

GRADUATE RESEARCH SCHOOL

Graduate Research School

Phone (07) 4631 1088

Email [grsadmin@usq.edu.au](mailto:grsadmin@usq.edu.au)

Dear «E1Title» «E1LastName»,

**CONFIDENTIAL: External Examination - «Title of the thesis («Student ID»)**

Thank you for agreeing to examine a thesis submitted in fulfilment of the requirement for the Doctor of Professional Studies degree at this University. The Doctor of Professional Studies (DPST) is a research doctorate aimed at meeting the AQF Level 10 standards and in particular should make an original knowledge contribution to professional practice.

The objective of the assessment is to enable eminent and qualified people in a particular expert field to review the research undertaken by the candidate and form an opinion as to whether the work is worthy of a degree.

The enclosed report has been adopted to assist you and simplify your task. You may of course add any material you feel is necessary in support of your assessment or that you feel may be of assistance to the candidate.

Would you please complete the enclosed report form and **return it to our office by .** If it is not possible for you to complete your examination of the thesis within the specified time-frame, I ask that you contact this office (email: [grsadmin@usq.edu.au](mailto:grsadmin@usq.edu.au)) as soon as possible.

**Confidentiality**

The University of Southern Queensland currently maintains a confidential examination process. Please do not discuss or disclose any information in your report to either the candidate or the supervisor.

If you have any concerns, or have been contacted by a candidate or supervisor for information, please refer this to the Graduate Research School (email: [grsadmin@usq.edu.au](mailto:grsadmin@usq.edu.au)).

**Revealing Your Identity**

If you choose to have your identity revealed to either the candidate and/or the supervisor, this will not occur until ***after*** the examination process has been finalised, and generally in response to a request of this information in writing.

For this purpose, it would be appreciated if your report is typed on plain A4 paper, and that you do not include any identifying information. This will also protect the identity of examiners who wish to remain anonymous, as students and/or supervisors are adept at pinpointing examiners through a process of elimination from those originally nominated.

If you choose not to have your identity revealed at any stage, your details will not be released outside of the Graduate Research School. You should note however that the University of Southern Queensland may not be able to maintain your anonymity if the student makes a Freedom of Information request. If you are not willing to undertake the examination under these circumstances please inform the Graduate Research School.

**Report Format**

It is preferable your written report is contained in its entirety within the typed version. This provides a more efficient method of communicating your requested revisions to the student. It also eliminates any confusion in interpreting hand written comments and/or missing them in the thesis. If you choose this option there is no requirement to return the thesis copy to the university, however we do request that you dispose of it in a confidential manner.

The University of Southern Queensland’s preferred method of examination is electronic. If you do wish to make in-text comments within the thesis, you may do so using the latest version of Adobe PDF.

**Download**

[www.adobe.com/products/reader.html](http://www.adobe.com/products/reader.html)

**Frequently Asked Questions**

[www.adobe.com/products/reader/faq.html](http://www.adobe.com/products/reader/faq.html)

**Payment Options**

As an external examiner, the University will pay the honorarium recommended by the Universities Australia to assist with your expenses in completing the task. (Please note that we do not cover out of pocket expenses such as postage etc). This is currently «Honorarium\_Amount».

Please note, our payroll department will contact you with the Examiner payment claim forms. If you do not sign, fully complete, or fail to return any of the required documentation, our payroll department will not be able to process your payment. The onus to provide the required documentation lies with you. If you wish to follow up on the progress of your payment, please contact our payroll department (email: [payroll@usq.edu.au](mailto:payroll@usq.edu.au)).

**Submitting Your Report**

Upon completion of the examination, it would be appreciated if you could send your overall recommendation and written report electronically to [grsadmin@usq.edu.au](mailto:grsadmin@usq.edu.au).

Alternatively, please return all documentation in hard copy by the required date.

Yours sincerely,

***Graduate Research School***

Research and Innovation Division

University of Southern Queensland

Toowoomba  Queensland  4350 Australia

**Examiner’s Report**

Please complete after reference to the documentation provided for the information of examiners detailed below

|  |  |
| --- | --- |
| **Examiner Name** |  |
| **Candidate Name** |  |
| **Program** |  |
| **Thesis Title** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **YES** | **NO** |
| **1** | I am willing to have my identity revealed to the supervisor |  |  |
| **2** | I am willing to have my identity revealed to the candidate |  |  |
| **3** | **(Australian examiners only)**  I would be available to participate in an oral examination if it were considered necessary |  |  |

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| **4** | **SUMMARY RECOMMENDATION ON THESIS**  After examination of the above thesis (and the supporting papers, if any) I recommend: **(tick one box only)** | | |
|  | **4.1** | **Pass**  The candidate be awarded the degree with only typographical and similar corrections being completed where indicated. |  |
|  | **4.2** | **Pass Subject to Minor Revisions**  The candidate be awarded the degree subject to the specified minor revisions being completed to the satisfaction of the supervisors and the Dean of the Faculty. (Minor revisions would include rewriting small sections without any significant work.) |  |
|  | **4.3** | **Pass Subject to Major Revision**  The candidate be awarded the degree subject to the specified major revisions being completed to the satisfaction of an appointed Faculty review Panel. (Major revisions would include rewriting one of the chapters with or without any additional work.) |  |
|  | **4.4** | **Resubmitted to the Examiners Following Rewriting**  The candidate be allowed to substantially revise the thesis as indicated and resubmit the thesis for examination. |  |
|  |  | *Please indicate if you would be available to re-examine this thesis if it is identified necessary* |  |
|  | **4.5** | **Fail**  The thesis be rejected, the degree not be awarded and the candidate not be permitted to submit for re-examination of the degree. |  |
|  | **4.5.a** | **Accepted for A Research Masters**  The candidate be awarded a Research Masters degree with only typographical and similar corrections where indicated. |  |
|  | **4.5.b** | **Accepted for a Research Masters Subject to Minor Revisions**  The candidate be awarded the degree subject to the specified minor revisions being completed to the satisfaction of the supervisors and the Dean of the Faculty. |  |
|  | **4.5.c** | **Unacceptable for a Research Masters**  The work be rejected, the degree not be awarded and the candidate not be permitted to submit for re-examination of any degree. |  |

\* The grounds for the above recommendation are set out in the attached report.

**Attach your report on the thesis to this proforma. Please state concisely the grounds on which the recommendation is based and provide sufficiently detailed comments and suggestions to enable the University to gauge the quality of the thesis. To assist in the formulation of your report Annex A and B serve as more detailed criteria and tools to complete your assessment and final report (They do not need to be submitted as part of your report).**

**Comments in your final report on the following would be appreciated:**

* The extent to which the candidate has demonstrated:
  1. **Originality**
  2. **Critical insight**
  3. **Capacity to carry out independent research**
  4. **Significance and potential contribution to professional practice**
* The extent of the contribution to knowledge of professional practice made by the thesis and, in particular, its potential to influence practice and its potential for the knowledge generated to be translated into tangible outcomes or benefits.

* The suitability of the thesis for publication.

**(The University of Southern Queensland does allow part or all of the body of a thesis submitted for examination to be in the exact form of already published material providing that the work is presented as a coherent thesis and that it was produced during the period of candidature. Candidates are required to state their exact contribution where joint authorship is involved.)**

Guidance for the revision of any textual errors referred to in the examiner’s summary recommendation should be included. When the recommendation is that the candidate revises and submits the thesis for re-examination, it is particularly important to give sufficiently specific indications of the nature of the required revisions.

|  |  |
| --- | --- |
| **Examiner Name (printed) :** |  |
| **Examiner Signature :** |  |
| **Date :** |  |

Please return your report and the thesis to: [grsadmin@usq.edu.au](mailto:grsadmin@usq.edu.au)

Graduate Research School

The University of Southern Queensland

TOOWOOMBA QLD 4350

*USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.*

**ANNEX A: PREAMBLE**

The DPRS is a doctoral research degree aimed at creating original knowledge relevant to professional practice. It is very important to contextualize the practice based research in terms of the purpose and function of the Doctor of Professional Studies (DPRS) award.

The DPRS is concerned with knowledge, which is created and used by practitioners in the context of their practice domain where research and practice coexist in a cyclic or spiral relationship. The DPRS is still essentially a research oriented programme, but it takes a more situated view of the research process and the centrality of the practitioner within it.

The DPRS is, therefore, a practitioner or work-based doctorate which is geared specifically to addressing complex professional, organizational and social issues where practice gives rise to new knowledge.

**Detailed Criteria**

**Examiners are expected to compile a report which deals clearly with the following issues** with due consideration to the nature of the study:

**a) Research:**

* The evaluation of the dissertation against the requirements for academic research on that level.
* Understanding of current research, explanatory frameworks and problems within the field of enquiry.
* The delineation of appropriate research aims and objectives.
* The delimitation of the scope of the study as evident from the research aims and objectives.
* The extent to which the focus of the study remains consistent with the aims and objectives of the research.

b) **The Title:**

* The formulation of the title must be unambiguous and should convey the focus of the study.

c) **Literature Study/Review:**

* The relevance, contemporary nature and authority of the adopted literature and other sources consulted by the candidate.
* The candidate's ability to critically review and logically present the relevant literature in the field of study.
* The candidate’s ability to embed their professional practice within a logically presented (multi-disciplinary) theoretical framework.

d) **Research Design and Methodology:**

* The design should be a logical progression from the research question, adopted paradigm(s), aims, and the research design.
* The relevance of the research design in serving the research process.
* The use of appropriate techniques for the collection of data and analysis in order to sufficiently answer the research question / issue of the study.
* The appropriate and clear presentation of the results in terms of the research objectives.
* The accurate interpretation and discussion of findings.

e) **Conclusions and Contributions**

* The candidate must be able to draw logical conclusions from the results.
* The candidate must consider theapplication/ implication/contribution of the research findings.
* Appropriate recommendations/proposals should be made for future research.
* The candidate should have considered thelimitations and shortcomings of the study.

g) **Suggestions and Recommendations:**

* The examiner should explicitly state in which respects the study should be expanded, revised and/or amended if appropriate.



Thesis Examination Payment

To facilitate payment of the Examiner’s fee, please complete the details requested below and return this signed form to the Graduate Research School ( [GRSADMIN@usq.edu.au](mailto:GRSADMIN@usq.edu.au) ).

**Examiner's Details**

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| --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | **Family Name:** |  | | |
| **Given Names** |  | | | | | |
| **Residential Address**  **(PO Box is not acceptable)** |  | | | | | |
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| **Email** |  | | | | | |
| **Telephone** | **Home** |  | | | **Work** |  |

**Candidate’s Details**

|  |  |
| --- | --- |
| **Candidate Name** |  |
| **Student Number** |  |
| **Award** |  |

**Examiner's Banking Authority Details (Wire Transfer only)**

Please contact your bank if you are not sure of your bank code requirements for international transfers

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| **Name of Account** | | | | |  | | | | | | | |
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| **Bank Sort Code (6 digits)** | | | | |  | | **SWIFT / BIC Code** | | | |  | |
| **Routing Code (9 digits)** | | | | |  | | **IBAN Code** | | | |  | |
| **Branch Code** | | | | |  | | **CNAPS (China) IFSC Code (India)** | | | |  | |
| **National ID or Passport Number** | | | | |  | |  | | | |  | |
| **Important** | |  | |  |  | |  | |  |  |  | |  | |
| (1) Due to international banking charges USQ suggests payments of less than 200 Australian Dollars (AUD) be made by International Bank Cheque. It is USQ policy to absorb all costs on funds coming into Australia and similarly to accept the cost of sending monies outside of Australia. We ensure that the full value of your claim leaves Australia but we cannot be held responsible for the international banking rules and charges in the country of the claimant or by any intermediary bank that may have to be used to transfer funds. | | | | | | | | | | | | | | |
| (2) However where your preferred currency is other than Australian Dollar (AUD), USQ will convert to the equivalent on the day of transfer, at the rate offered by USQ’s supplier of foreign currency. The claimant accepts this rate of conversion by their signature on this claim form. | | | | | | | | | | | | | | |
| (3) Where USQ is unable to transfer Australian Dollar (AUD) or some preferred currencies due to international banking limitations or where the cost of transfer would result in excessive international bank charges for either party, USQ will select the most appropriate foreign currency. The claimant accepts this currency by their signature on this form. | | | | | | | | | | | | | | |

Examiner’s Signature: Date:

**Office Use Only**

Approved for payment 🖵 Yes

Signed: Date:

Position:

**Financial Services - Office Use Only**

Supplier Id: **31403 / 403010 / 1005431**

FS Requester: Extn:

*USQ is collecting personal information on this form for the University purposes of providing tertiary education, related ancillary services and associated functions.  This enables the University to correctly record and comply with relevant legislation including: Income Tax Assessment Act 1997 (Cwth), Fringe Benefits Tax Assessment Act 1986 (Cwth).  Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by laws as per the Information Privacy Act 2009 (Qld).*