



1. Selection

1.1 At least 2 months before the planned submission date, the HDC of each Faculty shall appoint examiners. The Committee may seek advice from the supervisor, co-supervisor, Head of School or other member of academic staff as it deems fit.

1.2 Prior to the appointment of examiners, the HDC shall seek to ascertain whether the candidate has concerns as to potential examiners. For this purpose, the Committee shall appoint the supervisor or another person who shall ask the candidate:

- (a) to provide the names of any persons about whose potential role as examiner the candidate may have concern, or
- (b) to identify any names on a proposed panel of potential examiners about whose potential role the candidate may have concern.

Any concern raised shall be placed on record by the candidate with the HDC at the time of the appointment of examiners.

1.3 Where possible, the persons identified by the candidate should not be used as examiners. The HDC may appoint examiners even where the candidate has expressed concern. Where such an appointment occurs, the record of the candidate's concern shall be brought to the attention of the HDC again at the time the examiners' reports are considered.

2. Confidentiality and Contact

2.1 When the University extends an invitation to examine a thesis, it expects the examiner to provide a fair and expert report to the HDC. This does not imply any further obligation on the part of the examiner directly to the candidate.

2.2 As a general principle, the University has sought to hold the names of examiners confidential until reports of the examination are submitted and considered. The University recognises, however, that a candidate may come to know (or reasonably infer) the identity of one or more examiners.

2.3 Where a candidate knows (or might reasonably infer) the name of one or more examiners, the candidate should normally seek permission from the supervisor (or a person designated as postgraduate co-ordinator by the HDC) before seeking to contact such a person. Any permission granted shall be in writing and require the prior agreement of the examiner concerned. Candidates are particularly to be advised not to seek contact with an examiner (other than the supervisor) concerning the thesis after submission of the thesis for examination and prior to report. Violation of this requirement may be construed as an attempt to influence the examination and may give rise to a charge of academic misconduct.

3. Information Provided to Examiners

3.1 The information provided to examiners should include the following elements:

- (a) a clear definition of the degree for which the thesis is being examined
- (b) the planned submission date and the maximum length of time available for the examination of the thesis (normally six weeks)
- (c) a clear statement concerning what is expected in an examiner's report.

3.2 Once an examiner has accepted appointment, any change to the planned submission date must be notified as soon as possible and availability confirmed. If they are unavailable to examine the thesis after the amended date, a replacement examiner must be sought immediately.

4. Disclosure of Reports

4.1 UNSW policy is normally to release the report of each examiner (identified by name) when the HDC has reached a decision. This policy will be disclosed to potential examiners at the time the invitation to act is extended.

4.2 When the HDC has determined the results of the examination, the reports of the examiners (identified by name) shall be released to the candidate unless:

- (a) an examiner requests anonymity
- (b) the HDC determines that it would be in the interests of the University to withhold the name.

4.3 External examiners will be asked to provide any comments or observations which are intended as advice to the HDC rather than the candidate in a separate report. Where the examiner's report commingles the report on the thesis with more general comments, the HDC may authorise release of an edited report to the candidate. In such a case, the edited report shall be approved by the Registrar.