

**Faculty of Education
School of Educational Studies**

**Guidelines for Appointing Examiners for a Masters by Coursework
Minor Thesis**

Examinations Regulations – 21.12

The relevant paragraph states:

'External examiner' means an examiner who is not a member of the academic staff of the University, has not during the relevant period taught at the University in the subject or course to which an examination relates and has not acted as an external supervisor of the candidate for that examinationunless exceptional circumstances warrant such action....."
(Sections 1 and 23)

The Faculty Masters Committee shall appoint on the recommendation of the Head of School at least two persons one of whom shall be an external examiner to be examiners of a Masters degree by coursework thesis. (23 (1))

Any appointment under sub-section (1) shall be made on the joint recommendation of the professor of the relevant discipline and the candidate's supervisor. Where there is no professor of the relevant discipline, the appointment shall be made on the joint recommendation of the Head of School or Postgraduate Coordinator and the candidate's supervisor. (23 (4) a) and b.)

Qualifications of Examiners

A nominee for appointment as an examiner shall normally hold a research degree or have published work which satisfies the Faculty Committee, after consultation with the supervisor and such other persons as may be appropriate, that the nominee is qualified for appointment.

Naming The Recommended Examiners

The titles, qualifications, full name (including first name), full postal address, phone numbers and email addresses are sought for recommended nominees.

(The University is required to advise the Taxation Department of any payments made to Australian examiners, and to state their full names. The Salaries Office requires the full names of overseas examiners.)

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