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| **Recommendation of Master’s Thesis Examiners** |

**Instructions to Supervisors***: Please read through the form and complete all relevant sections. You must attach a copy of the abstract and obtain**HoS/delegated nominee’s signature. This form must then be forwarded to* *FGR-masters-exams@vuw.ac.nz* *who will forward it to the Associate Dean for approval.*

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| **Candidate’s full name:** |  | **ID Number:** |  |
| **Thesis Title:** |  |
| **School:** |  | **Faculty:** |  |
| **Primary Supervisor:** |  |
| **Secondary Supervisor(s) (if applicable):** |  |

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| **Summary of Recommended Examiners**  |

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| 1. **Internal Examiner**
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| **Name and title:** |  |
| **School:** |  |
| **E-mail:** |  | **Phone:** |  |
| **Justification for the nomination of this examiner for this thesis:** |
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| 1. **External Examiner**
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| **Name and title:** |  |
| **Name of University:** |  |
| **E-mail:** |  | **Phone:** |  |
| **Justification for the nomination of this examiner for this thesis:** |
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| **Relevant publications:** |
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*Reference: Master’s Thesis Regulations 13.1 Appointment of Examiners:*

1. *A thesis or research portfolio is examined by at least two examiners who must be in a position to provide a fair and impartial assessment of the work and who will:*
2. *Have expertise and standing in the field of the thesis being examined; and*
3. *Normally have had previous experience of Master’s thesis supervision or examination;*
4. *Have no conflict of interest or any other significant personal, professional or contractual relationship with the candidate; and*
5. *Not have been at any time the primary or co-supervisor of the thesis.*
6. *At least one examiner must be an external examiner, usually a member of the academic staff of another university or similar institution. For a research portfolio the external examiner may be selected on the basis of extensive experience in the relevant profession at a senior level.*
7. *The other examiner (the internal examiner) will normally be a member of the Victoria University staff.*
8. *Prospective examiners should be approached informally by the supervisor or Head of School well in advance of the expected submission of the work. This is to confirm that they are willing and able to complete the examination in the expected timeframe. Candidates can be consulted on potential examiners; unless undertaking a research portfolio, they must not be told which examiners have been nominated or appointed.*
9. *The Head of School or delegate, after appropriate consultation, shall recommend examiners to the Associate Dean (PGR) who will, if satisfied, endorse this recommendation. The Head of School is required to provide to the Associate Dean (PGTR) a brief curriculum vitae for the external examiner.*
10. *In situations where the most suitable examiner would be excluded by the conditions in (a) above, the Dean FGR may approve exceptions.*

I propose the examiners as listed above:

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| **Supervisor** |
| **Name:** |  |
| **Signature:** |  | **Date:** |  |

Abstract of the thesis attached: [ ]

External examiner information? \* [ ]

*\*You must provide sufficient and relevant information to demonstrate the suitability of the external examiner for this particular thesis. Also include details of some relevant and recent publications that show the links between the examiner’s expertise and the thesis*

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| **Approvals** |

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| **Head of School or delegated nominee** |
| **Name:** |  |
| **Signature:** |  | **Date:** |  |

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| **Home Faculty Associate Dean**  |
| **Name:** |  |
| **Signature:** |  | **Date:** |  |