

## Notification of Readiness to Submit Thesis & Appointment of Examiners

To enable this electronic form, you must first **SAVE** it then **REOPEN** as a PDF file (it will not function properly when used in a browser window).

To facilitate the timely appointment of examiners, the principal supervisor should give notice in writing to the Faculty Sub-Dean Graduate Studies of intention to submit the thesis or portfolio one month before submission. The candidate should initiate the form and sign the form before forwarding to their principal supervisor. Note the candidate should not be aware of the final examiners details provided on this form.

### 1. Candidate Details

Title	<input type="text"/>	First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text"/>			ID number	<input type="text"/>
School or Centre	<input type="text"/>	Faculty <select>	<input type="text"/>		
Course Code	<input type="text"/>	Course Name	<input type="text"/>		

### 2. Thesis Title

Expected Submission Date:

Is the expected submission date after minimum candidature time?  Yes  No

### 3. Candidate Declaration

#### Ethics and Compliance Approval:

The following approval(s) have been gained for the project?

- Animal Ethics
- Human Ethics
- Biosafety
- Radiation
- Defence Controls

If you answered "yes", please provide the CSU protocol number(s):

If your thesis is in the field of education, also provide the [SERAP](#) approval number:

If none of the above are selected, please explain why the approval was not required for your specific area of study.

Reason:

#### Academic Integrity Declaration:

I declare that I have read and understood the requirements of the [University's Academic Integrity Policy](#).

In line with the Academic Integrity policy/procedure the University will run your thesis through similarity checking software (Turnitin) as part of reviewing your submission for examination.

You are able to run your thesis through this software prior to submission to the Research Office. To access software available through the University, see: [Plagiarism checking](#).

I consider the thesis ready for examination

#### Candidate:

*If you do not have an electronic signature, you may create one in the signature field below. If you do not wish to create one, please print this form, sign, scan and email to the next signatory.*

Name

Signature

Date:

## 4. Appointment of Examiners

Three Examiners are required for all HDR submissions.

All examiners must be external to Charles Sturt University unless there are [exceptional circumstances](#). The candidate should not be aware of the final examiner details provided on this form.

I have read and understood the [Appointment of Examiners Guidelines](#) and [Conflict of Interest Guidelines](#)

### Examiner One

Title  First Name  Last Name

Position Title  Institution

Email  Phone:

Town/City  Country

Justification  
for Appointment:

### Examiner Two

Title  First Name  Last Name

Position Title  Institution

Email  Phone:

Town/City  Country

Justification  
for Appointment:

### Examiner Three

Title  First Name  Last Name

Position Title  Institution

Email  Phone:

Town/City  Country

Justification  
for Appointment:

### Optional Alternate Examiner

An optional alternate examiner may be nominated below. Please discuss this additional nomination with your Sub-Dean Graduate Studies before completing this section.

### Optional Alternate Examiner

Title  First Name  Last Name

Position Title  Institution

Email  Phone:

Town/City  Country

Justification  
for Appointment:

## 5. Approvals and Authorisations

**PLEASE NOTE:** This is an electronic form and requires the below authorisations in the order they appear. After each authorisation this report needs to be emailed to the next signatory by clicking the 'submit by email to next signatory' button and entering in the next recipient's email address. For any queries about this form please contact the [Research Office](#).

- All examiners above have been contacted to confirm availability and are recommended for appointment.
- Current address details provided for each examiner.
- CV's attached as PDF's for each examiner including a list of publications within the last 5 years.

Human/Animal Ethics and Compliance approvals are:

- Required and approved
- Not required

Are you aware of any potential conflict of interest in relation to the examiner appointments?  Yes  No

If yes,  
please specify:

Does this thesis contain material that is either confidential or commercially sensitive?  Yes  No

\* If you select yes, before distributing the thesis to the examiners, the Research Office will ask each examiner to confirm in writing that they will not release the confidential or commercially sensitive material.

**Principal Supervisor:** *I recommend the appointment of the potential examiners. I have discussed ethics approval and academic integrity with the candidate and I am satisfied that the above information is correct.* The contents of the thesis to be examined are in accordance with the approved research proposal.

Name  Signature  Date:

**Sub-Dean Graduate Studies:** *I confirm that there are no conflicts of interest with the examiners and endorse this recommendation for the appointment of examiners.*

Comments:

Name  Signature  Date:

*Research Office Use Only:*

Minimum Candidature:

Maximum Candidature:

## 6. Research Committee Approval

**Research Committee Approval:**

*I approve the appointment of these examiners.*

Name  Signature  Date:

## 7. School Approval of Examiner Payments

Honorarium amount to be paid per examiner:

*[This amount is in line with the Universities Australia recommended fees external examiners for Masters, PhDs, and Higher and Professional Doctorates.]*

Total amount:

Account code:

Expenditure Delegation holder: I give authorisation for the Division of People and Culture to pay the examiners listed above, for their examination of the above candidate's thesis.

Name

Signature

Date: