must not have any involvement in the preparation of the thesis, as a member of the supervisory panel, or as an academic advisor for the candidate.
- Examines are not permitted to:
  - be currently employed, or within the last five years have been employed, by Macquarie University;
  - have graduated from Macquarie University within the last ten years;
  - have been an HDR candidate under the supervision of any member of the supervisory panel, either at Macquarie University or elsewhere;
  - have been co-author or co-editors of publications nor collaborated in research with the candidate, or

I declare that I have read and understood the above information.

**Proceed to nomination**
HDR Thesis Examination Portal

MRES NOMINATION OF EXAMINER (NoE)

You will then arrive on the nomination screen and can commence the nomination:
1. Check your candidates details and upload the thesis abstract:

**Candidate details**
- **Candidate:** John Smith (12345678) - MRES, SCI
- **Thesis title:** The life of bees
- **Thesis submission date:** 12/06/2019

**Upload thesis abstract**
Please upload the thesis abstract

Choose File

No file chosen

Please upload your file in PDF format. File size should be within 100 MB.
2. Enter the details of the first examiner and click on ‘Check past examiners’:

3. Review the list of populated examiners, select the relevant button and click on ‘Next’:
4. If the examiner already exists in the system, review and update their personal details. If you are creating a new examiner, you will need to enter their personal information:

Nominate examiners

Please nominate a principal examiner for MRes. Examiners must be research active and any conflicts of interest should be declared.

<table>
<thead>
<tr>
<th>Title</th>
<th>Dr</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>Daisy</td>
</tr>
<tr>
<td>Last name</td>
<td>Duck</td>
</tr>
<tr>
<td>Institution</td>
<td>The University of Sydney</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:dduck@test.edu">dduck@test.edu</a></td>
</tr>
<tr>
<td>Country</td>
<td>Australia</td>
</tr>
</tbody>
</table>

Thesis exam experience

- Yes
- No

Number of thesis examined

CV and publications

Please upload CV and publication details in PDF format for the examiner. You can upload multiple files.

Additional information (optional)

Online web address (URL)
5. Upload the CV and Publication list, enter the URL for any additional CV/Publication information, select the examiner type and enter a reason for suitability. If you have any additional documents (for example, statement about CoI), upload it under ‘additional documents’. Once these steps have been completed, click ‘save’.
5. Repeat steps 2-5 for each examiner. Once you have nominated all examiners, review the list:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Examiner type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Porky Pig</td>
<td>The University of Adelaide</td>
<td>Principal examiner</td>
</tr>
<tr>
<td>Dr Daisy Duck</td>
<td>The University of Sydney</td>
<td>Principal examiner</td>
</tr>
</tbody>
</table>
6. Review and tick each declaration point and when ready, submit the nomination for consideration:
You can monitor the progress of the NoE via the ‘Nomination of examiners’ tab:

### Nominations in progress

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Course ID</th>
<th>Thesis title</th>
<th>Last updated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith (12345678)</td>
<td>PhD</td>
<td>The life of bees</td>
<td>1/08/2019</td>
<td>Submitted for Faculty Review</td>
</tr>
<tr>
<td>Patsy Smith (12345678)</td>
<td>PhD</td>
<td>The life of dogs</td>
<td>10/04/2021</td>
<td></td>
</tr>
<tr>
<td>Fred Smith (12345678)</td>
<td>PhD</td>
<td>The life of cats</td>
<td>10/11/2021</td>
<td></td>
</tr>
</tbody>
</table>

### New nominations

Before starting the nomination process, please make sure you have:

- **Discussed** the nomination with your student, potential examiners and other supervisors.
- **Read** and understand the Guidelines for Nominating Examiners.
You will receive an email notification when the NoE has been approved. To check the approved examiners, click on the ‘Nomination of examiners’ tab and select the sub menu ‘Nominations Approved’. You can then select the relevant candidate and review the approved examiners:
Further Information

Documents
Higher Degree Research Thesis Preparation, Submission and Examination Policy and Schedules

HDR Thesis Examination Portal

Research Active - Macquarie University's definition

ACGR Conflict of Interest in Examination Guidelines (Dec 2016)

Contact:
HDR Examination team
hdreexam@mq.edu.au