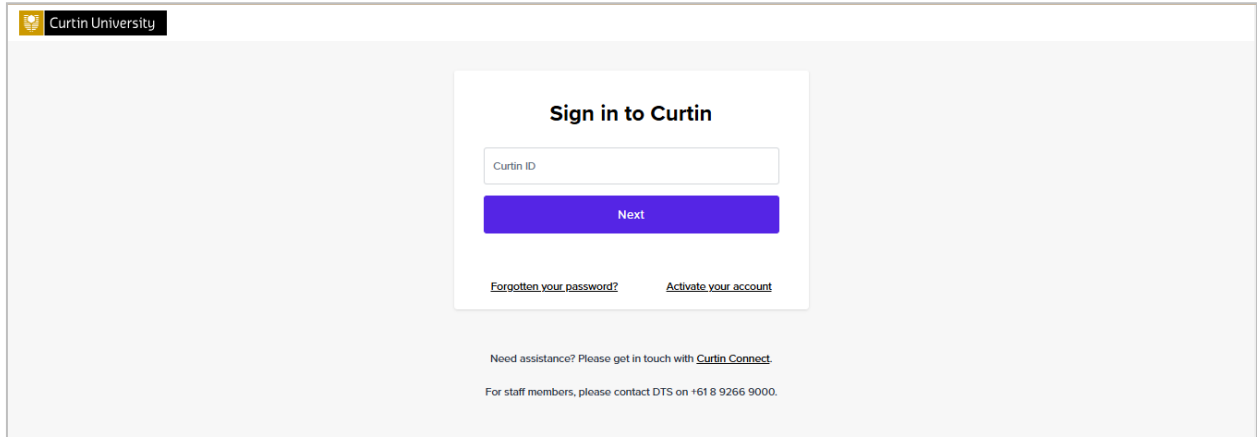


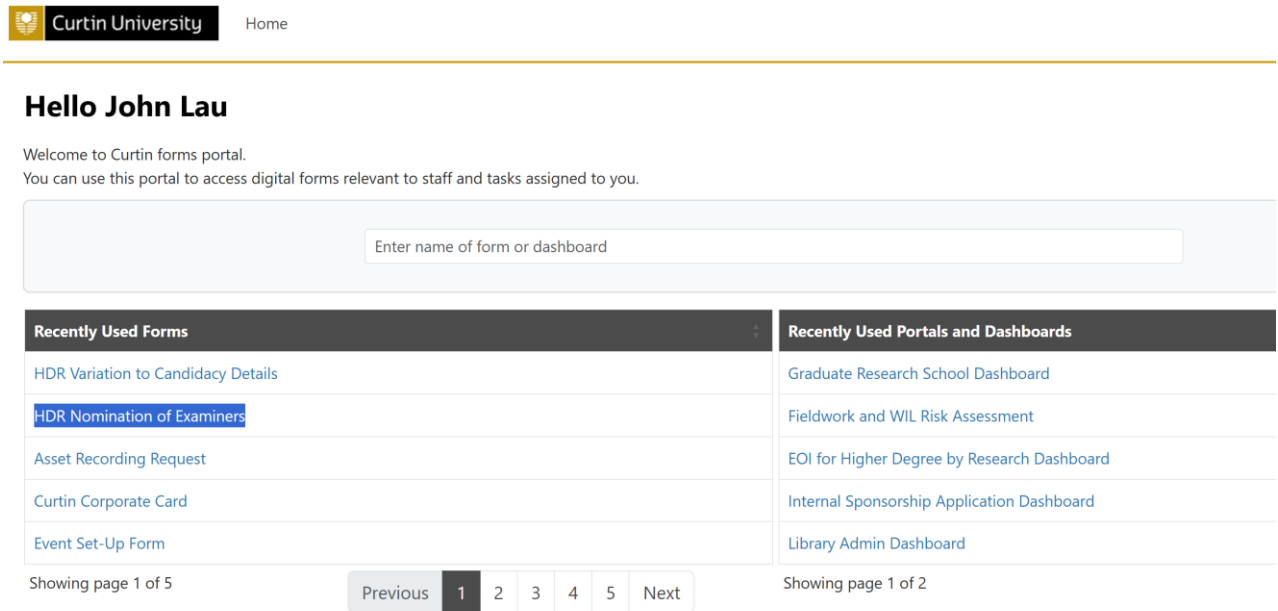
CMGS Guide: HDR Nomination of Examiners (Online Form)

Step 1: Go to HDR [Nomination of Examiners](#). Key in your Perth ID and password.



The image shows the Curtin University login page. At the top left is the Curtin University logo. The main heading is "Sign in to Curtin". Below this is a text input field labeled "Curtin ID". Underneath the field is a blue button labeled "Next". Below the button are two links: "Forgotten your password?" and "Activate your account". At the bottom of the page, there is a line of text: "Need assistance? Please get in touch with [Curtin Connect](#)." and another line: "For staff members, please contact DTS on +61 8 9266 9000."

Step 2: Select 'HDR Nomination of Examiners'. To search if it is not instantly shown on the first page.



The image shows the Curtin University Home page. At the top left is the Curtin University logo, followed by a "Home" link. Below the header is a large search bar with the placeholder text "Enter name of form or dashboard". Below the search bar are two columns of links. The left column is titled "Recently Used Forms" and contains five links: "HDR Variation to Candidacy Details", "HDR Nomination of Examiners" (highlighted with a blue background), "Asset Recording Request", "Curtin Corporate Card", and "Event Set-Up Form". The right column is titled "Recently Used Portals and Dashboards" and contains five links: "Graduate Research School Dashboard", "Fieldwork and WIL Risk Assessment", "EOI for Higher Degree by Research Dashboard", "Internal Sponsorship Application Dashboard", and "Library Admin Dashboard". At the bottom of the page, there are two pagination controls. The left one says "Showing page 1 of 5" and has buttons for "Previous", "1" (highlighted), "2", "3", "4", "5", and "Next". The right one says "Showing page 1 of 2".

Recently Used Forms	Recently Used Portals and Dashboards
HDR Variation to Candidacy Details	Graduate Research School Dashboard
HDR Nomination of Examiners	Fieldwork and WIL Risk Assessment
Asset Recording Request	EOI for Higher Degree by Research Dashboard
Curtin Corporate Card	Internal Sponsorship Application Dashboard
Event Set-Up Form	Library Admin Dashboard

Showing page 1 of 5

Previous 1 2 3 4 5 Next

Showing page 1 of 2

Step 3: HDR Nomination of Examiners (please go through the Important Information before proceeding to nominate)

HDR Nomination of Examiners

HDR Nomination of Examiners

Save

CF2602050159

Important Information

- The form must be submitted no later than 6 weeks prior to a student's intended thesis submission date following consultation with the supervisory team.
- By signing this document the nominators are agreeing that their nominated examiners hold no real or perceived conflict of interest with the HDR Student, members of the student's thesis committee, with other nominated examiners for this student and the University unless otherwise disclosed on this form. See [Guidelines for Conflict of Interest](#).
- If you have any queries on foreign relationships and interests, or have any concerns about foreign risk, please contact the Foreign Risk Management Team at foreign.arrangements@curtin.edu.au
- The composition of the examiners panel is:
 - For Masters students one examiner will be external to Curtin and the other may be internal or external. Internal examiners will be from a different enrolling school to that of the student and the primary supervisor. At no time will an examiner have been part of the student's Thesis Committee.
 - For Doctoral students both examiners must be external to the University. At no time will an examiner have been part of the student's Thesis Committee.
- Examiners shall possess a Doctoral qualification or be deemed by the Associate Deputy Vice-Chancellor Research (or nominee) to be of equivalent status with recognised standing in the field of study.
- Examiners are requested to examine a thesis within six weeks of receipt. If any Examiner is unable to complete the examination within three months, the Director of Graduate Research may recommend a replacement Examiner to the Associate Deputy Vice-Chancellor Research (or nominee) for approval.

Requester Details

Name and ID John Sie Yon Lau (258998J)

Step 4: Select Nomination of Examiners. Do not need to fill in for "Cost Centre for Honorarium Payment" - leave it blank.

Name and ID John Sie Yon Lau (258998J)

Email Address John.Lau@curtin.edu.au

Request Details

Please select: *

☒ Nomination of Examiners

☐ Change of Existing Nominated Examiners

Submission Details

Student ID *

Please enter Student ID

Search

Cost Centre for Honorarium Payment

Enter exact cost centre code e.g E1028011510

Anticipated Submission Date *

dd/mm/yyyy



Step 5: To only fill in required fields **marked with asterisks**. Key in Student ID and click Search. Select Award Name from dropdown list.

Step 6: To only fill in required fields **marked with asterisks**. Key in Examiner's details. Upload Examiner's CV, fill in Reason for Nomination Selection, and Add Examiner for Examiner 2 below.

Examiner Details

Examiner 1

Examiner Title *

Examiner's First Name *

Examiner's Last Name *

Please select...

Email Address *

Contact Number

Name of Highest Academic Qualification & Awarding Institution *

e.g. Doctor of Business Administration - Curtin University

Examiner's ORCID ID

Please enter your ORCID ID (excluding hypens)

Has a real or perceived conflict of interest been identified with this nominated examiner? *

Yes

No

Examiner's CV *

Upload

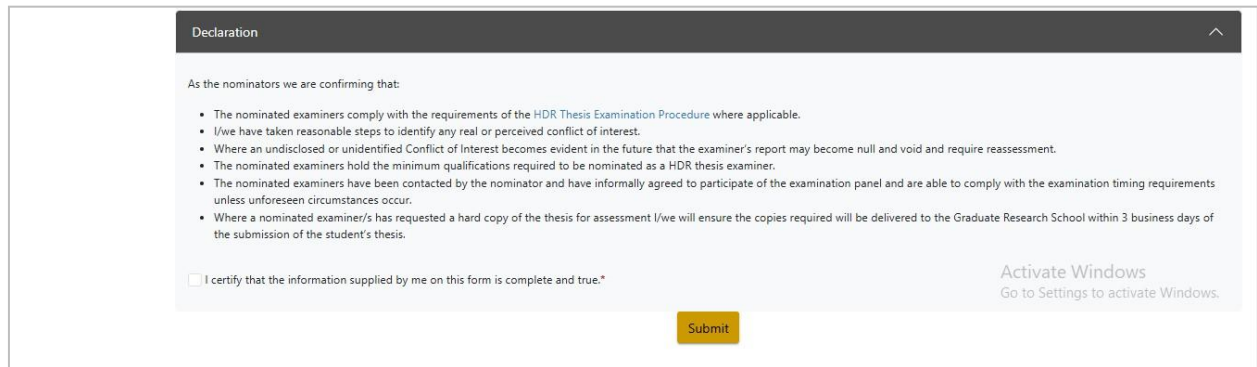
Reason for Nomination Selection *

Activate Windows

Go to Settings to activate Windows.

Please include details of Conflict of Interest and if required please attach an additional page

Step 7: Declaration; tick the check box and submit.



The screenshot shows a web form titled "Declaration" with a dark header bar. Below the header, the text "As the nominators we are confirming that:" is followed by a bulleted list of five conditions. At the bottom left, there is a checkbox labeled "I certify that the information supplied by me on this form is complete and true.*". At the bottom right, there is a yellow "Submit" button. A Windows watermark "Activate Windows Go to Settings to activate Windows." is visible in the bottom right corner of the form area.

Declaration

As the nominators we are confirming that:

- The nominated examiners comply with the requirements of the [HDR Thesis Examination Procedure](#) where applicable.
- I/we have taken reasonable steps to identify any real or perceived conflict of interest.
- Where an undisclosed or unidentified Conflict of Interest becomes evident in the future that the examiner's report may become null and void and require reassessment.
- The nominated examiners hold the minimum qualifications required to be nominated as a HDR thesis examiner.
- The nominated examiners have been contacted by the nominator and have informally agreed to participate of the examination panel and are able to comply with the examination timing requirements unless unforeseen circumstances occur.
- Where a nominated examiner/s has requested a hard copy of the thesis for assessment I/we will ensure the copies required will be delivered to the Graduate Research School within 3 business days of the submission of the student's thesis.

☐ I certify that the information supplied by me on this form is complete and true.*

Submit

Activate Windows
Go to Settings to activate Windows.

Note:

To select the approver, please choose the DGR of the respective Faculty. If you are unable to find any DGR in the list, please select **John Lau Sie Yon** as the approver.

Kindly contact the Curtin Malaysia Graduate School at GradSchool@curtin.edu.my should you have difficulties accessing the link. Alternatively, should the link be broken, the form should be accessible via [HDR forms, guidelines and policies](#) (*HDR forms, guidelines and policies > Forms > Nomination of Examiners (Staff access only)*)