



# FNU NOMINATION OF EXAMINERS GUIDELINE

**Prepared by:** Centre for Graduate Studies

**Approving Authority:** FNU Senate

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This guideline explains the procedures for nominating examiners. This guideline is to be read before nominating examiners for Graduate Studies Thesis examination using the Nomination of Examiner Form. To prevent delay in the examination process, the completed form should be returned to the Centre for Graduate Studies at least two months prior to the thesis submission date.

This document should be read in conjunction with the Graduate Studies Policy and Procedure and External Examiner Guideline for Graduate Studies.

## **1.0 Examiners Eligibility**

When nominating prospective examiners, Senior Supervisors of Graduate Studies Candidates must ensure that the eligibility requirements are met and that any known conflict of interest is declared. The Nomination of Examiners Form is to be used for documenting relevant information with necessary additional information that should be attached to the Nomination of Examiners Form.

Nominated Examiners must:

- a. Be an active researcher affiliated with a university, and have the knowledge of the Candidate's field of study
- b. Have not worked with or published with the Graduate Studies candidate or their supervisors in the last five years.
- c. Not contact the Graduate Studies candidates nor should their identities be revealed to the Graduate Studies candidates. Examiners have the right to request anonymity. After the examination has concluded, the student will only be advised of the identities of examiners who have consented to have their names revealed.
- d. Not be a titleholder of the Fiji National University currently or in the last five years.
- e. At least one of the examiners must have PhD level examination experience.
- f. Declare any conflict of interest with the student or the supervisor(s);
- g. Examiners should have qualifications appropriate to the discipline, either equivalent to the level being examined or higher;
- h. Examiners must have experience of or be familiar with the supervision and examination of researched theses.
- i. Examiners must be free from bias for or against the Graduate Studies Candidates or Supervisor(s) and be free from actual, potential or perceived conflict of interest.

## **2.0 Appointment of Examiners**

In order to expedite the examination process, Graduate Studies Principal Supervisors are expected to make contact (preferably by email) with the proposed examiners in order to ascertain their interest and willingness to act in the capacity of an examiner by sharing with them an executive summary/ abstract of the thesis to be examined.

The Graduate Studies supervisor(s) should not inform the Graduate Studies candidates who the potential examiners are. Any correspondence or inquiries considered essential to the examination must be made via the Centre for Graduate Studies by telephone 339 4000 extn. 2981 or email: [gc-cgs@fnu.ac.fj](mailto:gc-cgs@fnu.ac.fj)

### 3.0 Payment

Examiners are paid an honorarium to the value recommended by the Fiji National University.

PhD Examination	900.00 FJD
Master by Research	750.00 FJD
Milestone Assessment	200.00 FJD (If the panel is not available in the College and approved by Dean CGS)

### 4.0 Provision of Examiner Details

Two external examiners for each thesis are required. Nomination of Examiner Form with CVs of the examiners should be submitted to the Office of the Centre for Graduate Studies for GESG approval.

If for any reason examiner 1 or 2 cannot be appointed, nomination of a third examiner will be requested from the Principal Supervisor.

If an arbitrator, adjudicator, or research assessor is required after the examination process, the Office of the Centre for Graduate Studies will request for nominations from the College Deans.

The Fiji National University Centre for Graduate Studies will provide examiners with a digital thesis to examine. In exceptional cases, if a printed version of the thesis is requested by the examiners, the Graduate Studies Candidates are responsible for preparing the hard copies for the Centre for Graduate Studies to dispatch. The hard copies will include evidence from dissimilarity check software such as Turnitin to prove the originality of the document.

### 5.0 Approval Agency

FNU Senate

### 6.0 Revision Log

This table will be used to insert the dates of the different versions made on the policy/procedure.

Version	Date of Approval	Comment
1.0	11 December 2019	Approved by the Senate
2.0	2 March 2021	Approved by the Senate
3.0	5 December 2024	Approved by the Senate

### 7.0 Guideline Sponsor

Dean Centre for Graduate Studies

### 8.0 Contact Person

The following person may be contacted in relation to this guideline:

#### Graduate Coordinator

Office of the Centre for Graduate Studies

Fiji National University

Phone: +679 33094000 Extension: 2981