

## 8.0 MANUAL PROCEDURE

**TITLE** : Appointment of Examiners and Thesis/Dissertation Examination

**OBJECTIVE** : Process of an Appointment of Examiners and Thesis/Dissertation Examination by Research (PhD and Master Structure A Programme)

**SCOPE** : Postgraduate Programme by Research (Structure A)

**DEFINITION** : CDD : Candidate  
 PL : Programme Leader  
 PC : Programme Coordinator  
 SRDC : School Research Degrees Committee  
 SUP/CoSUP : Supervisor/Co-Supervisor  
 REO : Research and Enterprise Office  
 PV : Provost  
 HOD : Head of Department  
 EXM : Examiner(s)

Process No	Details	Interface	Responsibility/Timeline	Regulations
8.0	Prepares Thesis Examiner Nomination Form for PL to nominate the examiners: i) Attached appointment responsibilities of EXM ii) Guidelines for writing report (form) by EXM  Note: the EXM at MSc level shall comprise at least 2 EXM: 1 internal and 1 external. The EXM at Doctoral level shall comprise at least 3 EXM: 1 internal and 2 external. In the event where no suitable internal examiner can be appointed, another external examiner may be appointed by the SRDC.	Thesis Examiner Nomination Form	PC/PL	
8.1	HOD considers the nomination for SRDC endorsement.	Thesis Examiner Nomination Form and examiners CV	HOD/SRDC	
8.2	PC submit the form to REO for Provost Recommendation: i) The recommended nominees will go to Academic Senates for approval.	Thesis Examiner Nomination Form and examiners CV	PC/REO	
8.3	Prepares offer letter to the examiners according to Provost decisions in 8.2. Forwards letter to examiners and SPPC: i) Attach blank "Acceptance of appointment as examiner" letter for examiner's use to indicate acceptance/rejection	Appointment letter and email	REO/ Within 1-2 weeks after Provost decisions	
8.4	EXM considers offer of appointment i. If accepts appointment, go to 8.5	Acceptance Letter and reply slip acceptance as EXM	EXM	

	ii. If rejects appointment, go to 8.4			
8.5	PC to follow up with HOD to re-nominate EXM (depending on who has rejected offer of appointment)	Thesis Examiner Nomination Form and CV	PC/HOD	
8.6	PC notify candidate to submit Thesis/Dissertation examination copy to REO	Softbound Thesis	CDDD	
8.7	Send thesis/dissertation examination copy to EXM who has confirmed acceptance of appointment.	Guidelines for writing report by EXM	REO	
8.8	EXM examine thesis/dissertation	Thesis/dissertation examination copies	EXM Given 7-8 weeks to complete the task	
8.9	Prepare EXM's report and completes "Recommendation" part as in Guidelines for writing report by EXM	Guidelines for writing report by EXM	EXM	
9.0	Collects EXM's report and recommendation by EXM from SUP and EXM  Note: reminder will be sent to EXM for submission of EXM's report after deadline of maximum 3 reminders. If there is still no answer, write to EXM not to submit report anymore and informs SRDC to re-nominate EXM	Duly completed EXM's report and recommendation.	REO	

SELECTION OF THESIS EXAMINERS/PANEL FOR VIVA

Flow Chart	Departments	Notes
<pre> graph TD     A([Notice of Thesis Submission accepted]) --&gt; B[School nominate thesis examiners]     B --&gt; C{Approval by URDC?}     C -- yes --&gt; D[Letter of Appointment sent to examiners]     C -- no --&gt; B     D --&gt; E{Appointment accepted?}     E -- yes --&gt; F([Assessment of Thesis/ Viva])     E -- no --&gt; B             </pre>	<p>School</p>	<p>Examiners for a Masters’ thesis shall comprise of at least one internal and one external examiner; and for Doctorate dissertation, at least 2 external examiners. External examiners must be experts within the field of research.</p>
	<p>Provost (Research and Enterprise Office)</p>	<p>In the event where no suitable internal examiner can be appointed, another external examiner may be nominated. The Provost (Research &amp; Enterprise) may appoint an external examiner in the event of an emergency, and report such appointment to URDC</p>
		<p>Form(s)  <a href="#">Nomination of Thesis Examiners Form</a></p>