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# NOMINATION OF EXAMINERS

# QUEST EFORM USER GUIDE

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**SUPERVISOR USE ONLY**

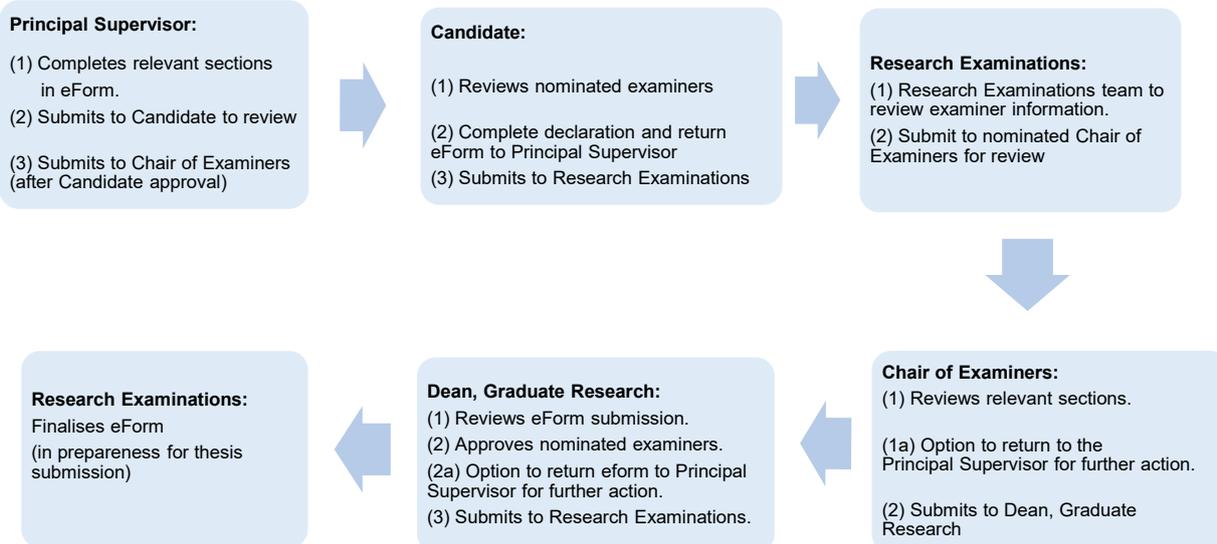
June 2025  
Version 01

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## SECTION 1

### Workflow



### Type of Examiners

<b>Initial Examiner</b>	New examination nomination
<b>Replacement Examiner</b>	If previous 'approved' examiner is no longer available
<b>Third Examiner</b>	<ul style="list-style-type: none"> <li>▪ Creative Performance</li> <li>▪ Exhibition</li> <li>▪ Re-Examination (<b>Deferred outcome</b>) - <u>only</u> if initial examiner/s decline to re-examine revised thesis.</li> <li>▪ Divergent examination result</li> </ul>

### Guidelines, Responsibilities and eForm link

- [Thesis Examination Webpage](#)

## SECTION 2

### Login and eForm completion

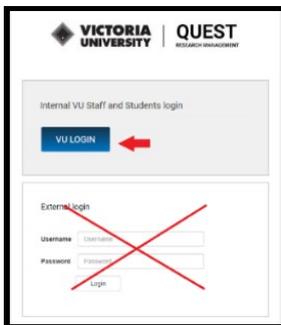
**Step 1. Enter Quest URL Address** <https://quest.vu.edu.au/>

(NOTE: Use Google Chrome or Microsoft Edge web platform)

**Step 2. Select: 'VU Login'(Blue Button)**

→ Enter VU username and password

→ Select:  (see left hand menu)



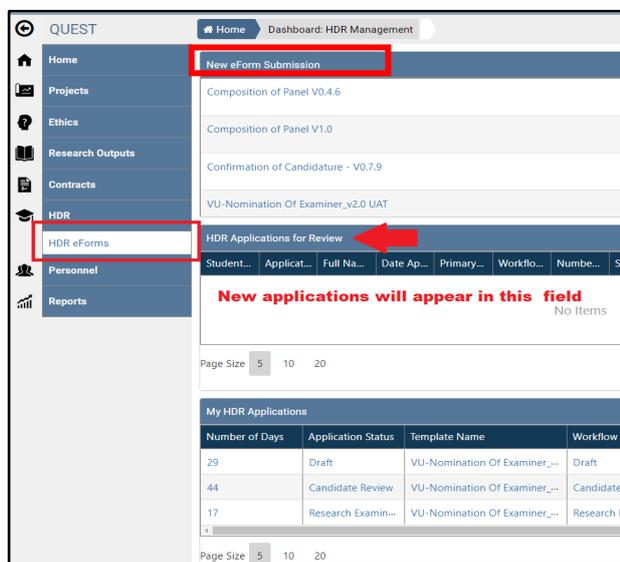
**Step 3: Create eForm application**

i. Select: **HDR eForms** (from lefthand menu) – see screenshot below:

ii. Refer to '**New eForm Submission**' table in dashboard:

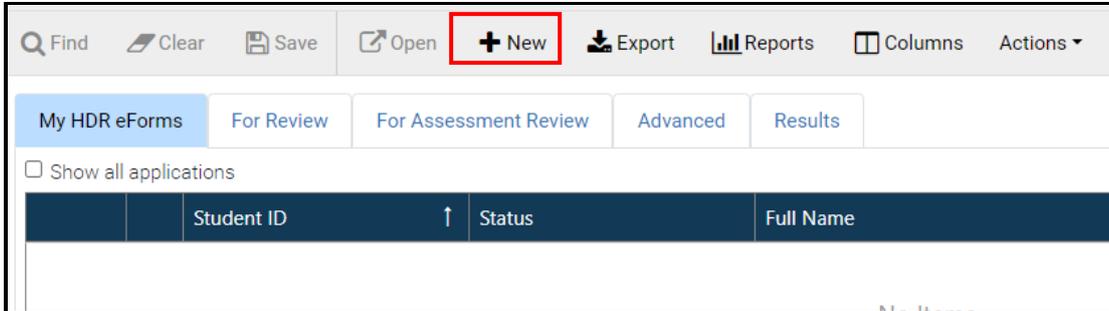
a) 'Select '**VU Nomination of Examiner**' (NOTE: Version may be different to the one displayed below)

b) Refer to **Step 3a (on next page)** for alternative access to eForms.

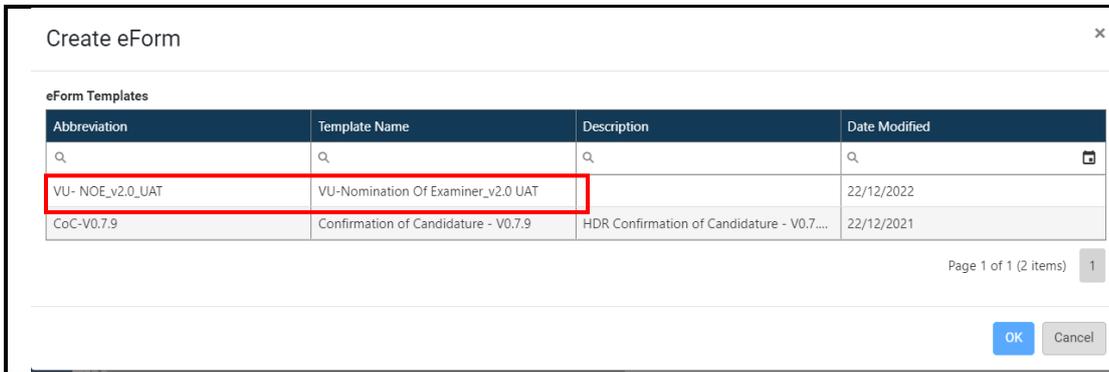


### Step 3a Alternative access to create eForms

- i. Select: **HDR eForms** (from left hand menu selection) as per previous page.
- ii. Select **'+New'** to create application



- iii. Select **'VU - Nomination of Examiners'** Template Name



- iv. Select candidate name - use  to search name
- i. 'Select candidate name + **'OK'**



## Step 4: Review & Complete eForm requirements

Complete mandatory sections in workflow menu – *refer screenshot example below.*

- i. Review **'Guidelines'** and **'Conflict of Interests'** in **'Guidelines Overview'** section
- ii. Review candidate's auto-populated details are correct.
- iii. Complete **'Examination Details'** section
- iv. Finalise **'Supervisor Declaration'**
- v. Select **'Submit to Student'** button

### IMPORTANT:

The [Foreign Influence Transparency Scheme - Examiner form](#) must be uploaded with the Examiner CV.

The completion of this form is an Australian Government Directive. [Refer to Australian Government Legislation Act 2018](#) on this ruling.

Status: Draft Enrolment Status: Enrolled Workflow State: Draft

Pages

- Guidelines
- ▶ Guidelines
- Examination Details
- ✓ Candidate Details
- ▶ Type Of Examiner
- Supervisor
- ▶ Supervisor Declaration

## Guidelines

**Guidelines Overview**

Prior to lodging this application, it is recommended the candidate and the supervisor familiarise themselves with [HDR Procedure 9 Submission, Examination and Classification](#) and the [Guidelines for Conflict of Interest in Thesis Examination](#) to ensure compliance of the examination process.

Please refer to the [thesis examination webpage](#).

This form must be submitted **at least two (2) months** prior to the candidate's anticipated submission date.

**Information for Principal Supervisor**

- Two examiners external to the University who are appropriately qualified experts and of international standing in their discipline/field
- Three examiners external to the University (two plus a reserve) are required for Master Research Degrees and Doctoral Thesis by Creative Project who are of appropriately qualified experts of international standing in their discipline
- Examiners accepted the invitation to examine the thesis and are able to return their examiners report **within 6 weeks of thesis receipt**
- Examiners have been informed that the candidate is aware of the nominated examiners
- A maximum of two pages per nominated examiner CV must be appended that demonstrates:
  - Level of educational qualification which is appropriate to examine the candidate's thesis
  - Examiner associated with a university or research institution

Toolbar

- Save
- Submit to Student
- Delete Application
- Reports

## Step 5: Type of Examiner

After quantifying if the application is either an initial or re-examination, identify the type of Examination – Refer to Section 1 to review ‘Type of Examiner’ table.

- i. Select the relevant radio button to nominate the type of examiner.
- ii. In the case of ‘by creative works’ (for live Performance or exhibition only), a ‘**Reserve Examiner**’ will appear. If your candidate is submitting as a Live Performance or Exhibition, email [researchexaminations@vu.edu.au](mailto:researchexaminations@vu.edu.au) prior to completing the eForm to confirm the thesis format.

## Step 6: Examiner CV and Foreign Influence Transparency Scheme Registration Form- Thesis Examiner

- i. Supervisors are to obtain a CV and completed ‘[Foreign Influence Transparency Scheme Registration form - Thesis Examiner](#)’ from each nominated examiner.
- ii. ‘Select file’ to upload each document – refer to **screenshot below**.

**Note:** The application will not progress to the Chair of Examiners if the **Foreign Influence Transparency Scheme Registration form** is not attached to the application.

## Step 7: Examiner Details

- i. Indicate the 'Number and Type of Candidates to Completion' and 'Number of Thesis Examined'.
- ii. Select the 'Add' button, and a dropdown will appear to indicate a number for each degree. The same rule applies for the 'Number of Thesis examined' section.

**Number and Type of Candidates to Completion \***

Add

Master Research Degree	Doctor of Philosophy	Professional Doctorate	
2	4	0	

Page Size 5 10 25 Page 1 of 1 (2 items) 1

**Number of Thesis examined \***

Add

Master Research Degree	Doctor of Philosophy	Professional Doctorate	
2	4	1	

Page Size 5 10 25 Page 1 of 1 (1 items) 1

## Step 8: Supervisor Declaration

- i. Principal Supervisors are required to read and complete the 'Declaration'.
- ii. Select 'Submit to Student'\* button when all mandatory fields have been addressed.

**\*NOTE:** If you are not ready to submit to the candidate, click 'Save' and log out of the form.

- iii. All changes to the eForm **have to be approved by the candidate.**

The candidate will submit revised eForms directly to 'Research Examiners' as part of the final workflow.

## SECTION 3

# Replacement Examiner/s

### Step 1. Replacing an Approved Examiner

A replacement examination only applies if an **approved examiner/s** is no longer available to examine the thesis.

- i. Select **'Replacement Examiner/s'** radio button.
- ii. The previously approved examiner/s will display on the eForm – *see example below*.
- iii. Proceed to respond to all mandatory\* text fields providing an explanation for the replacement.

Template Name: VU - Nomination Of Examiner - 92 (LJAT) eForm Page: Type Of Examiner  
Status: Draft Enrollment Status: Enrolled Workflow State: Draft

Pages

Guidelines

Examination Details

Candidate Details

Type Of Examiner

Supervisor

Supervisor Declaration

### Type Of Examiner

Please complete the required information pertaining to the Nomination of Examiners.

Is this eForm for Re-examination?

Yes

No

I am nominating the following examiner/s: \*

Initial Examiners

Replacement Examiner/s

Third Examiner

Approved Examiners

Preferred Full Name	Active?
Examiner3	✓
Examiner7	✓

Page Size 5 10 25 Page 1 of 1 (2 items) 1

Which examiner are you replacing? \*

Examiner 7

Outline the reasons why replacement is required \*

Has taken extended sick leave and cannot provide examination report within the timeline requested.

Are you replacing another examiner? \*

Yes

No

For replacement examiner/s, please complete the appropriately labelled page/s

Previous page: Candidate Details << Return to Top Next page: Supervisor Declaration >>

### Step 2. Complete Replacement Examiner/s details

Complete all mandatory fields before uploading examiner CV and Foreign Influence Transparency Scheme Registration PDF form.

- i. Finalise **'Supervisor Declaration'** Section
- ii. Select **'Submit to Student'** button

## SECTION 4

### Thesis Re-Examination (Deferred Outcome)

The initial examiners will indicate if agreeing to re-examine the candidate's revised thesis submission within 9 months (EFT) in their 'Deferred' outcome report.

**Step 1: The Candidature team will:**

- i. Co-ordinate the candidate's re-enrolment following the 'deferred' outcome notification.
- ii. Prepare the eForm for re-examination with the initial examiners.

**OR**

**Step 2: Initial examiner/s decline re-examining revised thesis**

- i. A 'Third Examiner' is required when an initial examiner declines the invitation to re-examine the candidate's thesis resubmission (at the 9 month EFT deadline).

## SECTION 5

### Hints & Tips and Troubleshooting

Page Status Indicators		
*	<b>Mandatory field</b>	Field must be completed to finalise application
!	<b>Invalid</b>	field/s not complete or incorrectly completed
?	<b>Revisit</b>	Changes have been made that need your review
▶	<b>Unvisited</b>	You haven't viewed this workflow section
✓	<b>Valid</b>	All mandatory fields have been completed

#### Error or Warning messages

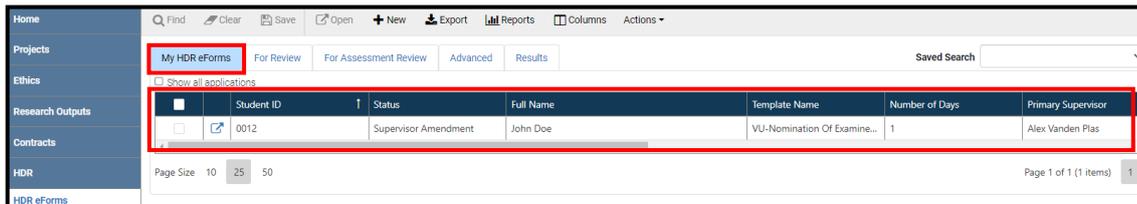
- i. Mandatory fields are indicated by an \*
- ii. If you fail to respond to a mandatory question, the following error display will appear to prompt you insert the missed information – refer to **screenshot below**.

The screenshot shows a web application interface for a 'Supervisor Declaration' form. The page title is 'Template Name: VU-Nomination Of Examiners\_V2.0 UAI | Form Page: Supervisor Declaration'. The status is 'Draft', enrolment is 'Enrolled', and workflow state is 'Draft'. A sidebar on the left lists various sections like 'Guidelines', 'Examination Details', 'Candidate Details', 'Type Of Examiner', 'Examiner Details', 'Supervisor', and 'Supervisor Declaration' (which is highlighted with a red exclamation mark). The main content area contains a list of mandatory questions, each with a red exclamation mark icon and a 'Go to question' link. A prominent blue error message box states: 'Principal Supervisor is required to read and submit the declaration.' Below this, there is a declaration statement: 'I hereby declare that the following information is true in every particular:'. Three questions are listed, each with a red exclamation mark icon and a 'Go to question' link. The questions are: 'The contact details for the nominated examiners are current and they have all indicated their willingness to undertake this task within the agreed timeframe. \*', 'I have informed the examiners that the candidate has been notified of the nominated examiners. \*', and 'I confirm that there is no perceived or objective conflict of interest between myself, the nominated examiners and the University. \*'. Each question has a checkbox for 'I have completed the above check' and a red exclamation mark icon with the text 'Question is mandatory'.

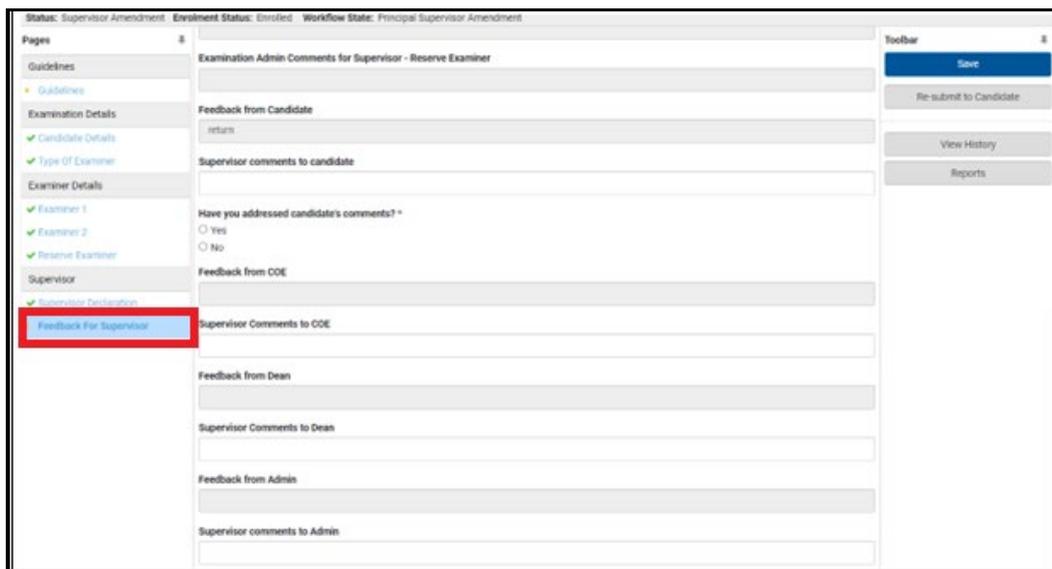
## Feedback from Users

Throughout the eForm, the Candidate, Research Examinations team, the Chair of Examiners, or Dean, Graduate Research may return the eForm back to you for comment.

- i. An email will alert you that the eForm has been returned to you for a response.
- ii. Log back into Quest to view the comments via the **'My HDR eForms'** tab – see below



- iii Select **'Feedback for Supervisor'** on left hand workflow pane



- iv **Feedback from Candidate**
  - a. Review comments in **'Feedback from Candidate'** text field.
  - b. Insert your response in the **'Supervisor comments to candidate'** text field.
  - c. Select radio button **'Yes'** or **'No'** to **'Have you addressed candidate's comments?\***
    - i. If **'yes'** - select **'Re-submit to candidate'** button
    - ii. If **'no'** - select **'Save'** and discuss with the candidate outside of the eForm, before revisiting the eForm and selecting **'yes'** to move the eForm on to the next workflow.

**NOTE:** Throughout the eForm review process, additional feedback may be requested from HDR Admin, the Chair of Examiners and/or the Dean, Graduate Research.

An email will be issued requesting a review of the query.

## Quest Access issues

1. Email [researchexaminations@vu.edu.au](mailto:researchexaminations@vu.edu.au)
2. Provide a screen shot of the error message.
3. The candidature team will contact the Quest Data Team to investigate.

## All other queries and feedback:

Email [researchexaminations@vu.edu.au](mailto:researchexaminations@vu.edu.au)