

NOMINATION OF EXAMINERS FOR THESIS OF GRADUATE RESEARCH CANDIDATES

1. This form is to be completed by the Main Supervisor and supported by the Head of Department ONE month before the thesis is expected to be submitted for examination so as to avoid any delay in the thesis examination process. The completed and endorsed form should reach the Faculty's Vice Dean (Graduate Studies) at least two weeks before thesis submission.

2. Number of examiners required:

- Master's thesis – two examiners (either one internal examiner and one external examiner, or two internal examiners)
- Doctoral thesis – three examiners (at least one external examiner)*

* *The oral examination panel will be a subset of the thesis examination panel, two of whom must be present (physically or via Skype/video-conferencing, if they are not based in local institutions) at the time of the oral examination. At least one of these two examiners must be a full-time regular faculty member.*

* *It is compulsory to nominate at least one reserve examiner.*

* *For Joint PhD programmes, the examiner from the Partner University is considered to be an internal examiner.*

3. Examiners are given **seven weeks** to submit the examination report on the thesis.

4. **Particulars of Candidate:**

Name:		Student No.:
Degree:	Department:	RI/RC attached to:
Thesis Title: (150-word abstract of thesis to be attached)		Expected Submission Date:
Supervisor(s):		

5. **Proposed Internal Examiner(s):**

- "Internal examiner" refers to NUS staff (including adjunct staff). The availability of examiner during the expected exam period should be established and the examiner has to be notified before nomination.
- Members of the Thesis Committee (except for the supervisor) can serve as an examiner, though in particular cases where the committee member has been highly involved in the supervision of the thesis, this should be avoided. If a supervisor is proposed as an internal examiner, a separate sheet stating reasons must be attached for the Vice Dean's consideration.

	Internal Examiner 1	Internal Examiner 2
Title:	Dr/Asst Prof/Assoc Prof/Prof/Emeritus Prof/ _____	Dr/Asst Prof/Assoc Prof/Prof/Emeritus Prof/ _____
Name:	Official Name: First Name: Last Name:	Official Name: First Name: Last Name:
Department:		
NUS Staff Number:		
Mailing Address: (<i>esp. adjunct staff</i>)		
Contact Nos:		

6. **Proposed External Examiner(s):**

- The proposed external examiner can be from local institutions/organisations outside NUS, e.g. local universities, national-level research institutes, hospitals, etc.
- A brief one page CV of each of the external examiners (including the reserves) must be attached.
- Consent of the proposed external examiner (except for the reserves) must be obtained before nomination.
- Email and mailing address of the examiner must be verified, and the examiner must be informed of the expected exam period.
- External Examiner examining a thesis containing patentable/confidential materials will need to read and agree to the Terms & Conditions on the **Non-Disclosure Agreement (NDA)** before the thesis is sent to him/her. (Supervisors should monitor and remind their students that proprietary/confidential information which is not critical to the thesis for which consent has not been granted should be excluded from the thesis.) Main Supervisor is required to arrange for the signing of the NDA for External Thesis Examiners which is downloadable [here](#).
- Honorarium for external examiner – S\$300 for Master's thesis and S\$500 for doctoral thesis.

	External Examiner 1	External Examiner 2
Title:	Dr/Asst Prof/Assoc Prof/Prof/Emeritus Prof/_____	Dr/Asst Prof/Assoc Prof/Prof/Emeritus Prof/_____
Name:	Official Name: First Name: Last Name:	Official Name: First Name: Last Name:
Gender:	Male/Female	Male/Female
Present Designation ¹ :		
Orgn/Institution ¹ :		
Mailing Address:		
Email Address:		
Contact Nos:		
Appointed as Oral Panel Member?	() Yes () No	() Yes () No
NDA Required?	() Yes () No () Not confirmed	() Yes () No () Not confirmed
NDA Obtained?	() Yes () No	() Yes () No
	External Examiner 3	
Title:	Dr/Asst Prof/Assoc Prof/Prof/Emeritus Prof/_____	
Name:	Official Name: First Name: Last Name:	
Gender:	Male/Female	
Present Designation ¹ :		
Orgn/Institution ¹ :		
Mailing Address:		
Email Address:		
Contact Nos:		
Appointed as Oral Panel Member?	() Yes () No	
NDA Required?	() Yes () No () Not confirmed	
NDA Obtained?	() Yes () No	

¹Administrator to update the following data under "Mailing Address" in SIS.

7. Reserves (at least one for PhD candidate):

- The proposed reserve external examiner should be from local institutions/organisations outside NUS, e.g. local universities, national-level research institutes, hospitals, etc., where possible.
- The Department to decide whether to activate the reserve once the original examiner fails to submit the report by the deadline. Department will need to inform the original examiner when reserve is activated that his/her report is no longer needed.

	Reserve External Examiner 1	Reserve External Examiner 2
Title:	Dr/Asst Prof/Assoc Prof/Prof/Emeritus Prof/_____	Dr/Asst Prof/Assoc Prof/Prof/Emeritus Prof/_____
Name:	Official Name: First Name: Last Name:	Official Name: First Name: Last Name:
Gender:	Male/Female	Male/Female
Present Designation ¹ :		
Orgn/Institution ¹ :		

	Reserve External Examiner 1	Reserve External Examiner 2
Mailing Address:		
Email Address:		
Contact Nos:		
Appointed as Oral Panel Member?	() Yes () No	() Yes () No
NDA Required?	() Yes () No () Not confirmed	() Yes () No () Not confirmed
NDA Obtained?	() Yes () No	() Yes () No

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8. Acknowledgement by Main Supervisor:

I declare that:

[] the proposed examiners have been notified and/or have given their consent.

In ensuring that there will be no conflict of interest, I declare that the proposed examiners:

[] are not related (by family) to me, my co-supervisor(s) or the candidate.

[] are not the candidate's research collaborators/co-authors.

[] have not been supervised by me or my co-supervisor(s).

**Some Departments/Faculties have created form(s) for examiners to make the above declarations for the Main Supervisor's reference.*

Remarks (if any of the proposed examiner does not meet any of the above conditions):

Signature of Main Supervisor

Date

9. Support by Head of Department

I support/do not support* the nomination of the proposed examiners.

Signature of Head of Department

Date

10. Approval by Vice Dean or Nominee

I approve/do not approve* the nomination of the proposed examiners.

Signature of Vice Dean or Nominee

Date

**To delete where appropriate*